

**POLICY NO. 45**

**APPROVED BY GB: 9.11.17**

**TEACHER: DEB RATTLEY**



**GOVERNORS'  
POLICY  
ON ADMISSION TO  
SCHOOL  
SEPTEMBER 2017**

## **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](http://www.gov.uk/government/publications/school-admissions-appeals-code)

All 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.

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, 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 Statement/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) 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 .....

Mr. O. Cook – Chairman of Governors

Date .....



# Chadsgrove School & Specialist Sports College

Appendix 1



**Headteacher:**  
**DEB RATTLEY**  
M.Ed., B.Ed., NPQH

Telephone: 01527 871511  
Fax: 01527 579341  
Email: [office@chadsgrove.worcs.sch.uk](mailto:office@chadsgrove.worcs.sch.uk)  
Web Site: [www.chadsgroveschool.co.uk](http://www.chadsgroveschool.co.uk)

Physiotherapy: 01527 578216  
Occupational Therapy: 01527 831054  
Speech & Language Therapy: 01527 831054

MEADOW ROAD  
CATSHILL  
BROMSGROVE  
WORCS  
B61 0JL

Dear Parents

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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MEADOW ROAD  
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WORCS  
B61 0JL

Dear Parents,

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/guardian 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 .....



# *Chadsgrove School & Specialist Sports College*



MEADOW ROAD  
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Dear Parents

## **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 escorts and drivers 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



# Chadsgrove School & Specialist Sports College

Appendix 4

Outstanding  
School

2015

MEADOW ROAD  
CATSHILL  
BROMSGROVE  
WORCS  
B61 0JL

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Dear Parents

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.

Yours sincerely,

Deb Rattley  
Headteacher

.....

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

Signed ..... Parent/Guardian      Date .....





# Chadsgrove School & Specialist Sports College

Appendix 5

Ofsted  
Outstanding  
School

2015/2016

MEADOW ROAD  
CATSHILL  
BROMSGROVE  
WORCS  
B61 0JL

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Dear Parents

## **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)



# Chadsgrove School & Specialist Sports College

Appendix 6



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M.Ed., B.Ed., NPQH

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MEADOW ROAD  
CATSHILL  
BROMSGROVE  
WORCS  
B61 0JL

30<sup>th</sup> April 2015

Dear Parent/Guardian

## **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!

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](http://www.incywincy.net)

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

Yours sincerely

Deb Rattley  
Headteacher



# *Chadsgrove School & Specialist Sports College*

**MEADOW ROAD  
CATSHILL  
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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

# CHADSGROVE SCHOOL & SPECIALIST SPORTS COLLEGE

## PRIVACY NOTICE

for

*Pupils in Schools  
and Children in Early Years Settings*

### Privacy Notice - Data Protection Act 1998

We, Chadsgrove School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.
- Support a Young Person in their transition to a Post-16 Provider of Education or Training.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

### In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell Jacqueline Pitt, School Business Manager, if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

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<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact Jacqueline Pitt

Your attention is drawn to the full text version of this Privacy Notice on Worcestershire County Council's website.

<http://www.worcestershire.gov.uk/cms/school-information-for-parents/policy-and-guidance.aspx>

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.worcestershire.gov.uk> and use the search function to look up privacy notices.

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Performance Development Team  
Worcestershire County Council  
Children's Services  
County Hall  
Worcestershire County Council  
WR5 2YA  
Email: [dprice@worcestershire.gov.uk](mailto:dprice@worcestershire.gov.uk)  
Telephone: 01905 728848
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288



# HOME-SCHOOL AGREEMENT

## 1. THE PARENTS

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's 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 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 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)**



To celebrate school events we regularly invite the press to take photographs of the children for publication. Examples of this include drama productions, sports events, award giving etc. We also put photographs of the pupils on the school website to give a flavour of the events taking place at school.

To ensure that we comply with parents' wishes on these matters, please complete this form and return it to school so we have a record of your views.

### **NEWSPAPER ENTRY**

I give permission for my child's **photograph** to appear in a newspaper report of an event at school:

**YES/NO\***

I give permission for my child's **full name** to be printed in a newspaper report of an event at school:

**YES/NO\***

I give permission for my child's **first name** to be printed in a newspaper report of an event at school:

**YES/NO\***

### **SCHOOL NEWSLETTER ENTRY**

I give permission for my child's **photograph** to appear in a newsletter report of an event at school:

**YES/NO\***

I give permission for my child's **full name** to be printed in a newsletter report of an event at school:

**YES/NO\***

I give permission for my child's **first name** to be printed in a newsletter report of an event at school:

**YES/NO\***

### **SCHOOL WEBSITE**

I give permission for my child's **photograph** to appear on the school website:

**YES/NO\***

I give permission for my child's **first name** to be printed alongside their photograph on the school website:

**YES/NO\***

I give permission for my child's work (e.g. artwork) to appear on the school website (not names):

**YES/NO\***



## **OTHER USAGE**

I give permission for my child's **image/video footage** to be displayed on the TV screen in reception (not named)

**YES/NO\***

I give my permission for my child's photograph to be printed on the school's 'Brochure Cover' etc. No name will appear:

**YES/NO\***

I give permission for my child to be videoed in school e.g. for assessment purposes/ school productions etc.

**YES/NO\***

I give permission for my child's voice to be recorded in school for a podcast

**YES/NO\***

I give permission for my child's voice in a podcast to be uploaded onto the internet

**YES/NO\***

I give permission for images/videos of my child to be used on the school's social media accounts (Twitter & YouTube)

**YES/NO\***

Signed ..... Print Name .....

Parent of ..... Date .....

*\*Please delete as necessary*



# *Chadsgrove School & Specialist Sports College*

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**DEB RATTLEY**  
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Appendix 10



**MEADOW ROAD  
CATSHILL  
BROMSGROVE  
WORCS  
B61 0JL**

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 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 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 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