

BANKS HOUSE SCHOOL ADMISSIONS, REGISTER AND ATTENDANCE POLICY

cascade

Last Updated: 22/11/2023 - Next Review Due: 22/11/2024

CONTENTS

Important roles and named people	3
1 - Admissions Criteria	3
1.1 Admission Process	3
2 - Pre-Referral Responsibilities (of the Placing Authority)	4
2.1 Consultation	4
2.2 Students placed outside the area where they normally live	4
3 - Register	4
3.1 Registration	4
4 - Attendance	6
4.1 Attendance	6

cascade

Important roles and named people

Throughout this policy, the following roles may be mentioned. It is important to know who these people are;

- Head of school
 - Dawn Wale (dawn.wale@cascade-care.com)
- Registered Manager/Deputy Designated Safeguarding Lead
 - Helen Baker (helenbaker@cascade-care.com)
 - Samuel Burdensamuel.burden@cascade-care.com (Deputy Designated Safeguarding Lead)
- Operations Director
 - Peter Stillings (peter@cascade-care.com)

1 - Admissions Criteria

1.1 Admission Process

The school determines that a pupil is suitable for Banks House School based on the following criteria

Pupils at Banks House School:

- Are Looked After Children, in Public Care and/or are in the care of Cascade/ identified as a Child in Need.
- Have a diagnosis of Autistic Spectrum Disorder and/or a diagnosis of a Learning Disability (including ADHD)
- Have a moderate, severe or profound learning disability
- Has or is in the process of acquiring an EHCP, as set out in the Children's and Families Act 2014.

All admissions to Banks House School would be made as part of the admissions process to a Cascade residential home. The educational needs of the student will be discussed as part of the initial referral from the local authority making the referral. All admissions are currently made via the Operations Director, the Registered Manager and the Head of School. Educational needs would be assessed by the Head of School. We ask Local Authorities to provide detailed paperwork (including EHCP's where applicable) before we consider admission to Banks House School. As part of the assessment process a visit to see the student will be conducted by the Registered Manager and the Head of School. This visit may also be supported by the Operations Director.

It is important to note that a resident moving into Banks House Residential Home may not necessarily be educated at Banks House School. Some residents may already be having their educational needs met elsewhere. Admission to Banks House School will be agreed by relevant local authority and professionals if they feel Banks House School can meet the student's educational needs.

An impact risk assessment is carried out as a means of highlighting the risk posed to those students already in the school.

2 - Pre-Referral Responsibilities (of the Placing Authority)

This summarises the procedures which should normally be followed by the Local Education Authority before a student is referred for placement. However, procedures in individual authorities may differ.

2.1 Consultation

At the point when it is determined that a placement may be required, and throughout the subsequent process of identification, planning and placement, the social worker must consult and take account of the views of the following people:

1. The student
2. The student's parents
3. The student's Independent Reviewing Officer (IRO), if the child is moving from another Looked After Placement
4. If the child is at Key Stage 4 the Nominated Officer within the placing authority must be consulted prior to the placement
5. Anyone who is not a parent but has been caring for or looking after the student
6. Other members of the student's family who are significant to the student
7. The student's school or education authority
8. The Youth Offending Service, if the student is known to them.

2.2 Students placed outside the area where they normally live

The decision to place a student out of area must be approved by the Nominated Officer, unless it is a Placement at a Distance, (i.e. outside the area of the local authority and not within the area of any adjoining local authority), in which case the approval of the Director of Children's Services is required.

The Nominated Officer/ Director of Children's Services must be satisfied of the following:

- That the student's wishes and feelings have been ascertained and given due consideration
- That the placement is the most appropriate placement available for the student and consistent with the Care Plan or EHCP
- That relatives have been consulted where appropriate
- That the Independent Reviewing Officer (IRO) has been consulted (usually the IRO will discuss with the student after the child has visited the proposed placement)

3 - Register

3.1 Registration

According to the Independent School Inspectorate Standards: "The standard in this paragraph is met if the proprietor ensures that admission and attendance registers are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006".

Banks House School will therefore keep an updated register on student attendance on a daily basis. Where students attend education on a part time basis, due to their specific educational needs, Banks House School will record their attendance at timetabled sessions only. Should a student be in full time education the register will be taken twice daily at the start of each morning and afternoon session.

cascade

Banks House School will be using the attendance codes found here;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

- / - Present in school AM
- \ - Present in school PM
- L - Late arrival before the register has closed
- B - Off-site educational activity
- D - Dual Registered - at another educational establishment
- J - At an interview with prospective employers, or another educational establishment
- P - Participating in a supervised sporting activity
- V - Educational visit or trip
- W - Work experience
- C - Leave of absence authorised by the school
- E - Excluded but no alternative provision made
- H - Holiday authorised by the school
- I - Illness (not medical or dental appointments)
- M - Medical or dental appointments
- R - Religious observance
- S - Study leave
- T - Gypsy, Roma and Traveller absence
- G - Holiday not authorised by the school or in excess of the period determined by the head teacher
- N - Reason for absence not yet provided
- O - Absent from school without authorisation
- U - Arrived in school after registration closed
- Y - Unable to attend due to exceptional circumstances
- Z - Pupil not on admission register
- X - Non-compulsory school age pupil not required to be in school
- # - Planned whole or partial school closure

4 - Attendance

4.1 Attendance

This section of the policy is written in conjunction with the 'School attendance - Guidance for maintained schools, academies, independent schools and local authorities' document (2019). Banks House School is committed to supporting all its students to achieve their full potential and are fully aware that students need to attend school regularly to benefit from their education. The aim of this section of the policy is to promote attendance, reduce absence including persistent absence and to ensure that every child has access to full time education.

The government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled and act early to address patterns of absence.
- Parents (*in our case, staff*) perform their duty by ensuring the children of compulsory school age who are registered at school attend regularly.
- All students are to be punctual to their lessons, with personalised adjustments made for self regulation due to the individual's specific educational needs.

The law requires all schools including independent schools to have an admission register and, with the exception of schools where all students are boarders, an attendance register. All students at Banks House School will be placed on both registers. At Banks House School the first session register opens at 9am and closes at 9:30am. The second session register opens at 1pm and closes at 1:30pm. Due to transport arrangements, pupils will be marked as late if they are after 9:15 am.

The admission register will contain the personal details of every student in the school, along with the date of admission or readmission to the school, information regarding parents and carers and details of the school last attended. These will be recorded securely on the Banks House School online database.

4.2 Responsibilities

All staff (teaching and support) at Banks House School have a key role to play in promoting and supporting the highest levels of school attendance and will work to provide an environment in which all students are eager to learn. Staff are responsible for making students feel valued members of the school and wider community. Students should look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality and must act as role models to the students.

4.3 Collection and analysis of data

Attendance is monitored weekly and at the end of each term by the Banks House School teaching staff. Any areas of concern are highlighted to the Head of School and discussed in weekly DSL meetings.

4.4 Students who abscond from school

To abscond is to 'leave without permission'. At Banks House School it is highly unlikely that a child will abscond on site due to the high level of adult support, supervision and security of the home and the school.

If a student does abscond, staff will refer to the Head of School and Registered Manager who will refer to the necessary policies.

Each incident will be recorded, monitored and evaluated.

Statutory Guidance: Children Missing Education (DfE September 2016) this sets out the key principles to enable local authorities in England to implement their legal duty under Section 436A of the Education Act 1996 to make

cascade

arrangements to identify those students missing education. Regular school attendance is an important safeguard and unexplained-attendance can be an early indicator of problems, risk and vulnerability.

The Head of School should inform the Pupil Tracking Officer and/or Education Welfare Officer of any student who has not attended for ten consecutive school days without provision of reasonable explanation.

All schools are required to notify the local authority within five days when a student's name is added to the admissions register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the student.

The Head of School should inform the Children's Missing In Education Officer and the student's social worker immediately if a student who is Looked After or subject to a Child Protection Plan is missing from education.

4.5 Sickness and absence

In the case of your child not being in school, the school expects parent(s)/carer(s) to contact the school to explain the reason for the absence as early as possible. If the school does not hear from you, the office staff will call at approximately 9:30 to enquire about the reason for the absence.

The school follows advice from the nhs and the dfe. This link provides more information:

<https://ukhsa.blog.gov.uk/2023/09/08/a-parents-guide-to-keeping-kids-healthy-this-school-year/>

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>

The Head of School monitors the effectiveness of this policy on a regular basis. They also report to the School Advisory Board on the effectiveness of the policy and, if necessary, make recommendations for further improvements.

This policy has been assessed for its impact on those with "protected characteristics" (Equality Act, 2010), as part of our commitment to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations. It is our opinion that this policy is fair and does not prioritise or disadvantage any student or staff member.