

POLICY NO. 45

APPROVED BY GB: 03/10/19

TEACHER: DEB RATTLEY



**GOVERNORS'
POLICY
ON ADMISSION TO
SCHOOL
SEPTEMBER 2019**

GOVERNORS POLICY ON ADMISSION TO SCHOOL

Chadsgrove is a Special School which caters for pupils aged 2–19 years whose primary Special Educational Needs arise from their physical disability and/or complex medical need. The School accepts pupils with mild, moderate, severe and specific learning difficulties in addition to their physical/medical disabilities, but it is not equipped to cater for pupils with significant behaviour needs.

The Admissions Process at Chadsgrove School is determined by 'The School Admissions Code' and 'The School Admissions Appeals Code' written by the Department for education (DfE). Both codes are available from www.gov.uk/government/publications/school-admissions-appeals-code

The majority of pupils at the school have an Education, Health & Care Plan (EHCP) – or are awaiting final completion of an EHCP which will identify Chadsgrove School as the school at which the child's Special Educational Needs can be met. The nursery is an 'Assessment Nursery' therefore children may not yet have an EHCP.

Priority will be given to pupils living in the County of Worcestershire who live within reasonable travelling distance of the school, e.g. Redditch, Bromsgrove, Rubery, Kidderminster and Droitwich. In addition a number of extra-district pupils from the surrounding area have and will be admitted when places are available and the school is able to best meet their needs, e.g. Dudley, Solihull, Birmingham, Warwickshire and Staffordshire.

A significant number of pupils attend Chadsgrove School after a period in mainstream schools, whilst others have left Chadsgrove to attend mainstream or other special schools depending on their progress. These decisions are made as part of the Annual Review process of the child's EHCP.

Parents/carers who wish to have their child considered for admission to Chadsgrove School are urged to visit the school to discuss the possibilities with the Headteacher. The School would be reluctant to accept a child if the parents/carers were unhappy with the placement.

Before a pupil commences at the school the parent(s)/carer(s) are required to visit briefly to furnish essential medical details and complete the necessary consent forms to enable their child to participate fully in school activities. (Appendix 2).

All pupils (Reception to Year 11) will be offered transport to school daily if their respective LA agrees. In some situations, where Chadsgrove is not considered by the LA to be the nearest suitable placement, transport may not be offered. Nursery pupils do not automatically receive transport as it is means tested by the LA. Pupils in Post 16 are required to pay for transport for the first 2 years, however the third year is free of charge.

LIST OF APPENDICES:

Copies of the following Consent Letters:

Emergency contact details in cases of bad weather
Consent for immediate medical treatment
Hospital appointments, medicines etc.
Hydrotherapy/Swimming Pool permission letter
Personal Accident Insurance
Uniform letter
Information about Data Protection
Home-School Agreement
Photo Permission Letter
Attendance Guidelines

EVALUATION

The context within which the above policy operates and/or the areas of the curriculum within it applies demand that the policy is reviewed at suitable intervals.

Signed
Chairman of Governors

Date



Chadsgrove School

Telephone: 01527 871511

Email: office@chadsgrove.wors.sch.uk

Website: www.chadsgroveschool.org.uk

Meadow Road, Catshill, Bromsgrove, Worcs B61 0JL

Headteacher:

DEB RATTLEY

M.Ed. B.Ed. NPQEL

Dear Parent/Carer

In cases of the weather making it necessary to alter our transport arrangement e.g. possibly having to send the pupils home early from school, I would ask you to please complete the slip below and return it to school as soon as possible.

Naturally if we found it necessary to send the pupils home early we would make every effort to contact you first, but in the event of your not being available this would be impossible.

Would you please, therefore, give the address of a relative or neighbour living close by who would be prepared to accept your child from the taxi or bus and be responsible until your return. Needless to say I would only contemplate taking such action in exceptional circumstances of weather, failure of heating system etc.

These details are essential to us in case of other unforeseen emergencies e.g. severe illness or taxi breakdowns etc.

Yours sincerely,

Deb Rattley
Headteacher

PS: Please advise us immediately of any changes to these details.

Name of Child: D.O.B.:

Address:
.....

Home Telephone No.:

Mother/Father's Work Telephone No.:

Ethnicity Home Language Religion

Name of Relative/Neighbour:

Address: (to which child may be sent if necessary in an emergency)
.....

Telephone No.: Signed:



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Headteacher:

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M.Ed. B.Ed. NPQEL

Dear Parent/Carer,

It is sometimes necessary for a child to receive immediate medical treatment and undergo an examination with minimum delay. Whilst we would normally make every effort to consult you, there are times when this is not always immediately possible.

I am sure that you would wish us to be able to meet every emergency as far as your child's health is concerned and I would ask you therefore, to complete the slip below and return it as soon as possible.

Yours sincerely,

Deb Rattley
Headteacher

✍

I being the parent/carers of
..... give permission for the medical staff at the
school to undertake or supervise any treatment which they consider to be
beneficial to the well being of my child and for his/her examination by visiting
consultants in emergencies.

I also agree to him/her being treated at the local hospital in cases of
emergency.

Date Parent/Guardian



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Headteacher: **DEB RATTLEY**

M.Ed. B.Ed. NPQEL

Dear Parent/Carer

HOSPITAL APPOINTMENTS, MEDICINES ETC.

I would be grateful for your co-operation in the following matters:

When you are notified of a hospital appointment for your child would you please let us know in good time exactly who it is your child is going to see and for what reason. There may be some issues we might like to ask of the doctor or surgeon concerned. We can then either write to them direct or possibly ask you to take a letter for us. However, we can only do this if we know of your appointment well in advance.

Secondly, if your child has to be put on medicines or drugs of any kind, including eye drops, nasal sprays and inhalers, or if the dosage is changed for any reason, and these have to be given to the child in school, the drug co-operation card must be completed by your doctor, and the bottle labeled with full details of dosage, and time to be given. I fully appreciate that the drivers/passenger assistants may be reliable to carry verbal messages, but with drugs or medicines, the school nurses have to comply with strict guidelines of the Health Care Trust.

If there are any queries on these matters please contact myself, school nurse or the Physiotherapists.

Thank you for your co-operation.

Yours sincerely,

Deb Rattley
Headteacher



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Headteacher: **DEB RATTLEY**

M.Ed. B.Ed. NPQEL

Dear Parent/Carer

Our school's hydrotherapy/swimming pool is an important resource which we want your child to benefit from whilst at Chadsgrove School.

Normally pool sessions are the same day each week and your child's class teacher will inform you of these in advance. Some pupils will have hydrotherapy sessions in addition to these, and of course, you will be made aware of these. Various swimming awards and certificates are attempted by all our pupils.

I need to have your written consent for your child to participate in the school pool sessions, so please complete the attached slip and return it to me at school. Do contact me if you have any queries regarding this activity.

Two final points – if for any reason your son/daughter is unable to swim on a particular day, please send in a WRITTEN note to the class teacher. As the pool is very warm (96 degrees F generally) it would need to be a very heavy cold etc. for swimming to be missed, in which case the likelihood is that your child is probably better off at home recovering from this illness anyway. Please send a swimming costume and large towel (with your child's name attached) into school on swimming days. If your child wears incontinence pads in school you will need to purchase specialist swimwear and send this into school too. There are various websites on the internet for you to purchase this swimwear e.g. www.incywincy.net. We are unfortunately required to adhere to the ruling of '**no appropriate swimwear, no swim**', as the health and safety of all of our children is of the utmost importance, as is our adherence to the Health and Safety Pool Operating Policy.

Yours sincerely,

Deb Rattley
Headteacher

I give my permission for my child to participate in pool sessions at Chadsgrove School.

Signed Parent/Carer Date



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Headteacher: **DEB RATTLEY**

M.Ed. B.Ed. NPQEL

Dear Parent/Carer

EDUCATIONAL VISITS PERSONAL ACCIDENT INSURANCE

As you may be aware the school has an on-going programme of activities designed to broaden the experience of our children. These are relevant to many of the topics they study and also designed to enhance their level of independence. These visits may take place during normal school hours or involve the children in overnight stays on extended visits.

The County Council's policy is such that personal accident cover for pupils is not included. This means that where a child suffers an injury in the course of visiting a particular venue e.g. where a child stumbles or falls and where no blame can be attached to any other person, no claim can be made against the County Council. However, if the accident occurs in the course of the travelling, while on the bus etc. then the child is covered by the insurance on the vehicle OR if negligence can be proven against an individual or establishment there may be recourse for claiming against them.

You will appreciate that every attempt is made to ensure that when we take our children on visits the level of safety and supervision we employ is the best we can offer. Even so there is always the possibility that an accident could occur and I cannot give parents a complete guarantee this may not happen. Accidents can occur at school for the same reason in that we cannot provide individual total supervision for the whole day for every child. All we can do is take every possible care. I am sure parents readily accept this situation.

The School Governors have, however, taken out personal accident cover for our children on all school activities. A separate school trips insurance covers personal effects on day trips and residential visits only.

I would be grateful if after having read this letter carefully, you would acknowledge and accept the situation and feel able to sign the attached reply slip.

If you have any concerns then please do not hesitate to contact me for further explanations.

Yours sincerely,

Deb Rattley
Headteacher

CHADSGROVE SCHOOL

EDUCATIONAL VISITS

PERSONAL ACCIDENT INSURANCE

I acknowledge the receipt of the letter regarding the proposals for cover for children undertaking educational visits

☐

I hereby agree to my son/daughter participating in these journeys under the conditions laid down in that letter.

☐

NAME: Signed
(BLOCK CAPITALS)



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Dear Parent/Carer

Uniform

I would like to thank you all for your commitment to our school uniform policy. I am sure you will agree our pupils all look very smart! School Uniform is required for pupils from Reception to Year 11 only.

A reminder of the uniform is as follows:

Navy sweatshirt with school logo
White polo shirt with or without school logo
Black or grey trousers/joggers/skirt

'School Togs' in Worcester stock the uniform on our behalf and you can visit and purchase direct from the shop or online with free delivery to school or, for a small postage charge, delivered direct to home.

Swimming

The company we use who specialise in water treatment and safety have advised that we should no longer allow children in our swimming pool wearing incontinent pads. In view of this we ask if you would like your child to swim then you will need to purchase specialist swimwear and send into school when they are timetabled to swim. There are various websites on the internet for you to look through e.g. www.incywincy.net

Please do not hesitate to contact me if you have any queries regarding the above.

Yours sincerely

Deb Rattley
Headteacher



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Dear Parents/Carers

Please find attached a copy of our Privacy Notice. It is a statutory duty for all schools to issue a Privacy Notice under the Data Protection Act. It informs 'data subjects' (individuals who are the subject of personal data) of the identity of the 'data controller' (Chadsgrove School), why the data is being processed, and any other information necessary to make the processing of the data fair.

The DfE guidance states that the Privacy Notice should be sent to the parent (or person with parental responsibility) where a child is younger than the age of 12. In this instance, the parent should be encouraged to share the Privacy Notice with the child, if the child has the maturity to understand it. If the child is over 12 the school should make them aware of what the Privacy Notice is that they are taking home to their parents/carers.

Yours sincerely

Deb Rattley
Headteacher

Privacy Notice for Parents/Carers – Pupil Information

Under data protection law, individuals have a right to be informed about how Chadsgrove School uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils at our school**.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights. Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis, particularly for children with learning difficulties), you should instead refer to our privacy notice for pupils to see what rights they have over their own personal data. This can be found on the school website.

We, Chadsgrove School, Meadow Road, Catshill, Bromsgrove, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mark Loveday (see 'Contact us' below).

The Personal Data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- a) Contact details, contact preferences, date of birth, identification documents
- b) Results of internal assessments and externally set tests
- c) Pupil and curricular records
- d) Exclusion information
- e) Attendance information
- f) Safeguarding information
- g) Details of any support received, including care packages, plans and support providers

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- h) Any medical conditions we need to be aware of, including physical and mental health
- i) Photographs and CCTV images captured in school
- j) Characteristics, such as ethnic background or special educational needs

We may also hold data about your child that we have received from other organisations, including other schools and social care services.

Why we use this data

We use the data listed above to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Ensure the continuity of the services that we offer to support pupils
- Communicate with parents, carers and other organisations such as health and social care
- Carry out research – specific consent would be gained if data was to be used in this way
- Comply with the law regarding data sharing

Where you have given us consent to do so, we may send your child marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to them. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our legal basis for using this data

Our lawful bases for processing your child's personal data for the purposes listed in section 3 above are as follows:

- For the purposes of (a, b, c, d, e, f, h) above, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school as set out here:
 - Safeguarding and Welfare of pupils
 - Facilitating educational visits
 - Teaching, supporting and learning
 - Reporting to the Governing body
- For the purposes of (a, b, c, d,e,) above, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:
 - Maintaining admission and attendance records
 - Free school meal information
 - Pupil premium information
 - Pupil behaviour and exclusion information
- For the purposes of (g, i) above, in accordance with the 'consent' basis – we will obtain consent from you to use your child's personal data
- For the purposes of (d, f,) above, in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- For the purposes of(a, b)above, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with your child or to help them enter into a contract with us
- For the purposes of (a,) above, in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason, including:
 - Communicating with parents/carers

Where you have provided us with consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

You may request a copy of our Record Retention Schedule by contacting the school office (office@chadsgrove.worcs.sch.uk), telephoning school (01527 871511) or calling in to the school office.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

Who we Share Data With

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about pupils with:

- Our local authority (Worcestershire) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Your Own Local Authority (eg Dudley, Solihull), as above, if your child is educated out of authority
- Government Departments or agencies
- Our youth support services provider
- Our regulator, Ofsted
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with third party organisations, which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

We do not currently transfer personal data to a country or territory outside the European Economic Area. If we needed to do so, we will do this in accordance with data protection law.

Your rights

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer. If you would like to make a request, please contact us (see 'Contact us' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis, particularly if an individual has learning difficulties), we will need to obtain consent from your child for you to make a subject access request on their behalf.

Your right to access your child's educational record

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

To make a request, please contact us (see 'Contact us' below).

Your other rights regarding your child's data

Additionally, you have the right to:

- Object to our use of your child's personal data
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis, particularly if an individual has learning difficulties), we will need to obtain consent from your child for you to make these requests on their behalf.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mark Loveday mwl30@chadsgrove.worcs.sch.uk Te:01527 871511



HOME-SCHOOL AGREEMENT

1. THE PARENTS/CARERS

I/We shall try to:

- Ensure my child attends school regularly and is ready for the transport each morning.
- Attends Parents Evenings/Annual Reviews, Medicals and Orthopaedic Clinics as appropriate.
- Support my child with any homework or other opportunities for home-learning.
- Let the school know about any concerns and problems that might affect my child's progress or happiness in school.
- Label my child's clothes including swimming costume and towel.

Parent/Carers signature _____ Date _____

2. THE PUPIL/

I will:

- Try my very best at school.
- Try to complete any work sent home on time.
- Be helpful in getting ready for the school transport.
- Be friendly, helpful and polite to other pupils and staff at school.

Pupil or Parent's signature _____ Date _____

3. THE SCHOOL

We will:

- Do our best to meet each child's special educational needs by providing every opportunity to overcome physical disability and additional sensory, communication and learning difficulties.
- Keep parents/carers informed about any concerns affecting their child's work, behaviour or physical/medical problems – and be available to discuss any concerns.
- Arrange regular Parents Evenings/Annual Reviews, Medicals and other opportunities for parents to discuss pupil progress and medical/physiotherapy issues.
- Set homework, send reading books home or arrange other home-based activities as appropriate for the pupils.
- Keep parents/carers informed about school activities and other relevant opportunities through letters home and regular newsletters.

Headteacher's Signature _____ Date _____

(PLEASE SIGN AND RETURN ONE COPY TO CHADSGROVE SCHOOL)



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Headteacher: **DEB RATTLEY**

M.Ed. B.Ed. NPQEL

Dear Parents/Carers

Consent Form for Taking and Using Photos, Videos and Audio

At Chadsgrove we often take photographs and videos of pupils. We use these in the school's prospectus and newsletters, on the school's website, on Twitter, on display boards around school and for assessment purposes.

Students' full names are not published alongside photos unless express consent is obtained from the parent or carer.

We would like your consent to take photographs and videos of your child and use them in the ways described above. In you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Your consent will apply for all of the time that your child remains at Chadsgrove School. However, if you change your mind at any time, you can let us know by calling the school on 01527 871511, emailing office@chadsgrove.worcs.sch.uk or just popping into the school office to speak to us.

Please could you tick the relevant boxes on the reverse of this letter and return this form to school as soon as possible.

Many thanks

Angela Macvie
Deputy Headteacher

Child's Name:

✓ as appropriate	YES	NO
I am happy for the school to take photographs of my child		
I am happy for photos to be used for assessment purposes		
I am happy for photos of my child to be used in internal displays		
I am happy for photos of my child to be used in the school website		
I am happy for photos of my child to be used in the school prospectus		
I am happy for photos of my child to be used on local media		
I am happy for photos of my child to be used in the school newsletter		
I am happy for photos of my child to be used on social media		

✓ as appropriate	YES	NO
I am happy for the school to take videos of my child		
I am happy for photos of my child to be used for assessment purposes		
I am happy for videos of my child to be used on the school website		
I am happy for videos of my child to be used on Twitter		
I am happy for videos of my child to be used on You Tube		

✓ as appropriate	YES	NO
I am happy for the school to take audio recordings of my child		
I am happy for audio recordings of my child to be used on the school website		
I am happy for audio recordings of my child to be used in Podcasts		

Parent/Carer's Signature: Date:



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Headteacher: **DEB RATTLEY**

M.Ed. B.Ed. NPQEL

Dear Parent/Guardian

We have received guidance about the processes we must follow when parents wish to take their children out of school for holidays during term time and we felt that we should inform you of these procedures which apply to all state schools.

Should a parent/carer wish to request leave during term time, they should first complete the form "Application for Planned Absence by Pupils during Term Time". This is available from the school office.

Parents/Carers will then receive, from the School, either:

- (i) A letter that explains that the request has not been approved and a reminder that, if taken, this leave will be recorded as unauthorised and may be subject to a Penalty Notice fine or
- (ii) A letter that explains that the request has been approved because there are exceptional circumstances.

Examples of such letters are attached and will be sent irrespective of the length of the requested absence.

I would appreciate parents being mindful of the fact that, as a result of amendments to the Education Regulations 2006, Headteachers may not grant any leave of absence unless there are exceptional circumstances. As a general guide, Headteachers have been informed that, although each application should be considered on its individual merits, any activity, holiday or event that can be arranged during the annual 13 week holiday time should not be authorised during the School term. Should Headteachers require it, further advice is available from the Education Investigation Service.

Once a Headteacher is aware of the fact that an unauthorised absence has been taken, whether parents have informed the school or not, he or she must inform the Education Investigation Service, who will decide whether to apply a Penalty Notice Fine.

Although we, as Headteachers, may sympathise with parents who, for different circumstances, feel they need to take holidays during term time, it has been made very clear to us that the Leadership and Management of schools will be subject to severe criticism if Headteachers do not follow the processes described above.

Should parents/carers decide to take unauthorised holiday absence during term time, please do not ask your child to deceive their teachers and friends as we would still prefer that the children have the opportunity to share their experiences. More importantly, asking children to deceive adults is not a good message to be giving them.

Further information about the policies outlined above can be found in the following documents from Worcestershire County Council's Education Investigation Service –

"Education Penalty Notice – Code of Conduct"

"Leave in Term Time – Absence Policy"

I trust that this information provides parents with a clearer understanding of the new processes related to the taking of leave during term time. Should you have any questions or concerns related to this or any other matter, please do not hesitate to contact me. Thank you in anticipation of receiving your continued understanding support.

Yours sincerely

Deb Rattley
Headteacher