

## **ADMISSIONS AND ATTENDANCE**

### **Admissions**

At Broadlands Hall School, we see education as a partnership between the Care Home, parents, carers, social workers and the School. We are committed to providing the highest quality of education for each young person, and we look to the Home and parents / guardians / social workers to support this objective.

Students are only admitted to Broadlands Hall School following careful assessment and consultation with parents and / or carers plus other connected professionals to ensure that the school has the capacity to meet the needs of the student academically, socially and medically.

Broadlands Hall School makes every effort to ensure that new students introduction into the school is positive.

Students are generally referred by their own LEA, and either have a Statement of Educational Needs or an Education & Healthcare Plan or are in the process of being granted one.

### **Placement Procedure**

Social Worker / LA contacts the Placements Manager

If a place is available, initial paperwork is submitted for consideration by the Headteacher and the group's Senior Management Team.

Prospective student plus Parents and / or Social Worker visit for further assessment

Assessment and an analysis of the students' needs is made and a detailed provision schedule is created.  
Contractual terms and fees agreed with the LEA.

Place offered: transition days offered if appropriate and date agreed for admission.

### **Admissions Register**

When a young person of school age (11-19) joins a Home within the Broadlands Hall Group, they are automatically registered for a place at the School.

Broadlands Hall operates a computer based Admissions Register which details the full name(s) of the young person, their gender, date of birth, address and contact details of parents (or other relevant contact), the date of their arrival and date of departure. All students are required to be in School each morning. The School Day ends at 3.00pm when a hand-over meeting is held with Care Home staff.

Students are not allowed to leave the site during the School Day, unless accompanied by a member of staff, for a trip or visit to a local college.

Any absence due to ill-health will be reported to the Head-Teacher by the Care Home. In the case of a young person refusing to attend School, the Head-Teacher, teacher or LSA with which whom they have a good relationship, will endeavour to visit them in the Home to try to persuade them to attend.

Term dates for Broadlands Hall will follow those prescribed by the Suffolk LEA. As a general rule, young people will not be allowed to take holidays during term-time.

### **Attendance Register**

A register is taken twice each day, once at the start of the morning session and once during the course of the afternoon session. Nationally recognised symbols are used to record attendance.

### **Analysis**

Attendance is analysed weekly, monthly and termly. Broadlands Hall School report attendance to LEA's virtual school authorities.

Reviewed February 2017