

Jacobstow Community Primary School and Preschool
part of the Bude Communities' School' Trust
Admission and Attendance Policy

It is our aim that...

- we challenge our children to achieve the necessary skills to face the future and live independently knowing how to make the most of the opportunities afforded to them
- by offering a secure and caring environment which nurtures their emotional and spiritual wellbeing they are enabled to lead happy and healthy lives
- our children will develop an enjoyment for learning and take pleasure and pride in their achievements
- our children will respect and value decision making processes and become self-confident, active and responsive members of their communities
- our children will see new experiences as an adventure, developing a curiosity and excitement for learning that creates independent thinker

By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly, or register their children as being Electively Home Educated, with the Local Authority.

The school follows the Cornwall County School admissions policy (Please visit Cornwall Council website for full details) and all admissions to Jacobstow School are arranged through the county admissions office.

Applying for a place

All applications for places in Reception or during the school year must be made direct to the applicant's home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governing Body.

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

Allocation of places

Children with a Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for Reception in 2015/16 will be 15. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria below will be used to decide on allocations.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council's website.

Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the criteria set out below. Children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria

In the event of there being more than 15 applications for places in the reception year group or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Statement of Special Educational Needs names the school:

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.
2. Children who live within the designated area of the school, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the beginning of the autumn term of the school year.
3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending the school at the time of their admission.
5. All other children.

Preschool Admissions: Attendance at a particular nursery class or early year's provider does not give a pupil any priority within the admissions policy for admission to a primary school. Parents/carers must still submit an application for a place in the reception year group to the local authority in the way indicated above.

Notes and definitions

Children in care: 'Children in care' are also referred to as 'looked after children' and are children who are in the care of the Local Authority.

Designated areas: Cornwall Council has divided the County into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called 'designated areas' ('catchment' areas). Your designated school will not always be the one nearest to your home address.

Maps are available for all designated areas online at www.cornwall.gov.uk/admissions or by calling the Admissions and Transport Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk.

If you are planning to move into the designated area of a school, your application for a place at that school will not be given the priority accorded to designated area pupils without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.

Professional recommendation for admission: If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

Siblings: 'Siblings' means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living permanently in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on the roll of the school in question at the date of application, allocation and admission.

Tie-breakers : If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

Final tie-breaker : Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol which is available on request.

Distances : Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council's Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey's Address Point dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

Distances used to determine nearest school with room (i.e. where it is not possible to offer a place at a preferred school) and for establishing transport entitlements will be measured by the nearest available route as determined by the CSA's Geographical Information System (dataMap).

Transport: please note that as Jacobstow School designated area is so large many children use designed school transport to come to school, the distance criteria for attendance are also used to determine access to school transport.

Home address : Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

Multiple birth siblings : Where applications are received on behalf of 'multiple birth siblings' (i.e. twins, triplets, etc.) or siblings whose dates of birth place them in the same chronological year group, every effort will be made to offer places at the school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. However, where this is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

ATTENDANCE

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

Absence in school time should only occur in exceptional circumstances when:

- children are sick, we do not want sick children in school as they are not effective learners if they are ill and they may pass their infections and viruses onto other children which is unfair. Please see 'The Spotty Book' for some further guidance see link on school website
- children have medical appointments which are unavoidably during school time (usually the time of the appointment + travelling time)
- there is a family bereavement (usually 1 days absence)
- immediate family illness where the family member doesn't live close to the school area (time allowed to be negotiated with the school)
- there is a family wedding (usually 1 days absence)
- visits to potential new schools when relocating (usually 1 day)

- involvement in sports, music, artist examinations and events associated with exceptional talent, scheduled in school time (usually the time of the examination/event + travelling time)
- days of religious observance
- other – exceptional circumstances which need to be declared to school and discussed directly with the head teacher, at whose discretion absence may be authorised

Arrangements for unavoidable absence in school time: There may be times when exceptional circumstances (please see above) mean that a child is unable to attend school. If such a situation occurs the school requests that parents request and complete an Absence Request form. (Appendix 1) Should this occur at short notice, parents are asked to contact the school to discuss the absence. They are also requested to keep the school informed and updated about the situation. In these circumstances an Absence Request form must be completed retrospectively for the school's records. There may also be a circumstance when a long term leave of absence is needed. This can be requested and will be given due consideration by the head teacher, who may take advice from the Education Welfare Officer before giving authorisation. Depending upon the circumstances the child/ren may be kept on the school roll.

No holidays will be authorised by the school during school term time, in line with the DfE guidance on authorised absence from school.

Children currently have 12 weeks school holiday + 5 days staff training days giving 65 possible holiday days when parents can take holidays spread throughout the year.

Should parents choose to take their children out of school during term time for family holidays the school must be informed of the intention to do so by letter. If the school is unable to contact a family to find out why a child is absent from school, safeguarding processes may be instigated leading to investigation by the police or social services – this is part of the normal safeguarding procedures to keep children safe.

This holiday will be recorded as an unauthorised absence and should the number of unauthorised absences be significant during a year or should the level of attendance, including unauthorised absence, fall below 90% there may be intervention from the Education Welfare Officer.

Parents may incur a fine of £60 per child, per parent, per week of absence that is unauthorised.

Illness and medical appointments:

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- The school office should be informed during the morning of the first day of a child's absence through illness and then each morning for the duration of the absence. A follow up written note explaining absence upon return to school is helpful to support the reason for the absence.
- Should a child have continuing medical absence the school requires medical evidence from a consultant or the child's GP to support the absences. If there is likely to be long term/on-going absence the family could discuss a 'flexi school' option where the school would provide work to be completed at home, when the child is off sick. This work would then come back into school to act as part of the on-going assessment processes.

A child who has long term illness, who is otherwise fit to be in school, but needs medical support at school can come to school. The school will make arrangements to administer any medication or interventions needed to support the child's place and attendance at school, under the guidance of the school nurse or other health professionals involved in the case.

Attendance Reviews:

The school's policy is to review its attendance ½ termly. These reviews inform the termly meetings held between the head teacher and the Education Welfare Officer.

As a result of the reviews parents will be informed if there are any concerns about the attendance of children by letter. If the attendance is below 90%, there may, depending upon the circumstances, be a referral to the Education Welfare Officer for action to support attendance and possible legal intervention and fining.

Arrival at school:

All children should be at school ready to start the day at 9 am.

The school buses arrive at school between 8.45 am and 8.55am. There are rare occasions when they are a little late depending upon road conditions and previous bus route problems. The times of arrival and departure for the buses are monitored by the school to ensure that they are reliable and consistent and any issues are reported to the local authority, whose role it is to ensure that children travel safely and on time to and from school. (Parents who have concerns about the buses, should report them to the passenger transport Unit at Cornwall County, informing the school of their complaint.)

Children walking or coming to school by car should arrive at the main entrance between 8.45 and 9am.

Registration :

The register is a formal legal document and records the registration of all children in school. The day is divided into 2 registration periods and the register is taken on arrival at school and after the lunch break. The children who arrive after registration has finished are given a late mark. All other children are registered in accordance with the national guidance on school registration; 'Advice on School Attendance' – DfE website or link from school website.

These registers form the basis for calculating attendance levels when reporting to parents. A written register is taken and an electronic version is also held on the school's SIMS system.

Preschool attendance:

There is, of course, no obligation for children to attend a preschool setting. However, if a child does attend our setting we do register their attendance as our funding is dictated by attendance. Also, regular attendance is encouraged as it instils good attendance habits once children start school.

We appreciate being informed if a child is going to be absent from preschool or if they are ill. The preschool is open to any child who is 'rising three years old', although due to staffing we can only offer 15 places in any one session; these are allocated on a first come first served basis. However, grant funding of up to 15 hours, is not available until the term after the child is three. Until then places need to be paid for. The preschool is open 3 days a week and our sessions run from:

9am to 3pm Tuesday, Wednesday and Friday during the school terms. Children can attend from more than their 15 funded hours if parents wish to pay for the extra hours. The charges for the current year are available from the school office or on the school website. The school is unable to guarantee allocation of a place within the school's foundation stage year if they attend the preschool.

This policy will be reviewed annually in line with Cornwall County policy guidance and to take into account any changes in government legislation.



Jacobstow Primary School & Preschool

CARES about preparing our children for their place in the world of the future
and is part of the **Bude Communities' Schools' Trust**

ABSENCE REQUEST FORM (exceptional circumstances only)

I wish to apply to have an authorised absence for:

Child/ren's name Class/Year

Date from date to(inclusive)

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. There are exceptional circumstances when permission to take children unavoidably out of school will be granted these include:

- Close family death (usually 1 day)
- Close family serious illness where the family member lives away from the school area (time negotiated between parent and school)
- Medical appointments (time of appointment + travelling)
- Family wedding (1 day)
- Religious observance
- Visit to a potential new school
- Attendance at sporting/cultural events associated exceptional talent
- Other – please explain why you think you have another reason to take your chld/ren out of school

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

(Please note that **no holiday absence will be authorised**. If you intend to take your children out of school during term time for holidays that absence will be recorded as unauthorised absence. The school must be informed by letter of your intention, otherwise safeguarding procedures may be instigated)

Name of Parent(s)/Carer(s):
Signature of Parent(s)/Carer(s)
.....

Office use only			<input type="checkbox"/> Absence authorised Code _____ <input type="checkbox"/> Absence unauthorised
Date form received	No of school days absence requested	% Attendance	
			Signed _____ Headteacher

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This portion to be returned to parents/carers

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable,

Pupil(s) name(s).....
Class/Year.....

- Absence authorised fromto (Inclusive)
 Absence unauthorised current attendance % as of/...../20.....

Signed(HeadTeacher)
Date.....

ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below. Permission for absence **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request.

WARNING: If you allow your child to miss school in term time without obtaining the prior approval of the school, you may be issued with a **Penalty Notice £60 per parent per child, or made the subject of court proceedings under section 444 Education Act 1996** (which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.)

As a parent/carer, you demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in Cornish maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent, per week for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave of absence must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>
<p>Unavoidable absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> ▪ Genuine illness ▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible) ▪ Close family serious illness ▪ Close family death ▪ Days of religious observance ▪ Seeing a parent who is on leave from the armed forces ▪ Family wedding ▪ Visit to a potential new school ▪ Attendance at sporting/cultural events associated exceptional talent ▪ When Traveller children go on the road with their parents 	<p>Other examples of absence from school that <u>will not</u> be authorised:</p> <ul style="list-style-type: none"> ▪ Any type of shopping ▪ Looking after siblings or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives ▪ Holiday
<p>Please contact your child's head teacher if you wish to discuss this issue.</p> <p>The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.</p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for anything other than exceptional reasons.</p>	

Standard letter re unauthorised holiday absence.



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**Jacobstow
Bude
Cornwall EX23 0BR**

Date

Dear

Thank you for your letter dated xxxxxxxxxxxxxxxxxxxx, informing me of your intention to take holiday absence from xxxxxxxxxxxxxxxxxxxx to xxxxxxxxxxxxxxxxxxxx X school days. Whilst I have every sympathy with your decision, I confirm that this absence will be recorded as 'unauthorised' absence, in line with the national guidelines on school attendance.

All school attendance is closely monitored and the unauthorised absence will be on the xxxx attendance record. Should, in the future, their attendance fall below 90% you should be aware that there may be a referral to the Educational Welfare Service.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Time missed in school cannot be made up and therefore there may be gaps in learning
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

Please read the school's Admissions and Attendance Policy on the school website www.jacobstow.cornwall.sch.uk for any further information.

Yours sincerely

Mrs Sue Russell
Head teacher