



**Broadlands Hall School  
Admissions & Attendance Register  
Policy**

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## **ADMISSIONS AND ATTENDANCE REGISTER**

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. All students are required to be in school each morning at 8.45am. The school day ends at 3.00pm when a hand-over briefing 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 or to attend lessons at local mainstream school/college.

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

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

### **Age Range**

Broadlands Hall School is approved by the DofE to accommodate students aged from 9 years of age (Year 5) through to 20 years of age. It is however very likely that students over the age of 17 years of age will be admitted unless there are exceptional circumstances.

**Over 18s and Safeguarding.** Students aged 18 years of age and older are not required to have a DBS (as per current legislation) at Broadlands Hall School. Students are only currently admitted pre-17 years of age and more usually pre-14 years of age. Therefore, the school knows them very well before they reach the age of 18 and would be aware of any risks they may pose to younger students. In addition, all students are staffed 1:1 (at least) throughout the school day to ensure no student is ever out of site, alone, with peers. Furthermore, individual Risk Assessments are considered and updated every ½ term based on observations of students and any potential risks existing or emerging.

### **Admissions Register**

When a young person of school age 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.

### **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. The nationally recognised symbols are used to record attendance. Welfare call (organisation) on behalf of the Local Authority for daily attendance.

### **Analysis**

Attendance is analysed each half-term. Broadlands Hall School report attendance to each Virtual School and Local Authority

### **Additional**

The School Attendance document (Nov 2016) issued by the DFE, is used to inform any decisions regarding admissions and attendance not expressly covered above.