



Welcome to

**Westbury School**

Admissions and Attendance Policy

March 2024

T: 01743 884 195

[uniquecaregroup.co.uk](http://uniquecaregroup.co.uk)

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This policy is in line with the Independent School Standards (April 2019)

## 1. Principles

The purpose of this policy is to ensure that Westbury School is able to meet the individual needs of the children and young people we admit.

The School will:

- Ensure that we can meet the special educational needs of referred children and young people at the point of admission.
- Ensure that we deal with each individual referral efficiently and within the required timescales.
- Provide a transparent process for the referral of prospective children and young people.
- Ensure each setting has a structured and supportive admission and induction procedure for new children and young people.

## 2. Admissions at Westbury School

Westbury School is a specialist education provision for twenty boys and girls aged 11-18 offering education and therapeutic support for moderate learning difficulties and associated additional complex needs, including anxiety, ADHD, ODD, sensory processing and autism. No child is refused admission on the grounds of race, ethnicity, gender, religion or sexual orientation. Westbury School offers a broad and balanced curriculum, comprising of core subjects and wide vocational opportunities. Westbury School provides a highly structured and supportive environment which supports our children to manage their behaviour, learning and develop personal care, social interaction and independence skills. We believe in the development of the 'holistic child'. Pupils also have access to a full education and a range of community based opportunities to develop them spiritually, morally, socially and culturally, whilst also promoting respect and tolerance and preparing them for life in Modern Britain. We expect all pupils on roll to attend every day, during term time, as long as they are fit and healthy enough to do so. We recognise that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

At Westbury School, we will:

- Have in place written guidance on admissions, that clearly identifies the admission criteria for our particular setting
- Publish a Prospectus/Statement of Purpose/Statement of Principles and Practice that fulfils the requirements of specific regulations and includes:
  - our setting name, postal address, telephone number and website address;

- a named contact person;
- school roll, age range, primary or secondary, mixed or single sex, day or boarding;
- any specialism catered for
- a description of our admissions procedure
- a children's guide to the provision

### 3. Pre-Admission

We will publish a copy of our latest Prospectus/Statement of Purpose on our website for reference by parents/carers and other stakeholders; and make paper copies of the information available on request without charge to parents/carers. Westbury School will work in partnership with local authority personnel and requires that the authority provide all necessary documentation in a timely manner, in order to ensure we can make an informed decision about meeting the needs of a child/young person. The documents required are:

- a. Current IDP/ Education, Health and Care Plan (EHCP).
- a. Most recent annual review/key educational progress data
- a. A chronology of the child's life to date, to include information on exclusions and periods out of education.
- a. Current/most recent care plan/ Personal Education Plan (PEP).
- a. Current/most recent behaviour management plan(s) and risk assessment(s).
- a. Any additional assessments.
- a. Any additional professional reports (e.g. psychology, psychiatry, paediatrics, occupational therapy, YOS, CAMHS etc.)
- a. Parental/ guardian submissions.
- a. Information on any previous Pupil Premium spend.

We will ensure that we can meet the special educational needs outlined in the child/young person's Education, Health and Care Plan (EHCP)/Statement of Special Educational Needs (SEN) or other records within the setting.

If we feel that a child/young person may need additional resources we will ensure that these resources can reasonably be provided by the setting before a place is offered (or within an agreed timescale) for the child/young person.

We will ensure that we generate an individual risk assessment and behaviour management plan prior to admission. Where appropriate, we will expect an initial care plan from the local authority. We would review all of these documents regularly once the child/young person arrives.

Westbury School will establish a systematic approach for maintaining admission records, in line with current legislation. We will ensure that the appropriate parent/carer/local authority representative have signed all relevant documentation (contracts, permissions, medical information, consent etc.) prior to admission of the child or young person.

#### 4. Post-Admission

We will ensure that a post-admission review (initial review) takes place usually within six weeks (no later than 12 weeks). This meeting will endorse the placement and agree the details of individual support plans. This admission review will ensure that all parents/carers and professionals are informed by up to date detailed baseline assessment and information related to both the child's education and care.

Westbury School will ensure when admitting a child/young person that prior to the end of the postadmission period (6 weeks) they have identified and completed:

- The identification of any additional special educational needs that the school is equipped to cater for
- Base line information and assessment details to be presented in the post-admission review
- Information stating what needs to be in place to support a child/young person in the placement
- An induction process for a new child/young person
- A system that identifies the resources and expertise required to meet the changing/developing needs of the child/young person's individual needs.

#### THE ADMISSIONS REGISTER

The young person's details need to be entered into the School admissions register and accompanying information filed. The young person will be shown around the school and introduced to the staff and other young people. An individual timetable will be discussed, taking into account the specific needs of the young person. Initial assessments will be carried out within the first six weeks from admission and a copy of the results will be discussed at an initial review meeting with the placing authority and parents/carers and team involved in the education and residential settings.

This gives particular information about pupils who are currently registered as attending our school. The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2013, the admission register will contain:

- Name (inc. middle names) Surname First
- Date of Birth
- Year Group
- Gender
- Ethnicity
- Name and Address of all with PR
- Parent/Carer with whom learner resides
- Emergency Contact Numbers (Social Worker) x 2

- SEN Y/N
- LAC Y/N
- EAL Y/N Day/Res
- Pupil Premium
- LA - Funded
- LA - Referred
- Date of Admission
- Previous School / Leaving Date
- Any Readmission Date to Westbury School
- Leaving Date Westbury School
- An indication of boarding/care order or day attendance (external placements)

### Attendance Register

The School is required to ensure that the attendance register for all pupils on the school roll is taken twice a day – once at the start of the morning session and once during the afternoon session. Our school values attendance at school and students who complete 100% attendance each term will be celebrated during the end of term celebration assembly. Each pupil must be marked on the register in one of the following categories:

- Present
- Engaged in an approved educational activity away from the school site (approved by the Head Teacher and supervised by a person approved by the Head Teacher, including sporting activities, educational visits, or residential trips)
- Absent
- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)
- Taking authorised absence (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).
- Registration Codes are taken from latest School's attendance Guidance which includes the latest COVID – 19

### Induction

Once joining Westbury School pupils will start a 4 week induction programme with the school Wellbeing Lead and SENCo. This will prepare the student and support them settling into their new placement.

## Attendance

In order to enable each of pupils to reach their full potential, we consistently stress the importance to both the pupils and support workers of the need for maximum attendance and punctuality.

Many of our pupils have already had significant gaps in their education and achievements, one of the most effective ways that schools can improve achievement is by improving attendance. Our teachers cannot begin to raise the standards of children who are not in school regularly.

## Rights and Responsibilities

### *School:*

- We expect pupils to attend school regularly and to arrive in a fit condition to learn.
- We will encourage good attendance and will investigate all absenteeism.
- School staff will set a good example in matters of attendance and punctuality and will promptly investigate all absenteeism and lateness.
- We will work closely with support workers/care managers should attendance/punctuality give cause for concern.
- We will provide an individualised broad and balanced curriculum in order to meet the needs of each pupil.

### *Pupils:*

- Pupils will ensure that they attend regularly and on time.
- Pupils will have individual records of attendance / punctuality acknowledged by the school.

Absence from school will be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical appointments
- Days of religious observance
- Exceptional circumstances, such as bereavement

Absence from school will not be authorised for:

- For any type of shopping
- Resting after a late night
- Relatives visiting or visiting relatives
- Holidays

## Start and Close of Registration

T: 01743 884195

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Westbury School complete accurate registers at the beginning of each morning and afternoon session within 30 minutes of the start of the session.

Registration begins at 9.00 a.m. and 1.15 p.m. each school day and registers will be closed 20 minutes after these times.

If a pupil arrives after the register has closed, they should report to the Head of Education.

Pupils arriving after the register has closed, without an acceptable reason, will be marked as having an unauthorised absence for that session.

### Use of Symbols

The following symbols are used in our registers:

/ = Present a.m. Present

\ = Present p.m. Present

B = Educated off site (NOT dual Approved education Registration) activity

C = Other Authorised Circumstances Authorised absence (not covered by another appropriate code/description)

D = Dual registration (i.e. pupil Approved education attending other establishment activity)

E = Excluded (no alternative Authorised absence provision made)

G = Family holiday (NOT agreed or Unauthorised absence days in excess of agreement) 5

H = Family holiday (agreed) Authorised absence

I = Illness (NOT medical or dental Authorised absence etc. appointments)

J = Interview Approved education Activity

L = Late (before registers closed) Present

M = Medical/Dental appointments Authorised Absence

N = No reason yet provided for Unauthorised Absence

O = Unauthorised absence (not Unauthorised absence covered by any other code/ description)

P = Approved sporting activity Approved education Activity

R = Religious observance Authorised absence

S = Study leave Authorised absence

T = Traveller absence Authorised absence

U = Late (after registers closed) Unauthorised absence

V = Educational visit or trip Approved education activity

W = Work experience

X = Non-compulsory school age Not counted in Absence possible attendances

Y = Unable to attend due to Not counted in exceptional circumstances possible attendances

Z = Pupil not yet on roll Not counted in possible attendances

# = School closed to pupils Not counted in possible attendances

These symbols are those introduced in September 2006 as a result of a direction from the DfE.



## The Legal Status of Registers

The register is a legal document and must be marked accurately, recording pupils' attendance or absence and in the latter case if authorised or unauthorised.

A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order in respect of a pupil.

Registers must be kept for a minimum of 3 years following completion at the end of the academic school year.

## Staff Responsible for Processes

The Head of Education is responsible for attendance issues and will check the registers on a regular basis to identify any attendance/punctuality concerns.

The School Proprietor, Director of Education and governors will review the reported monthly attendance via the monthly management meeting and board meetings.

The school administrator has responsibility for ensuring that registers are kept safely and are available for inspection to relevant professionals.

The school administrator is responsible for logging attendance information onto the computerised system, including the correct absence code.

The school administrator is responsible for taking the register daily, once for the AM session and once for the PM session.

## Procedures for Following Up Absence/Lateness

It is the responsibility of the care manager/support worker/parent to contact the school on the first morning of the child's absence. If this contact is not made then the Head Teacher/ School Administrator will ask within the morning handover meeting the reason for any pupils' lateness or absence.

Pupil attendance is scrutinised by the SLT team in the termly management meeting which consists of the Director of Education, Head Teacher and Proprietor. All reasons for absence deemed a cause for concern will be explored and monitored.

[Appendix 1](#)

## Letter to Parents regarding attendance

Dear Parents & Carers,

We seek to ensure that all our pupils receive a full-time education, maximising the opportunities for all to realise their true potential, particularly as many of our pupils have historically unfortunately had varying times out of full-time education.. All Westbury school, staff will work with students and their parents/carers, to support them in meeting their legal duty to ensure that their children achieve maximum possible attendance; and that any problems which may impede full attendance are acted upon quickly and when required a supportive and agreed personalised reintegration plan will be put into place.

Did you know?

90% attendance means that a student is missing half a day's school a week?

95% attendance means that a student will miss two weeks of school in a year?

93% attendance or better gives a student a 73% chance of achieving 5 GCSEs, Grades 9 -4/A-C, whatever their ability?

There are 190 school days in a year leaving 175 in which to take routine medical appointments and holiday?

### Frequently Asked Questions...

Q: My child is unwell, what should I do?

A: Please call the school no later than 9.15am (01743 884195) to request authorisation for any lateness/absence with a full explanation of the nature of lateness/absence. A call is requested for every day of absence unless you have spoken directly with the Head Teacher.

Q: Why do I need to call every day?

A: We cannot assume that a pupil is unwell just because they were off school the previous day. If you believe an absence due to illness may be prolonged, please contact us so that we can make arrangements to avoid you calling daily.

Q: I know in advance that my child needs to leave school early for an appointment, what should I do?

A: Please email the head teacher at least 24 hours prior to the appointment to [nadia.chelpa@uniquecaregroup.co.uk](mailto:nadia.chelpa@uniquecaregroup.co.uk) detailing the reason for the request of absence to leave school and the time you wish to collect them. The head teacher will then email back to confirm appropriate collection time and location, dependent on timetabling/location of education.

Q: I have just remembered that I need to request authorisation to collect my child during the school day, or I have forgotten to email with advance notification, what should I do?

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A: In the first instance, please call us, 01743 884195. However, please note, that dependent on timetabling the pupil may not be at Westbury School in readiness for parental/carer collection, please liaise with the head teacher if your child is on an educational activity off site.

Q: I wish to take my child out of school for a Family Holiday (or other reason) during Term Time.

A: Leave of absence will only be granted in Exceptional Circumstances and can only be authorised by the Headteacher. Exceptional Circumstances are defined as 'one-off' occasions where a request for leave of absence is unavoidable and does not cover annually occurring family holiday. Please complete a Leave of Absence Request Form, available from the Head Teacher, and submit no later than two weeks prior to the start of the leave. In order for the Headteacher to reach an informed decision, please include as much detail as possible to explain why Exceptional Circumstances apply.

Please do not try to contact your child directly by text or phone. Pupils may have their mobile phones in school, but they are held securely in the school office until the end of the school day.

Policy Prepared/Reviewed By:	Signature	Date
Policy Approved By:	Signature	Date
Next Review Date:		
Interim Review Comments:		
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Policy Approved By:		
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