

# Black Country Wheels School

“Wheels, putting young people first”

<http://www.bcwschool.co.uk>



Unit 3/4, Gainsborough Trading Estate, Rufford Road, Stourbridge, DY9 7ND  
Tel: 0121 5223717 Fax: 0121 2270763

## Emergency Contact Details

### Student Details

<b>Student Name</b>			
<b>Address</b>			
<b>Date of birth</b>		<b>Year Group</b>	

## Parents/Carers

### 1<sup>st</sup> Contact details

<b>Name</b>			
<b>Relationship to student</b>		<b>Date of Birth</b>	
<b>Address</b>			
<b>Post Code</b>			
<b>Phone number (Mobile)</b>			
<b>Phone number</b>			
<b>Email Address</b>			

### 2nd Contact details

<b>Name</b>			
<b>Relationship to student</b>		<b>Date of Birth</b>	
<b>Address</b>			
<b>Post Code</b>			
<b>Phone number (Mobile)</b>			
<b>Phone number</b>			
<b>Email Address</b>			

**Please ensure the details provided above are reliable and accessible as it is imperative that the school can contact nominated contacts in the event of an emergency.**

<b>Name of Person with Parental Responsibility</b>	
<b>Address:</b>	
<b>Signature of Person with Parental Responsibility</b>	

## Medical History

**Please identify any of the following that apply to your son/daughter:** (Please tick as appropriate)

Allergies		Hearing difficulties	
Breathing/Asthma		Problems with Speech	
Depression		Difficulties with Vision	
Diabetes		Epilepsy	
Difficulties with Concentration/ ADHD		Nervous Problems/ Anxiety	
Dyslexia or Learning Difficulties		Problems Walking or Standing	
Working at Heights/ Vertigo		Hayfever	
Allergic to plastics		Allergic to latex	
Allergic to penicillin		Condition not listed: (Please give details below)	
<b>Does your son/daughter have any food allergies</b> (If Yes please give details below)			Yes    No
<b>Is your son/daughter currently taking medication?</b> (If Yes please give details below)			Yes    No
<b>Do you consider your son/daughter to have a physical disability?</b> (If Yes please give details below)			Yes    No
<b>Do you consider your son/daughter to have a learning disability?</b> (If Yes please give details below)			Yes    No
<b>Doctors Name</b>			
<b>Doctors Address</b>			
<b>Doctors Telephone Number</b>			

In the event of an emergency / accident, we may need to take your son/daughter to hospital. Please sign below to give your consent.

**Name** .....      **Signed** .....

**Relationship to student** .....



## PARENTAL / GUARDIAN CONSENT

*(Please tick the following as appropriate and sign as parent / carer / guardian)*

### Photographs

I give my consent for photographs of my son / daughter .....  
to be taken and displayed. These photographs will show students / groups of  
students taking part in activities and may be used at events and celebrations.

I **agree** to photographs being - taken [ ] displayed [ ]

I **do not agree** to photographs being - taken [ ] displayed [ ]

Name ..... Signed .....

Relationship to student .....

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### Off-site Activities

Occasionally students will be taken off site, either by mini-bus, lorry or staff  
vehicle. The vehicle will be appropriately insured for the purpose. At least two  
members of staff will accompany the students and a mobile phone will be taken.

I **give permission** for my son / daughter ..... to be taken off  
site accompanied by a member of staff [ ]

I **do not give permission** for my son / daughter ..... to be  
taken off site accompanied by a member of staff [ ]

Name ..... Signed .....

Relationship to student .....

## Newsletter and Website *Photographic Consent*

Black Country Wheels School compiles and circulates a monthly Newsletter which is emailed to parents, carers, schools and local authority departments linked with the school.

The newsletter contains information such as good achievements, events, activities, awards ceremonies etc and may, on occasion, contain photographs of our students to promote their achievements and hard work. These newsletters are linked and accessible on our Website which is currently under construction however will be live in the imminent future.

In order for your son/daughter to be included in Black Country Wheels School Newsletter and Website it is necessary for us to have your written consent and therefore would be grateful if you could complete the Consent Slip below.

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### Newsletter and Website *Photographic Consent*

**Childs Name: (Print)** .....

I **GIVE** permission for Black Country Wheels School to take photographs of my son/daughter

I **DO NOT GIVE** permission for Black Country Wheels School to take photographs of my son/daughter

I **GIVE** permission for photographs taken of my son/daughter to be displayed in Newsletter / Website and circulated via email accordingly for marketing and promotion purpose

**Parent Name: (Print)** .....

**Parent Name: (Signature)** .....

**Date:** .....

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## ADMISSION POLICY

Pupils will be admitted in accordance with the protocols set out within this document but without reference to ability or aptitude. Children will not be discriminated against as laid down by The Human Rights Act 1998, The Equality Act 2010 and The Children and Families Act 2014.

The number of students admitted will be determined by the Approved Admission Number in force in September 2018 and subject to safe Staffing ratios to reflect the needs of all students in the care of the School.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit, if any.

- a) First priority for admission shall be given to relevant children looked after, or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a “serious and ongoing medical/behavioural condition” where BCW School is the *most appropriate* school to meet the condition.

*(Parents/Authorities must provide supportive information from the child’s Hospital Consultant/Educational Psychologist/most recent Headteacher at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents/Authorities should also indicate why BCW School is the most appropriate to meet their child’s condition rather than any other school.)*

- c) Third priority for admission shall be given to children who have been referred by a Local Education Authority who do not fulfil the above criteria but have significant need as demonstrated by their educational history.

### d) **Notes**

- Relevant children looked after means children who are looked after by a local authority in accordance with the Children Act 2004 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services function.
- An adoption order is an order under The Adoptions and Children Act 2006. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under The Children Act 2004. The Children Act 2004 also defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place if the school is named in the Plan as the most appropriate to meet the child’s individual needs. This may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- The decision of the Proprietor/Headteacher will be final in category (d) above to decide who has the highest priority for admission, subject to Staffing.

## **Application Process**

All applications will be co-ordinated via the home Local Authority/School of the applicant and BCW School. The application must comply with the following:

- Initial referral by Local Authority Representative or Headteacher.
- Student and Parent/Carer interview with a member of the Senior Leadership Team of BCW School.
- Full disclosure of events leading to application for admission.
- Behaviour Log, Intervention Strategies and Outcomes must be provided.
- Assessment of Student's needs and Learning Passport or similar documentation. (LP to be supplied by the school(s) the student last attended.)
- Development of Individual Learning Plan and Agreement with Policies and Protocols of BCWS.
- Subject to the above being satisfactory and all applicable documents signed, an eight week probationary period will be effected. A phased introduction is sometimes necessary and Student/Parent/Carer will be informed of this at the final interview stage before admission takes place.
- Regular review meetings or contact with Parent/Carer and the student's last school may be necessary during the probationary period to ensure that the needs of the student are being met by admission to BCW School.
- Following a successful probationary period, the student will be offered a place at BCW School, subject to all other Policies and Agreements of the School with Parent/Carer/Local Authority.

### ***Waiting Lists***

*If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.*

Children on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the school agree they can admit subject to Staffing) will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### **Day Students**

The above procedures will be followed for the admission of Day Students. It is usual for these students to be "Dual Registered" and on the agreed day(s) the student attends BCW School, the home school will be informed of attendance either electronically or by telephone contact.

Should a Day Student fail to engage with the ethos and Policies of the School, they risk losing their placement, subject to all normal protocols and procedures. Should it be the decision of the Headteacher to refuse to accept the student on site, the student, Parent/carer and home school will be informed via the usual channels. The student immediately becomes their home school's responsibility and will no longer be on Black Country Wheels School register. The student must attend their home school the following school day.

The Headteacher's decision is final in all aspects relating to the admission of students on the School site.

This Policy is subject to all other documents and policies appertaining to BCW School.



## STUDENT USE of ICT and MOBILE DEVICES POLICY

The school recognises that our students today, and in the future, need access to appropriate technologies to support their education. In order to get maximum benefit from the various technologies we would request that parents and students read and sign the ICT and Mobile Devices Policy. These rules will help to keep everyone safe and help us to be fair to others.

### Network Use

- I will only access the school network with my own login and password that I will keep secret.
- I will not use the area of another user.
- I will not look at, delete or amend other people's files.
- I will not attempt to alter the settings on any networked computer.
- I will not interfere with any cables attached to a computer.
- I will not consume food and drink in a computer room.
- I will not use aerosols in a computer room.
- I will use the computers ONLY for work and projects as directed by Staff.
- I will use only those programmes and websites that I have been told to use by Staff.
- I will use flash drives and portable hard drives only with permission from Staff.
- I will only use websites appropriate to my education, as directed by Staff.
- I will access only those websites that are relevant to the piece of work that is being done.
- If I access, by accident, a website containing inappropriate material I will immediately report it to a member of Staff.
- I will send or open e-mails during lesson time only when given permission to do so by Staff.
- The e-mail messages that I send will be polite and responsible and not cause offence to the recipient.
- Any e-mails that I receive that are unpleasant in any way will be reported immediately. My report will be confidential and will help to protect others.
- I will not give any personal details over the internet unless I have been given permission by my parent, carer or member of Staff.
- I will not use internet chat rooms unless it is a work related project and authorised by a member of Staff.
- If I see anything on the computer that I am unhappy with, or I receive messages I do not like, I will tell a member of Staff immediately.



- I know that the School will check my computer files and e-mails and will monitor the Internet sites I visit.
- I understand Computer (file) storage areas will be treated as school property. Staff may look at files and communications to insure that the system is being used responsibly.
- Whilst every attempt is made to ensure the safety of pupil work in folders kept on the server, students are ultimately responsible for making their own copies of work done.

### Internet Use

- I am aware of, and have signed, the school's ICT and Mobile Devices Policy.
- I understand the importance of keeping password details safe and private.
- I understand that personal information or images should not be posted on the internet.
- I know how to use email appropriately and the dangers of opening unexpected emails from unknown people.
- I will immediately report to staff/parents any on-line bullying issues or offensive behaviour online from others.
- I will not personalise the device with unsuitable wallpapers, screensavers or sound files.
- I will not send, view, display or download any files, images or software that could be considered to be harmful, offensive or cause others upset.
- I will not violate any Copyright Law.
- I will manage and maintain personal areas and document folders to ensure they do not conflict with device performance.
- I will not attempt to access systems, servers or files on the school network or attempt any other type of computer access that could be considered to be a form of 'Hacking'.
- I understand that any violation of the above may result in a temporary or permanent ban on internet and device use. I also understand that additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- The Internet is provided for users to conduct genuine research and communicate with others. All sites visited are recorded. Access is a privilege, not a right and that access requires responsibility at all times.

### Mobile Devices

**The use of Mobile Phones or other personal electronic devices are NOT allowed during the school day. All such devices are collected from students at morning registration, secured in a safe administration area and returned to students at the end of the school day.**

**Failure to keep to this rule will result in the device being confiscated and handed into the School Office for safe keeping where it will remain until being returned to the Student at the end of the school day. Loss of privileges may be authorized by the Headteacher.**

## School Commitment

The school guarantees include:

- The school will ensure that all students understand the need for on – line safety and are e-literate.
- The school will ensure that any on-line Learning Platform has content and resources relevant to the students' curriculum.
- The school will ensure that all students have access to safe e-mail and communication systems.

**Signed:** \_\_\_\_\_ **(Headteacher)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Parent/Carer)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Student)**

**Date:** \_\_\_\_\_



## Home School Agreement

This document is to ensure that all parties, School, Parent/Carer and Student, understand and agree to abide by the Agreement hereby signed.

It outlines the general responsibilities of each party to help the School fulfil its ethos and commitment to create and promote an inclusive culture of learning that enables Students to develop their potential and prepare them for the world of work and adult life.

### The School will:

- Ensure that our learning environment is stimulating and challenging.
- Celebrate your child's academic and personal achievements.
- Provide the scaffolding needed to enable your child to achieve their full potential.
- Care for your child's safety and well-being by observation and listening.
- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.
- Encourage your child to become an active member within our community and help them to see that they can have an impact on the world around them.
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support them in their areas for development.

### The Parent/Carer will:

- Let the school know of any concerns or worries that may be affecting my child's learning, behaviour or ability to do homework, as this can then be resolved quickly.
- Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.
- Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning.
- Support and work with you to ensure that the behaviour management policies of the school are maintained, particularly with my child.
- Reimburse the School for any damage, graffiti, loss of equipment, etc., caused by my child.

**The Student will:**

- Respect other students' culture, race, feelings, beliefs and values.
  - Accept responsibility for the things that I do.
  - Ask for help if I need it and try my best in all that I do.
  - Take good care of the building, equipment and school grounds.
  - Behave in a safe way.
  - Tell a member of staff if I am worried or unhappy.
- 

**Rules that MUST be followed:**

- No hats, hoods or caps worn in School.
- Mobile phones and other electronic devices to be handed in.
- No smoking illegal substances before or during school time.
- Man-bags to be handed in.
- Appropriate clothing must be worn for the School environment.
- All electronic smoking devices, including Shisha pens, must be handed in.
- Parents/Carers are EXPECTED to attend Review Meetings.
- If a Student has more than **THREE fixed term exclusions, they will be Permanently Excluded from Black Country Wheels School (for each school year – Year 10/Year 11).**

All parties below agree to this document and its contents and will abide by the same

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**Jan Lear Proprietor / Headteacher Black Country Wheels School.**

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**Parent/Carer (Signature and Please Print Name).**

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**Student (Signature and Please Print Name)**

**Date of Agreement:**\_\_\_\_\_

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# **BLACK COUNTRY WHEELS SCHOOL**

**DfE Registration Number 333/6003  
Unique Reference Number 137571**

## **Attendance, Punctuality and Absence Policy**

**Adopted September 2012  
Date of Last Review: October 2019  
Next Review: September 2020**

Company Registration No. 06608327

Registered Charity No. 1157795

Unit 3/4, Gainsborough Industrial Trading Estate,  
Rufford Road, Stourbridge, DY9 7ND.  
Telephone: 0121 522 3717

## **Introduction:**

Black Country Wheels is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at our provision, on time, every day the school is open unless the reason for the absence is unavoidable.

Black Country Wheels is committed to the provision of a full, rich and appropriate education for all of its students and acknowledges that education is vital to raising the aspirations of all students.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

## **Why Regular Attendance is so important:**

**Learning:** - Any absence affects the pattern of a student's education and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at our school is your legal responsibility and permitting absence from any education setting without a good reason creates an offence in law and may result in prosecution.

**Safeguarding:** - Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to 'Working together to Safeguard Children' (July 2018) Keeping Children Safe in Education (September 2018) and School's Safeguarding and Child Protection Policy:

Protecting children from maltreatment.

Preventing impairment of children's health or development.

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Taking action to enable all children have the best life chances.

Detecting early support through Early Help Assessment.

## **Aims and Objectives**

- Black Country Wheels aim's and objectives drive our commitment to establish and maintain levels of attendance at a rate comparable and above the recommendation from OfSTED.
- You and your child have an important part to play in ensuring that we achieve our targets and remain a provision that ensure our students take full advantage of their educational opportunities by regular, punctual attendance.
- We will ensure that our policy and procedures on attendance and punctuality are regularly reviewed to ensure they are effective and applied consistently in practice.
- We will ensure that registers are completed accurately, to provide reliable data, which will be used to identify those students whose attendance level is likely to impact on their ability to fulfil their potential and achieve their predicted attainment level.
- We will ensure that any student, who has reached or is at risk of moving towards the national Persistent Absence level of 90% and below, is given priority. We will target our resources to identify barriers to these students' school attendance and ensure students and parents are supported to find a resolution.

- We will ensure that we promote a whole-school approach to the management of attendance, with all members of our school community committed to their role and confident of their ability to make an effective and positive contribution to all students.

### **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of the school community.

### **To help us all to focus on this we will:**

- Give you details on attendance in our newsletter;
- Report to you at least half-termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment;
- Celebrate good attendance by displaying individual and class achievements;
- Recognise the need to reward school attendance and implement a number of strategies such as award of merits, positive point and prize draws to reflect weekly attendance, termly attendance, annual attendance and punctuality.

### **The Law relating to attendance;**

Section 7 of the Education Act 1996 states that *'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-*

*(a) to age, ability and aptitude and*

*(b) to any special educational needs he/ she may have*

*Either by regular attendance at school or otherwise'*

### **The Law relating to safeguarding;**

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

### **Understanding types of absence:**

Every half-day absence from school has to be classified by the school (**not by the parents**), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are morning or afternoon sessions away from school for a good reason, like illness or medical/dental appointments and emergencies which unavoidably fall in school time.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or enforcement proceedings. This includes:

- Parents/carers keeping children off away from the provision unnecessarily
- truancy during the agreed timetable
- absences which have never been properly explained

- children who arrive at the provision after their specified start time
- shopping, looking after other children or birthdays
- day trips and holidays in term time.
- Absence from individual lessons – should your child be present for registration but then fail to attend subsequent lessons (without permission) school reserve the right to amend the register code for that school session to unauthorised to reflect lesson absence. In the event of this happening parents would be notified by telephone and/or letter by 1<sup>st</sup> class post on the same school day.

Whilst any student may be absent from school due to illness, we recognize that sometimes they can be reluctant to attend their education setting for a variety of reasons.

Any problems with regular attendance are best addressed between the school, the parents and the student. If your child is reluctant to attend, it is **never** better to cover up their absence or to give in to pressure to excuse them from attending.

This gives the impression that attendance does not matter and will nearly always make the situation worse.

Any student at Black Country Wheels identified as having **attendance below 90%** will have all further absence **unauthorised** on schools register.

However should parent(s) provide evidence from a medical practitioner advising that the period of absence was necessary, the absence for the evidenced period will be authorised.



The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorized Circumstances (not covered by another appropriate code/description)	Authorized absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorized absence
<b>F</b>	Extended family holiday (agreed)	Authorized absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
<b>H</b>	Family holiday (agreed)	Authorized absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorized absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorized absence
<b>N</b>	No reason yet provided for absence	Unauthorized absence
<b>O</b>	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorized absence
<b>S</b>	Study leave	Authorized absence
<b>T</b>	Traveler absence	Authorized absence
<b>U</b>	Late (after registers closed)	Unauthorized absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Unable to attend due to exceptional circumstances	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

### **Persistent Absenteeism (PA):**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. Absence at this level is doing considerable damage to any student's educational prospects and we need parents' fullest support and co-operation to tackle this.

Your child is valued within this provision and our commitment and desire to ensure your child achieves their full potential can only be accomplished with your assistance.

We monitor all absence thoroughly and any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

We will ensure that programmes individual to students needs are developed and implemented where specific issues are identified as a barrier to learning.

### **Absence Procedures:**

#### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence; **at least 15 minutes before your child's agreed start time.**
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.
- Or, you can call into Black Country Wheels School and report to reception, who will arrange for a member of staff to speak with you.

#### **If your child is absent we will:**

- Telephone you on the first day of absence if we have not heard from you.
- Telephone you again on the third day if the absence persists. If we are unable to contact you by telephone we will write to you.
- Request our Consultant Attendance Advisor visit your home if your child is identified as having below average attendance, to establish the reason for absence.
- Invite you in to discuss the situation with our Attendance Officer and/or Key Stage Leaders. Should your child's absence remain a concern, you will be invited in to meet with the Head teacher or another member of the Senior Leadership Team.
- Refer the matter to the Local Authority if we or our attendance consultant are unable to effect improvement.

### **Telephone numbers:**

There are times when we need to contact parents about varying issues, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed or in a medical emergency we may fail to notify you.

There will be regular checks on telephone numbers throughout the year, please ensure yours remains up to date.

### **The School Attendance Officer:**

Parents are expected to contact school at an early stage and to assist the staff in resolving any problems together. This is nearly always successful.

We as a school have an appointed Attendance Officer who will always be happy to meet with you to discuss any concerns you have or that have been identified by school staff.

If difficulties cannot be resolved in this way, the school may refer the child to the Education Investigation Service (EIS), a statutory intervention service.

This Service was formerly the Education Welfare Service and where they may previously have tried to resolve the situation, their primary role is now Enforcement Proceedings. Therefore, should school fail to reach a resolution with Parents, and a referral is made for intervention from the Education Investigation Service, the new Service will consider sanctions such as Penalty Notices or prosecutions in the Magistrates Court, based on the evidence provided by the school.

Parents can contact the EIS themselves to ask for guidance on their new procedures. Their telephone number is 01384 814317.

### **Punctuality:**

Poor punctuality is not acceptable and is also an offence in law if your child attends their specified education setting after the close of register.

If your child is late at the start of the school day they can miss valuable learning time. They are prevented from spending time with their class teacher which can result in vital information and news for the day not being received.

Late arriving pupils also disrupt lessons. This can be embarrassing for the student and can in our experience also encourage absence.

Good routines within the home are essential to assist students in establishing and maintaining punctuality, we rely on Parents to assist their children in formulating routines and any difficulties that Parents have should be brought to schools attention.

### **How we manage lateness:**

The school day starts at the **specified time on your child's timetable** and we expect your child to be in class at that time.

Registers will be completed **within 15 minutes of the agreed start time** and your child will receive a late mark if they are not in by that time.

**45 minutes** after your child's agreed start time, the register will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice payable up to £120 or prosecution in the Magistrates court if the problem persists.

If your child has a persistent late record (2-3 occasions of late on a weekly basis in a 4 week period) you will be asked to meet with a member of school staff and/or Attendance Consultant to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

**Should school be unable to resolve a persistent late issue, we reserve the right to bring forward the close of register. This would mean that your child's lateness would be recorded as unauthorised in schools register. This could result in the Local Authority considering enforcement proceedings against you.**

**Should this course of action be necessary we will inform you verbally (where possible) and in writing.**

### **Holidays in Term Time:**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

**There is no automatic entitlement in law to time off in school time to go on holiday** and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

Leave of absence shall not be granted unless –

- (a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides: and
- (b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

**All applications must be made in writing to the Head Teacher/Proprietor at least 5 school days prior to the requested leave date.**

**Failure to notify and/or request leave of absence in term time, providing at least 5 days notice will result in all absence being unauthorised.**

**The Head Teacher/Proprietor will only grant leave where parents can prove exceptional circumstances (irrespective of the child's overall attendance). If they agree such leave was an exceptional circumstance, parents will be informed in writing.**

**On any occasion that school refuses a request for leave in term time, should parent/carers proceed with the leave it will be recorded as a (G) (family holiday not agreed or in excess of agreement), on schools register.**

**Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon a return from such leave) by the local authority may be requested. When requesting a penalty fine the school may calculate the period of days taken within a 12 month period.**

**If a pupil does not return to school after the leave of absence date, school can consider removal from the school register under Regulation 8, 1 (f) of The Education (Pupil Registration) (England) Regulations 2006.**

### **Managing Reintegration**

All pupils are entitled to full time education however in very exceptional circumstances from time to time it is necessary to reintegrate student's, who have been experiencing problem. College staff will identify if and when this is appropriate to do so via a strategy support plan (SSP).

Where a SSP is agreed with parent and student, the Inclusion Team will play an integral part in managing such practice.

When a SSP is agreed with Parent as a solution to support behaviour, SEN, absence and/or truancy, an agreement will be drawn up which will require the signatures of all parties. This is not a long term solution and will be regularly reviewed. Any period of the school day that a student is identified as not being required to attend will be recorded as authorised absence. However where a student fails to attend the required session, will be recorded as unauthorised absence.

We as an alternative provider/college reserve the right to withdraw any reintegration programme at any time.

**Managing illness during the school day**

If a student is unwell or has an accident and is considered unfit to continue in lessons, they will be asked to report to the main reception for their condition to be assessed. Where necessary parents will be contacted and asked to make arrangements to collect their child.

We will still require parents to complete an absence form or write to the school with regards to the reason for absence.

**Education off school site**

On occasion students may be involved in educational activities off the school site. Any provision agreed that requires attendance at another site will still be reflected within schools register.

Failure to attend any other educational activity will result in an absence on the school register. The coding of the absence will depend on the explanation provided by parents

**Summary:**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff remain committed to working with parents and pupils, and will strive to ensure that as high a level of attendance is achieved for each individual student, to ensure that every child’s welfare and life opportunities are promoted.

**Date of Policy/Review: September 2020**

Signed ..... *J O Lee* .....  
**(Head Teacher)**

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**(Please complete and return to Black Country Wheels School)**

I have read and understood the terms and conditions of the Attendance & Punctuality policy at Black Country Wheels School.

**Parent:** .....

**Child’s Name:** .....

**Date:** .....



## Behaviour Agreement

- All young people working within Black Country Wheels School must accept the rules and regulations involved in Health and Safety. This should avoid any unnecessary accidents
- Students are responsible for their own Health and Safety and that of others.
- Boots and overalls are to be worn within the workshop at all times
- No abusive language (which includes racial or homophobic)
- Caps, hats and hoods should not be worn in the workshop or classroom
- No alcohol of any kind to be brought to or consumed on site
- No drugs of any kind to be brought to or consumed on site
- No physical or verbal abuse of any kind to peers, staff or visitors to the school
- Students will I will not view, send, display or download any files, images or software that could be considered to be harmful, offensive or cause others upset.
- Young people are advised not to bring personal items into the school. Any personal items should be handed into staff for safe keeping, although they will not be insured. (This includes jewellery, shisha pens, I-pods and mobile phones)
- Students are responsible for keeping all workspaces as clean and tidy as possible, at all times and should all assist with the cleaning up of tools and equipment in the work area
- Students will co-operate with staff and act in accordance with any reasonable request made by staff, relevant to the working day
- Students, parents and carers are expected to reimburse the school for any damage or breakages caused by students.
- Students arriving late to school will be expected to make up the time at the end of the school day.

Incident reports will be completed for any student not complying with this agreement and will be discussed with the student, parent and carer at a Review Meeting  
If any incident involves a Health and Safety issue, or is deemed to be of a serious nature, a meeting will be held between all relevant parties to discuss further. This breach of Agreement may also result in fixed term or permanent exclusion.

I agree to the above terms and conditions

**Signature of Student** .....

**Signature of Parent/Carer** .....

**Date** .....