



## **Admissions and Attendance Policy**

### **Introduction:**

This policy outlines the school's procedures for admission and attendance of students. The school is committed to ensuring that all students are registered, attend regularly and punctually, and receive the education they are entitled to.

### **Admissions Procedures:**

1. The school will provide a prospectus containing relevant information about the school, its ethos, curriculum, and admissions procedures.
2. The school will consider all applications on their merits, regardless of gender, ethnicity, religion or belief, or disability.
3. Admissions will be based on the availability of places and the ability of the school to meet the needs of the student.
4. The school will require parents to complete an application form, which will be considered by the Admissions Committee.
5. The school will inform parents of the outcome of the application within 10 working days.
6. If a place is offered, parents will be required to confirm their acceptance of the place in writing and pay any required fees.

### **Attendance Procedures:**

1. The school will maintain accurate records of attendance and absences.
2. Attendance registers will be completed twice a day, at the beginning and end of each session.
3. Parents must inform the school of the reason for any absence on the first day of absence.
4. If a student is absent without a valid reason, the school will contact the parents to find out the reason for the absence.
5. If a student has unauthorised absence for more than 10 days, the school will inform the Local Authority.
6. Parents will be informed of their child's attendance record on a regular basis.
7. The school will encourage regular attendance and punctuality through positive reinforcement.

### **Enforcement:**

1. The school will ensure that all admissions and attendance procedures are implemented effectively.
2. The school will monitor attendance records regularly and take appropriate action where necessary.
3. Parents who fail to comply with the attendance policy may be subject to legal action.
4. Any breaches of the admissions and attendance policies will be investigated and dealt with in accordance with the school's disciplinary procedures.

**Measuring:**

1. The school will monitor the effectiveness of the admissions and attendance policies by regularly reviewing attendance records and admissions procedures.
2. The school will seek feedback from parents and students on the admissions and attendance procedures.
3. The school will ensure that all staff members are trained on the admissions and attendance policies.

**Implementation:**

1. The Admissions and Attendance Policy will be made available to parents and students via the school website, prospectus and student handbook.
2. The policy will be reviewed annually to ensure that it remains up-to-date and effective.
3. The school will provide training to all staff members on the admissions and attendance policies to ensure that they are implemented effectively.