

The Island Project School

Diddington Hall
Diddington Lane
Meriden
West Midlands
CV7 7HQ



Telephone 01675 442 588

Email admin@theislandproject.co.uk

Serving the needs of children with autism and related communication disorders in Warwickshire & the West Midlands

Dear Parents/Carers

4th February 2014

Timekeeping and Absence

As you may be aware, the School is required to provide attendance figures and other statistics to the various Local Authorities in relation to the pupils they place with us.

Unless otherwise agreed with the Principal, the core School hours are 9.30am - 3.30pm.

Whilst Tutors are in School both before pupils arrive and after they leave, this time is used for vital lesson planning, team debriefs and training. It is therefore important that Tutors are able to attend to these matters and unfortunately late arrivals and late collections do cause considerable disruption to both the School and pupils. In addition, it is not always possible to maintain the 1:1 provision outside pupil school hours

Can I please therefore remind you of the following:

1. **Please do not attempt to hand your child over to Tutors outside normal arrival times as they will have other duties to attend to. Please do not knock on windows as this can be aversive to our pupils.**
2. In the event of late arrival, Parents should take their children to the School Office so that the Office can accurately record the reasons for the late arrival.
3. In the event of late collection, pupils will be taken to the dining room. Parents who arrive late should go to the School Office, where they will be asked give the reasons for the late arrival for our required record keeping, they will then need to sign in (in accordance with our safe guarding procedures) and accompanied to the dining room to collect their child.

pupil absence

New legislation around pupil absence came into effect on 1st September 2013. We are required to provide reasons for absence to Local Authorities and it is therefore vital that we monitor this accurately.

Due to these legal changes, and as a matter of good practice regarding safeguarding, if you ring in to report absence, you will be asked the reason for the absence, and this will then be recorded on your child's pupil file.

On your child's return to School, you **must** send in a letter confirming the reason for the absence, and the number of days your child was absent for.

The School Office has instructions that they are to chase parents for any missing details so that we can ensure our records are up to date and compliant with our legal and reporting requirements and safeguarding guidelines.

Kind regards

Sarah Gallagher
Compliance Director

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The Island Project is a registered charity No: 1119034
Company registration No: 5924196 School Reg. No: 334/6010
Registered Address: Diddington Hall Diddington Lane Meriden CV7 7HQ
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