

Term Dates including half term closures:

Please try to ensure that holidays are not taken during term time and most definitely not during examination periods.

Autumn Term	-	Monday 5 th September 2011* to Friday 16 th December 2011
Spring Term	-	Tuesday 3 rd January 2012 to Friday 30 th March 2012
Summer Term	-	Monday 16 th April 2012 to Monday 23 rd July 2012

*** INSET Day – SCHOOL CLOSED TO PUPILS**

Full details are below:

STUDENT HOLIDAYS	INCLUSIVE DATES
Summer 2010	Friday 20 th July 2011 to Friday 2 nd September 2011
Autumn Half Term	Monday 24 th October 2011 to Friday 28 th October 2011
Christmas	Monday 19 th December 2011 to Monday 2 nd January 2012
Spring Half Term	Monday 13 th February 2012 to Friday 17 th February 2012
Easter	Monday 2 nd April 2012 to Friday 13 th April 2012
May Day	Monday 7 th May 2012
Summer Half Term	Monday 4 th June 2012 to Friday 8 th June 2012
Summer	Tuesday 24 th July 2012 to Monday 3 rd September 2012

INSET DAYS:	Monday 5 th September 2011
	Friday 21 st October 2011
	Tuesday 3 rd January 2012
	Monday 23 rd July 2012

ACADEMIC REVIEW DAY:	Monday 25 th June 2012
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Year Eleven Student Destinations 2010 (these being the latest available)

Full Time Education	:	161
Employment with training	:	6
Employment without training	:	3
Others	:	9
Unknown	:	3

CHARGING AND REMISSIONS POLICY

ACTIVITY

Education During School Hours

1. Individual tuition in playing any musical instrument (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum) where the tuition is on an individual basis or in a group of less than four.

Charge A fee is charged on a termly basis.

2. The School will make a charge for, or require the supply of, ingredients or materials if parents have indicated in advance, in writing, a wish to own the finished product produced in a practical lesson.

Charge Sufficient to cover the cost of the ingredients or materials used in producing the finished article.

3. Residential visits.

Charge Sufficient to cover the cost of pupil's board and lodgings.

Education Outside School Hours

4. Individual tuition in playing any musical instrument on weekdays or at the Saturday Music Schools (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum).

Charge A fee is charged on a termly basis.

5. Group music tuition, if attending a Saturday Music School (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum).

Charge A fee is charged on a termly basis.

6. Non-residential activities.

Charge Sufficient to cover a pupil's travel costs; materials, books, instruments and other equipment; entrance fees to museums, castles, theatres etc.; insurance costs; any non-teaching staff costs; teaching staff costs, including the cost of travel, where a teacher has been engaged specifically for the purpose of providing the activity; the cost of engaging a teacher on a separate contract for service to provide the optional extras.

7. Residential activities (not required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education).

Charge Sufficient to cover a pupil's travel and board and lodging costs; materials, books, instruments and other equipment; entrance fees to museums, castles, theatres etc.; insurance costs; teaching staff costs including the cost of travel and board and lodgings, where a teacher or instructor has been engaged specifically for the purpose of providing the activity; the cost of engaging a teacher on a contract for service to provide the optional extras.

8. Residential activities (required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education).

Charge Sufficient to cover the cost of a pupil's board and lodgings.

Public Examinations

9. Prescribed public examinations:

a) Entry for two or more examinations from a course of study following a single syllabus.

Charge The cost of any examination entry fees over and above the statutory single entry fee (unless waived by the Governing Body or Authority, as applicable).

b) Entry for an examination for which the pupil has not been prepared by the School (e.g. private tuition or re-sit with no additional preparation since the occasion of the first examination entry).

Charge The cost of the examination entry fee (unless waived by the Governing Body or Authority, as applicable).

c) Re-assessment of an examination script or material.

Charge The cost of the re-assessment, (unless waived by the Governing Body or Authority, as applicable).

10. Other public examinations: Entries for examinations which are not on the prescribed list and where preparation has occurred outside school hours.

Charge The cost of the examination entry fee and any associated incidentals.

11. Recovery of wasted public examination fees. Fees may be recovered by the School from the parents of pupils who fail without good reason to complete the examination requirements for any public examination (prescribed or otherwise) for which the Governing Body or Authority has paid, or is liable to pay an entry fee.

A good reason shall include:

illness of the pupil (supported by a doctor's certificate);

the bereavement of a close relative;

other social reasons of a personal nature;

a change of address to one outside of the Borough.

Obtaining employment may not be considered a sufficiently good reason by itself for failure to complete the examination requirements.

Charge The cost of the entry fees of those examination courses which have not been completed.

REMISSIONS POLICY

ACTIVITY

Education During School Hours

1. Individual tuition in playing any musical instrument (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum, when it must be provided free).

Circumstances under which charges will be remitted

Complete remission of charges for pupils whose parents are in receipt of family credit or income support or who have a low income as assessed under the Council's Assessment Scale, or who have been awarded a Scholarship by the Borough.

2. a) Residential visits required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education.

Circumstances under which charges will be remitted

Complete remission of charges for pupils whose parents are in receipt of family credit or income support.

- b) Residential visits not required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education.

Circumstances under which charges will be remitted

Complete remission of board and lodgings charges for pupils whose parents are in receipt of family credit or income support.

Education Outside School Hours

3. Individual or group music tuition (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum when it must be provided free).

Circumstances under which charges will be remitted

Complete remission of charges for pupils whose parents are in receipt of family credit or income support or who have been awarded a Scholarship by the Borough.

4. Residential activities (required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education).

Circumstances under which charges will be remitted

Complete remission of charges for pupils whose parents are in receipt of family credit or income support.

5. Residential activities (required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education).

Circumstances under which charges will be remitted

Assistance based on the Council's Assessment Scale to be awarded at the Council's discretion.

Public Examinations

6. Private entries for examinations as a result of a decision by a Governing Body not to enter a pupil for a prescribed public examination.

Circumstances under which charges will be remitted

Complete remission of examination entry fees if pupils achieve a pre-determined grade (as decided by the Governing Body or Authority as appropriate).

Maintained Boarding Schools

7. Children admitted to a maintained boarding school (except where the Authority is of the opinion that education suitable to the age, ability and aptitude and to any special educational needs of the pupil cannot be otherwise provided).

Circumstances under which charges will be remitted

Assistance based on the Council's Assessment Scale.

The Governors of The Albany School have adopted the charging policy as outlined in this section. However, they wish to add the following specific statements:

1. School Trips Outside School Time

- (a) In appropriate circumstances, the Governing Body will provide service contracts for members of staff covering School trips outside School time in order that out of pocket expenses can be reimbursed.

- (b) Times of the School day:

morning	8.35 a.m. - 1.15 p.m.	Monday - Thursday
afternoon	2.00 p.m. - 3.00 p.m.	Monday - Thursday
morning	8.35 p.m. – 12.55 p.m.	Friday
afternoon	1.40 p.m. – 2.40 p.m.	Friday

2. Damage to and Loss of School Property

At the discretion of the Head Teacher a parent may be charged for damage to or loss of School property resulting from the behaviour of his/her child.

3. Optional Extras

These are optional activities which operate on a similar basis to private tuition. They occur outside of school hours with teachers being employed under a separate contract. Consequently, a fee is required to cover tuition and premises costs. No profit is made by the School. An example of such an activity would be an additional G.C.S.E.

Parents will be given full details as the activities are made available for application.

4. Cases of Financial Hardship

- (a) The Governors accept Havering's policy in respect of remission of charges.
- (b) All parents will be informed that, in cases of financial hardship not covered by (a) above, representations may be made to the Head Teacher and, through her where appropriate, to the Governors' sub-committee requesting that charges be waived. Costs arising from a decision to waive charges will be met from the School's budget.

SCHOOL EXAMINATION ENTRY POLICY

The School is committed to entering all pupils, irrespective of ability, who satisfy the GCSE (or other public examination) coursework requirements. On average, pupils are entered for ten public examinations but it is possible to increase this by participating in after school GCSE classes.

CONCERNS AND COMPLAINTS

From time to time parents, and others concerned with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a “General Complaints Procedure”. The procedure is devised with the intention that issues will be resolved informally if at all possible. Full details of the procedure may be obtained from the School Office.

HEAD TEACHER'S REVIEW OF PERFORMANCE

Examination Results 2011

For KS4:

The 2011 results are now available. The 5A*-C rate including English and Mathematics is our best ever at 65%. This is the third year in succession in which we have achieved our best ever results. We have a 10% improvement this year and are now 17% better than in 2009. We are also making much more progress related to subject targets with 70% of student targets being met in our core of English, Maths, Science and ICT/Business. The figure of 5A*-C (all subjects) is much improved at 77%.

It is equally rewarding to report that 100% of students passed at least 1 GCSE with 99% gaining 5 or more. The higher A*-C grade was achieved by 99% of students. Individual results were very impressive in many cases and all students were offered support on results day. This was particularly helpful to those who had done better (or indeed worse) than expected. My thanks go to all staff.

Subjects with a high entry level achieved well, details below:

Mathematics	71%
English Language	80%
English Literature	65%
Science	90%
BCS	75%

In the option subjects, we have had strong performances in Art (83%), French / Spanish NVQ (100%), Physical Education (94%), French GCSE (83%), Drama (79%) and Statistics (75%).

81% of students achieved 2 A* - C grades in Science with another tremendous improvement over last year of 21%. Many other departments have produced excellent results this year. It will be possible to review them all in the examination analysis included in this Prospectus.

The average number of A* - C grades has now risen to 9.4 with a KS4 average point score of 475.

For KS3:

A continued focus for the School is to raise KS3 performance at Level 5. With English 88%, Mathematics 78% and Science 86%, we have gone a long way to achieving that goal. Increased emphasis is being placed on Level 6 performance with English 56%, Mathematics 57% and Science 70%. Well done to all concerned.

	<u>Level 5</u> <u>School '10</u>
English	89%
Mathematics	88%
Science	87%

My thanks go to the staff, students and parents for their hard work and my warmest congratulations to all members of the school community for their success in the last academic year.

P A Hasan-Richardson
September 2011

TRANSFER OF PUPILS FROM PRIMARY TO SECONDARY SCHOOL: SEPTEMBER 2011

EXPRESSION OF PREFERENCES FOR THE ALBANY SCHOOL

NO. OF PLACES AVAILABLE:	186			
NO. OF APPLICATIONS CONSIDERED (1)	510			
First Preferences	Second Preferences (2)	Third Preferences (2)	Others	No. of Places accepted at end of the Summer term (3)
105	102	99	204	164

NOTES

(1) As at the first stage of the admissions process in March 2011

(2) If the total number exceeds the admission number this is as a result of successful appeals.

BREAKDOWN OF THE ALLOCATION OF PLACES AT THE ALBANY SCHOOL

NO. OF PLACES AVAILABLE :	186
CRITERION	NO. OF PLACES ALLOCATED
Exceptional Medical or Exceptional Social Grounds	0
Brother/Sister	43
Proximity	113
SEN	0
LAC (Looked After Children)	1
Allocated by LA	19
Number of appeals heard	0

ATTENDANCE FIGURES

	2010	2011* (up to 23/9/11)
Number of day pupils of compulsory school age on roll for at least one session:	924	881
Percentage of pupil sessions missed through authorised absence	6.3%	4.5%
Percentage of pupil sessions missed through unauthorised absence	1.1%	2.1%

ATTENDANCE AND HOLIDAYS

Parents may be aware that, as the result of legislation, schools are required to publish attendance figures on an annual basis which highlight “authorised” and “unauthorised” absences.

Part of the process of determining an “authorised” absence is the provision of a note signed and dated by the parent detailing absence dates and the reason. It is essential that a parent contacts the Attendance Officer at the School on 01708 441537 ext: 130 on the 1st day of absence and follows up with a letter to the Personal Tutor upon a pupil’s return to School. Failure to do so automatically triggers the “unauthorised” absence process.

Aside from the legal requirements, there is much evidence to connect poor attendance with poor achievement. Understandably, parents should not send children to school who are ill but some reasons for absence are less valid. It is very difficult for a child to catch up on missed work. **An annual two week holiday equates to fifty hours of missed teaching and puts pupils at a severe disadvantage. Holidays should not be taken during term time!**

Please see The London Borough of Havering’s Policy statement below, which The Albany adheres to:

Policy Statement from the LA.

Parental Request for Leave of Absence for their child/children during term time.

The LA would expect the Head Teacher of a school or Teacher in Charge of a Pupil Referral Unit NOT to authorise requests for family holidays and leave of absence in term time. The rationale for this expectation is that:

Absence during term time is potentially detrimental to the education of children and young people.

Leave of absence is NOT an entitlement.

The Head Teacher and Governing Body of a Havering School or Teacher in Charge of a Pupil Referral Unit should therefore determine that NO requests for leave of absence will be authorised.

If the circumstances of a parental request are so exceptional that the Head Teacher, or Teacher in Charge, determines that the request be allowed, the parent will be required to give an expected return date. Exceptional circumstances are rare and will be determined at the discretion of the Head Teacher or Teacher in Charge, who will consult with the LA Education Welfare Officer assigned to the school or pupil referral unit.

If the parent/s of a child/young person takes leave of absence either without seeking permission or where permission has been sought and not agreed, they will be subject to a Fixed Penalty Notice which will be issued by the Education Welfare Service in line with the Havering Code of Conduct (FPN). This will also apply where under an exceptional circumstance the leave of absence has been agreed and the child/young person has failed to return on the agreed date. If the FPN is not paid within the time frame, the LA are obliged to take the matter before the Magistrates, for the offence, as outlined within the Code of Conduct.

Supporting the above are the 2006 Pupil Registration Regulations

We recognise that some parents have holidays dictated to them by employers. In response, we have a system in place. It is the case that any holiday during term time must be applied for by the parent in writing. In accordance with the Leave of Absence Policy, only exceptional cases will be considered according to the individual circumstances of the family concerned. **Only cases of exceptional circumstances will be authorised. If students already have poor attendance (below 93%) the holiday will not be authorised.**

If a family holiday is subject to exceptional circumstances and has to be taken in term time, parents **are required to seek approval for their child's absence.** This should be directed to the Head of House who will give guidance to the Governing Body as to whether it should be approved. In the event of it not being approved, any subsequent holiday will be regarded as unauthorised.

PARENTS MUST AVOID ALL PUBLIC AND SCHOOL EXAMINATION DATES DURING YEARS 7 - 11. DATES ARE GIVEN WELL IN ADVANCE. THE SCHOOL CALENDAR IS AVAILABLE ON OUR WEBSITE.

Accessibility Plan 2011-12

Historical Progress

- Physical Environment
LEA funded expansion (£1.8million) plus School's own premises budget have impacted upon the physical environment e.g. access, toilets, lifts – evident in various wings and external access routes.
- Curriculum
Promotion of inclusion and equality of access for all learners with support provided e.g. SEN, special equipment – ICT, PE etc. for both timetabled and extra curriculum e.g. trips opportunities. Use of Co-educators to provide additional support within the curriculum. Specific National Skills Curriculum for Year 7 and early entry for GCSE exams where appropriate.
- Pastoral
Emphasis on celebrating achievement and recognising individuals who overcome potential barriers e.g. award promotions, for example, Princess Diana Awards, Jack Petchey awards and our own credit/debit system. Change of structure within the pastoral team to include an Inclusion Manager and Director of Inclusion, house/vertical tutoring system.
- Whole School
Clear guidelines included in student planners on how to respond and seek support with forms of harassment. Increasing involvement of students such as the Anti Bullying Committee and Student Leader group

Evidence of Success

- Individual pupils – stakeholder feedback
- Physical environment improvements
- Equality of access in practice in curriculum and related opportunities
- Results achieved by SEN cohorts
- Parents-stakeholder feedback
- Three year improving GCSE trend for 5 A – C (including English and Maths) – increase of 17%

Objectives for 2011/12

- Continue to seek ways of improving accessibility of physical environment using premises funding and maintain existing programme of developments
- Direct support of Director of Inclusion (SENCO) and Inclusion Manager to SEN cohort including those with Health Care Plans and EAL.
- Annual review of implementation Disability Equality
- Further promote the principle of inclusion via the curriculum with provision such as the Vocational Inclusion Programme, Increased Flexibility Programme and opportunities via other educational providers
- Enhance the opportunities for extra curricular and enrichment activities against the backdrop of equality of access, making special provision to facilitate participation as required.
- Continue with strategies to support SEN, EAL, LAC, traveller, vulnerable pupils etc. to give a whole school framework to concept of accessibility and inclusion.

Lead Staff - Mr S Trimble (Deputy Head Teacher)
- Director of Inclusion/SENCO-Mrs J Hodge Brown
- Inclusion Manager-Mrs S Ballard
- Heads of House
- Postholders – KS4 and Enrichment

Resources

Relevant sections of SDP – cross reference for details
Postholders – KS4 14-19 and Enrichment
LEA training
Premises budget

Success Criteria

Evidenced enhancements to physical environment
Extended curriculum provision implemented and progressing
Increased extra curricular opportunities – audit take-up
Data analysis (attendance, results) shows engagement
100% GCSE/BTEC entry in English, Maths and Science

The School follows the LA's Code of Practice for SEN – a copy of which can be obtained via the School Office