

Admissions and Attendance Policy

Our Vision

At Bournes Green Infant School the governors, staff, children, parents and carers work together in an atmosphere of mutual respect and trust in a community that is strengthened and enriched by a diversity of background, culture and religion. Our priority is to foster the self-confidence, self-esteem and independence of all in a climate of growth and opportunity that will enable us to achieve the highest standards. We actively promote a healthy environment in which children enjoy learning and develop the skills needed to become responsible members of society. We aim to bring learning to life.

'Strength Through Wisdom' was the original mission statement for our school. Today we nurture our children to be confident and articulate with an enjoyment of learning in the belief that this will enable them to gain strength from their developing wisdom.

See also related policies: Equal Opportunities policy and DDA scheme.

Bournes Green Infant School is committed to providing a safe and secure environment for students, staff and visitors and to promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well being of others.

Admissions

The current number intended to admit is 60 children per academic year group.

Arrangements for admission are as follows:-

If at the cut off date there are not enough places for all those who have expressed a wish to have their child admitted to a particular school in that following academic year, places will be offered using the following criteria:

1. Looked after children and previously looked after children (see explanatory note)
2. Pupils who live in the catchment area served by the school and who have an older sibling attending the school or attending the "partner" junior school
3. Pupils who live in the catchment area served by the school
4. Pupils who live outside the catchment area served by the school and who have an older sibling attending the school or attending the "partner" junior school
5. Pupils who live outside the catchment area served by the school

If a school place has been secured through false information being provided, the council does have the power to withdraw any place offered.

All children are offered places for the autumn term in the academic year during which they have their 5th birthday.

Within the first week of term, staff would like to visit the children and their parents at home and offer a taster session in school. For the next two weeks, children will spend only half-days in school i.e. morning or afternoon sessions. After that school times will be as normal (all day).

Parents and children are invited into school prior to admission to meet staff and discuss admission arrangements and school organisation.

Explanatory notes:

Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after.

Pupils with Statements of Special Educational Needs that name a particular school are required to be admitted and the admission authority does not have the right to refuse admission.

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority.

If the pupil's home is a flat the distance will be measured to the main external entrance to the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / Governing Body).

All admissions criteria for pupils applying to start the Reception year and year 3 (in a separate junior school) refer to the closing date for admission applications.

For all other applications the criteria will refer to the date the application is received by the Council.

Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

If it is not possible to offer the child a place at any community school, details of the appeals process will be forwarded to the parent by the Pupil Access Team.

Attendance

Registers are marked by staff at the beginning of each session in the following way:-

- /\ - Signifies presence
- O - Indicates absence

We use the attendance codes as required by DCFS. The appropriate letter (see below) is inserted into the circle either when the child returns during a session (L or M) or when the reason for absence has been established. The most commonly used are:

- H - Authorised holidays only
- C - Authorised absence (other circumstances)
- I - Illness
- M - Medical treatment e.g. dental appointment,
- L - Lateness
- O - Any unauthorised absence

Children should be present at all times of the school day unless there is a legitimate reason. There is a 'signing in' book in the reception area for any children arriving late or leaving school early for or arriving back from appointments.

Parents must notify the school of any absence by 9.30 am on the first day of absence. The school will contact parents if a child is absent and we have not heard from the parent by 9.30am. We will ask for follow up information as appropriate.

Any request for term time absence will be considered individually taking account of the following:

- The **very exceptional** circumstances given
- The child's level of attendance

If the child is not back in school within 10 days of any authorised period of absence or has in excess of 10 days unauthorised absence they may be removed from the school register in accordance with the current Education (Pupil Registration) Regulations.

Parents must apply for permission in writing, stating the exceptional circumstances, at least 1 month in advance. Any term time absence, taken without the agreement of the school, or in excess of that agreed will be classed as unauthorised and may put your child's place in the school at risk and result in a Penalty Notice being issued.

If attendance falls below 90% and is causing concern, the school will notify the family and commence appropriate intervention.

Review

This policy was revised and approved by the *Governing Body* in Spring 2017

It will be revised in accordance with our Key Documentation and Policy Review Timetable.