



## ADMISSIONS AND ATTENDANCE POLICY

Date	Review Date	Headmistress	Proprietor
December 2020	2023-2024	Zoe Sylvester	Brian Berkery

This Policy forms part of a set of documents and policies which relate to the safeguarding and educational responsibilities of the School.

### ADMISSIONS STATEMENT:

Broadhurst School is an inclusive school that welcomes children from all abilities and differing, diverse backgrounds. The School is an independent, non-selective school where consideration will be given to pupils with special educational needs, learning difficulties and disabilities, providing that we can offer them the support that they require. In this respect, parents are recommended to read the school's Equal Opportunities for Children Policy, the SEND Policy as well as our Accessibility Plan.

### ADMISSIONS AIMS:

- We welcome children from the age of 2+ years and we run a two-year programme preparing them for entry into their Pre-Preparatory School.
- To give parents and children as much information as possible about Broadhurst School and the high-quality education that it provides
- To do our best to make sure that any child starting at Broadhurst School settles in quickly and happily
- To begin forming a partnership with parents

### ADMISSIONS PROCESS:

We welcome enquiries from prospective parents who are in the early stages of pregnancy. Places are for five sessions a week and are usually allocated on a first come, first serve basis. When allocating a place, we take into account staff/child ratios, the age-range of the child and registration requirements. Priority is given, where possible, to siblings or where there are proven existing connections to the school.

When all of our Half Day (2+) places have been allocated, we invite prospective parents to apply for a place on our wait list. Parents of children on the wait list are contacted once a

vacancy arises. The school reserves the right not to share information regarding Wait List positions.

Occasionally, vacancies in our Full Day (3+) school and chance vacancies arise and we encourage parents to contact our [Registrar](#) to enquire regarding availability.

In order to guarantee an allocated place, we encourage prospective parents to visit the school and meet with the Headmistress at the earliest opportunity given. Offers are made by the Headmistress in accordance with the school's terms and conditions provided as part of the admissions process. The admission of pupils is at the absolute discretion of the Headmistress, who always seeks to do this with each child's best interests at heart.

For further enquiries and/or to request a current prospectus containing full details regarding the admissions process, please email: [registrar@broadhurstschool.com](mailto:registrar@broadhurstschool.com)

## **ADMISSIONS REGISTER**

The admissions register is currently stored within our management information system (MIS) and held on a secure host server by ISAMs. The data is backed up daily and held indefinitely. The Admissions Register is maintained by the Office Secretary.

For each pupil, the admission register must contain the following information:

- name in full
- sex
- name and address of every person known to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- at least one telephone number at which the parent can be contacted in an emergency
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school or nursery last attended, if any
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent where it is reasonably practicable for the school to ascertain this information

The name of a pupil must be included in the register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the School year.

## **REMOVAL FROM THE ADMISSIONS REGISTER**

The School is obliged to inform the local authority where a pupil's name is going to be deleted from the admissions register on certain grounds. In summary these are: when the child has been taken out of School to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child has been permanently excluded.

The duty to inform local authority arises as soon as the grounds for deletion are met and in any event before deleting the child's name. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register

In relation to deletions from the register, the duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register.

The School's right to remove a pupil will in addition be subject to the terms and conditions of their own school/parent contract.

The School is also obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

It is the broad duty of the School to notify/make returns to the local authority for all non-standard admissions and departures, to know or be able to ascertain the correct local channels for so doing, to be able to evidence that, if there have been any non-standard admissions or departures, the required notifications have occurred in accordance with local procedures, and that the school works co-operatively with the local authority in making returns as requested and reasonable enquiries where necessary. It is advised that it is a criminal offence not to report when so required.

## **ATTENDANCE AIMS:**

- To work to actively maximise attendance rates – both in relation to individual pupils and for the whole school.
- To support parents in ensuring the regular and punctual attendance of pupils and respond promptly to any issue which may lead to non-attendance.

## **ATTENDANCE REGISTER**

Attendance data is stored on our MIS (ISAMs) and a report for an individual child's attendance can be requested by parents. Registers are completed by the Class Teacher and monitored daily by the Office Secretary.

For all pupils of compulsory school age, the attendance register must be completed at the start of each morning and afternoon session. The attendance register must show whether the pupil is:

- Present
- Late

- Absent
- Attending an approved educational activity outside School (approved by the 'Proprietor' and supervised by a person approved by the Headmistress or person acting on behalf of the Headmistress, and including work experience or sporting activity)
- Unable to attend through exceptional circumstances (unavoidable closure of the School site or part of it; unavailability of transport provided by School or local authority, where the home is not within walking distance)
- Taking authorised absence (granted leave of absence by the Headmistress or person acting on behalf of the Headmistress; 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)

## LATENESS

The School encourages excellent levels of punctuality. If a child is late for their session. The class teacher needs to inform the office of their arrival in School.

## LOCAL AUTHORITY

Local authorities have a legal responsibility to identify children of compulsory school age who are not in education. The School co-operates with the local authority if it receives an enquiry about whether they are educating a specific child.

We are obliged to notify the local authority when a child or pupil fails to attend school or is absent without leave for more than 10 school days (continuous).

*The Proprietor of a school which fails to comply with the requirements of the Education (Pupil Registration) (England) Regulations 2006, as amended, including its reporting requirements, is guilty of a criminal offence, under section 434(6) of the Education Act 1996, and can be fined.*

<b>Headmistress:</b>		<b>Date:</b>	
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