

ADMISSIONS and ATTENDANCE POLICY
CANN BRIDGE SCHOOL and POST BRIDGE COLLEGE

Cann Bridge School is a City of Plymouth special school for 92 children and young people with severe learning difficulties. The school has spaces for 72 pupils from 3 – 16 years and a further 20 places in Post Bridge College for post 16 students. All of the learners admitted to the school will be the subject of an Education Health and Care Plan (EHCP) be undergoing assessment for an EHCP. Their needs will fall within the boundaries laid out within the Plymouth guidelines for LMSS which relate to children with Complex Learning Needs where one of the child's priority needs is Cognition and Learning.

All admissions to the school are managed by the Local Authority (www.plymouth.gov.uk/schooladmissions) through the Single Multi Agency Panel (SMAP) chaired by an officer of the LA. Exceptionally, transfers in from outside the LA may be administered through the Education Office in liaison with the Senior Educational Psychologist and Headteachers. SMAP is a multi-disciplinary group comprised of LA Special Services staff, Headteachers, SEN Adviser, Educational Psychologist, Pre-School Advisory Teacher and representative of the Health Authority. SMAP meets on a weekly basis and emergency panels will be convened if required. SMAP will refer complex placement issues to the Matching Panel, comprising of Special School and Support Centre representatives. Placement in the nursery provision of the school does not assure a school place when pupils reach statutory school age, unless the Education Health and Care Plan is finalised and names the school as the appropriate educational provision.

Pupils are admitted to Cann Bridge School from three years of age onwards and can remain at school until end of the school year in which they reach the age of 19. The school caters for children principally from the City of Plymouth. Pupils may be admitted from surrounding LA's pending referral to the Admissions Panel. Requests for admission to the school may be made following advice submitted by an Educational Psychologist, Pre-School Advisory Teacher or similar professionals from other LA's. Parents who have been professionally advised that a place may be appropriate for their child can arrange to visit the school by contacting the Headteacher. The Headteacher may request written reports from other professionals involved in the education of the child prior to the parental visit taking place. No offer of a place will be confirmed by the LA until parents have visited the school and discussed placement with the Headteacher.

The Governing Body will be kept informed of all matters relating to the operation of the LA's admissions policy through the Headteacher. The operation of the Admissions Panel, including preparation of the agenda, will be the responsibility of the LA.

ATTENDANCE

INTRODUCTION

Regular attendance at school is essential to promote the education of all pupils. The School's ethos demonstrates that children feel that their presence in school is important, that they are missed when they are absent or late. The School will take appropriate action when necessary in order to promote the aims of the policy.

AIMS

1. To maximise attendance of all children.
2. To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
3. To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
4. To analyse attendance data regularly to inform future policy and practice.
5. To work closely and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.

ROLES AND RESPONSIBILITIES

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

1. Governors

1. To agree and monitor progress towards annual targets for attendance.
2. To evaluate the effectiveness of the Attendance Policy.

2. Headteacher

1. To set and monitor progress towards annual targets for attendance.
2. To ensure that effective systems are in place to accurately reflect individual pupil and group and whole school attendance patterns.
3. To monitor individual pupil, group and whole school attendance and punctuality.
4. To work in partnership with key agencies if attendance and / or punctuality is an issue.
5. To provide Governors with information to enable them to evaluate the success of policy and practice.
6. To write to parents/carers regarding any concerns about their child's attendance.

7. To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.

- **Class Teacher**

1. To provide an accurate record of the attendance of each child in their class.
2. To record the reasons for absence given to them on the appropriate recording sheet.
3. To respond promptly to any issue raised in the weekly analysis of registers by Office Staff.
4. To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness; if appropriate.

- **Office Staff**

1. To prepare, manage and co-ordinate the use of the SIMS Attendance Manager System.
2. To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
3. To contact parents/carers on the first day of their child's absence to establish the reason.
4. To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.
5. To make a judgement in conjunction with the Headteacher whether an absence is authorised or unauthorised.

- **Education Welfare Officer**

1. To enforce the law regarding school attendance.
2. To support the whole school response to attendance through regular meetings and monitoring individual children's attendance.

ADMINISTRATION

1. The School uses Attendance Manager provided by SIMS to store and monitor its legal responsibilities in relationship to attendance. This system consists of specialised software and OMR sheets.
2. Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. Registers are returned to the School Office after the closure of the registration period.
3. Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

ABSENCE

Lateness

1. Pupils arriving after the register has been closed at 9.30 am, will be considered as late.
2. Pupils arriving after 9.30 am must be reported to the School Office so that their attendance can be recorded.
3. Pupils arriving after 9.45 am will be officially absent for the morning session. This will be considered an un-authorised absence unless a satisfactory reason is given, for example a doctor's appointment.
4. Action to address lateness will be taken following discussion with the class teacher and EWO.

Illness

1. Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence and where possible on each subsequent day of absence. Parents/carers should provide a written explanation on their child's return to school.
2. Where Office Staff are not made aware of the reason for a child's absence they will, wherever possible, contact parents/carers by telephone on the first day of absence.
3. If any member of staff is concerned about a reason for absence, the Deputy Headteacher or Headteacher should be informed.

Medical or Dental Appointments

1. Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments.
2. Parents/carers are encouraged to make all medical appointments out of school hours.

Time off during Term Time

Time off during term time has been subject to legislation from the Government since September 2013 and is only to be granted in exceptional circumstances.

The Government lists these exceptional circumstances as:

- Family time due to immediate family member bereavement, crisis or serious illness
- Funeral of immediate family member
- Religious observance
- Transport not provided by LA when it should have been
- Child of service personnel about to leave on deployment
- Wedding of immediate family member
- One off sporting events above county standard
- Graduation or Passing Out of immediate family member
- Medical appointment

The school can no longer grant time off for a holiday unless the family is able to evidence that the need to take holiday during term time is exceptional.

Any absence which is taken having been stated as unauthorised by the school will result in the Local Authority issuing a penalty notice. The current fine is £60 per child per parent; one absent child in a two parent family will generate a £120 fine.

The school will consider all requests for time off in term time which are submitted using the appropriate form.

Applications to take a holiday during term time will be considered on an individual basis and should be applied for using the holiday application form obtained from the school office. The reason 'holidays are cheaper in term time' will not result in the authorisation of the absence request.

REPORTING TO PARENTS AND CARERS

All absences both authorised, unauthorised absence and lateness will be reported to the parent/carer at the end of the academic year within their child's report.

MONITORING AND EVALUATION

1. Attendance data will be collected monthly to establish patterns of irregular attendance. This will include children with: incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of unauthorised; and all children with attendance below 85%. This data will be discussed with the EWO as part of the regular monthly meetings.
2. The Deputy Headteacher and EWO will discuss the impact of the School's Attendance Policy and the strategies used to promote good attendance annually and the Headteacher will recommend an attendance target to the Governors.

3. The Governors will set an annual target of attendance and unauthorised absence and review this annually at its first meeting.

This policy will be reviewed in line with the schools policy review schedule.

Signed.....

Date.....



CANN BRIDGE SCHOOL HOME-SCHOOL AGREEMENT

THE SCHOOL

We will:

- Provide a balanced curriculum and meet the needs of your son/daughter.
- Encourage your son/daughter to achieve his or her full potential as a member of the school community.
- Care for your son/daughter's safety and happiness and contact you if we have any worries or concerns.
- Achieve high standards of behaviour through building good relationships and developing a sense of responsibility.
- Keep you informed about general school matters and your son/daughter's progress in particular.
- Be open and welcoming at all times and offer opportunities for you to become involved in the life of the school.

Signed.....

PARENT

I will:

- See that my son/daughter attends school regularly and properly equipped.
- Let the school know of any concerns or problems that might affect my son/daughter's work or behaviour.
- Support the school's work in developing appropriate behaviour.
- Attend meetings to discuss my son/daughter's progress at least once a year.
- Endeavour to be as supportive as possible of the general work of the school.

Signed

