



# **New Pupil Admissions Booklet**

**2024/2025**

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## Welcome to Venture Academy

This booklet will equip you with all the information you need for your young person to start at our school.

This booklet contains useful information you need to know before your child starts at school, transition to school as well as other key information about key aspects of school life.

### General Information

Venture Academy is part of MacIntyre Academies. It is a special school that caters for pupils who have an Educational, Health Care Plan (EHCP) and whose primary need is social, emotional and mental health difficulties. Venture Academy also caters for pupils with a diagnosis of Autistic Spectrum Disorder (ASD).

### MacIntyre Academies

MacIntyre are an established multi-academy trust for special schools and specialist alternative provision. They believe all children and young people deserve the best education possible. As a trust MacIntyre are ambitious for their children and their families and we want them to be as ambitious for themselves in turn. There are 3 other schools in the trust:

- Discovery Academy
- Quest Academy
- Endeavour Academy

For more information visit their website at [www.macintyreademies.org](http://www.macintyreademies.org)

### School Address and contact details

Venture Academy  
Stratford Road  
Henley in Arden  
Warwickshire  
B95 6AD  
Telephone: 01564 792514  
Email: [admin.venture@macintyreademies.org](mailto:admin.venture@macintyreademies.org)  
Website: [www.ventureacademy.org.uk](http://www.ventureacademy.org.uk)

### Key Staff

CEO of MacIntyre Academies	Mr Andy Moran
Executive Principal	Mrs Emily Hopkins-Hayes
Head of School	Mr James Bowater
Assistant Principals	Mr John Anderson, Mrs Shelley Molloy, Mrs Layla Shepherd
School Business Manager	Mrs Jennie Nicholls
Safeguarding Lead	Mrs Rachel Atkins

## Safeguarding

Venture Academy is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and visitors to share this commitment.

A copy of our Safeguarding Policy is on the school website and is available from the school office.

The school has 9 designated safeguarding leads:

- Mrs Emily Hopkins-Hayes
- Mr James Bowater
- Mrs Rachel Atkins
- Mr John Anderson
- Mrs Layla Shepherd
- Mrs Sam Townsend
- Mrs Emma Day
- Miss Kirsty Caudell
- Mrs Jennie Nicholls

## School Uniform

We will provide one free sweatshirt/cardigan to every new pupil when they start at Venture Academy and a school polo shirt with logo

Our uniform can be bought from the school office or online using ParentPay

### Boys:

- Purple polo shirt with school logo
- Grey sweater with school logo
- Dark grey trousers/shorts
- Black or grey socks
- Black school shoes or plain black trainers

**For PE:** Black shorts, white T-shirt, black sweatshirt and joggers and trainers/plimsolls

### Girls:

- Purple polo shirt with school logo
- Grey cardigan/sweater with logo
- Dark grey skirt or trousers
- Black or grey socks or tights
- Black school shoes or plain black trainers



**For PE:** Black shorts or skirt, white T-shirt, black sweatshirt/fleece, joggers (optional) and trainers

We also ask that all pupils have a pair of named wellies in school for Forest School sessions and a change of clothes.

During hot weather please provide your child with a named sunhat and sun cream that can be applied in school (with consent).

Please make sure that all uniform is clearly labelled with your child's name

## Transport

Transport to school is available free of charge to pupils who:

- Live in Warwickshire
- Are in year 11 or below
- Have a place at their nearest qualifying school – normally the school whose priority area they live in unless otherwise stated by SEND Assessment and Review (SENDAR)



If you think you may be eligible for free transport then please complete the application form included in this pack. More information can be found at [www.warwickshire.gov.uk/sendtransport](http://www.warwickshire.gov.uk/sendtransport).

If you have any queries you can contact Warwickshire County Council Specialist Transport Department on 01926 414165.

Transport is provided free of charge and may be as:

- Direct Payments (when no WCC transport exists or you transport your own child to school)
- A bus pass
- A train pass
- A private hire vehicle (taxi)
- 

## School Dinners

Pupils can bring a packed lunch to school or have a hot dinner. Dinners are cooked and provided by Henley High School.

The menus work on a 3 week rota and are available to view on the school website.

Meals can be ordered and paid for on ParentPay. You will receive a letter to set up your account or if you already have an account for another child you can add Venture to your existing account.

Dinners cost £3.50 a day and can be paid for via ParentPay You top up your child's account on and each day the money is deducted from the balance. You will be notified when the balance is low.

We are a cashless school so we encourage all parents/carers to use the online payment system (more information about this is on the Parentpay please attached document).



## Free School Meals

An application form for free school meals is included in this pack. You can also apply online at [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)

To be eligible to receive free school meals you need to be in receipt of one of the following benefits:

- income support
- income-based Jobseeker's Allowance (JSA)
- income-related employment and support allowance (ESA)
- guarantee element of state pension credit
- Universal Credit (with an annual income of less than £7,400)
- Both income-based and contribution-based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the income-based amount is greater, but not if the contribution-based amount is greater.
- Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 are also eligible to claim free school meals providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').



## Attendance and Medical Appointments

Attendance at all sessions is required by law. The only exceptions to this are in cases of illness or where the Principal has granted special leave of absence.

We ask that parents/carers inform the school of any reason for absence, preferably by telephone by 9:30am on each day of absence.

The school operates a 'First-Day-Calling-System' to ensure that parents/carers and school coordinate any absences. A member of our admin team will call you if your child is absent and we do not know the reason.

To help with the smooth running of the system, please ensure that you follow the school's procedure:

- Inform the school if your child is going to be absent from school by phone, email or letter
- Provide a doctor's certificate if the illness is prolonged and/or the school requests a copy
- Advise the school if your child is going to be late for any reason



If your child is ill during the school day, he/she will be taken to the school office to be cared for by a designated member of staff. A decision will be made whether or not to contact the parents/carers for early collection.

Please inform the school if your child contracts an infectious disease such as chicken pox, mumps, and German measles (rubella), which can have serious implications for other children and staff

**Guidance from NHS UK: Vomiting and diarrhoea.** Children with diarrhoea and/or vomiting must be kept off school until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment, however if symptoms persist consult your GP.

## Dental and Medical Appointments

Please arrange non-urgent dental and medical appointments out of school hours so that learning is not disrupted. Please do not keep children out of school for the whole day unless absolutely necessary.

## Leave of Absence

Requests for leave of absence must be made by completing a "Leave of Absence Request" form, which is available from the school office or in the 'Online Office' on the school website.

**All requests must be submitted at least one month before the date of the requested absence.**

The school holiday dates are published in advance and we expect parents/carers to do everything possible to avoid taking their child/ren out of school during term time. Holidays will not be authorised during term time except in exceptional circumstances. Approval of leave of absence in exceptional circumstances will be at the discretion of the Principal.

Our Attendance Policy is available on our school website, or on request from the school office, and sets out our policy with regard to unauthorised absences

## Medicines

**We can administer prescription only medicines (POM), as prescribed by a GP.**

If a pupil requires medicine to be administered during the school day, including self-administered medication such as an inhaler, a care plan must be completed by a parent/carer and accompany the medicine. Forms are available from the school office or on the 'Online Office' on the school website.

All medicine must be handed in at the school office in its original packaging as dispensed, and must be clearly labelled with the child's name and dosage requirements. All medicine needs to be signed in and out of school.

Inhalers will be kept with the class at all times. Children with serious medical conditions will need an individual healthcare plan. The EWO or member of the Family Footings Team will meet with the parents/carers to arrange a time to complete this.



## Supporting Children with Medical Conditions

We ensure that children with medical conditions receive appropriate care and support at school. We do all that is reasonable to ensure that we can administer medication and care to enable them to access school life.

Our 'Supporting Children with Medical Conditions' policy has been developed in line with Department of Education guidance. The policy can be viewed via our school website. A paper copy of the policy can be requested from the school office. Please do not hesitate to contact the school office if you have any questions regarding any of the above.



## Communication with Parents

<b>Letters</b>	Letters are regularly sent home by post or email via ParentPay or SIMS InTouch. Copies of letter are available to view on the school website. <b>Please note, to comply with our safeguarding policy, we do not publish trip and visit letters on our website.</b>
<b>Text Messages</b>	We use SIMS InTouch to send text messages to parents/carers. Please make sure that you inform us if you change your contact details so that we have the most up-to-date information
<b>Emails</b>	We use SIMS InTouch to send emails to parents/carers and also ParentPay
<b>Newsletter</b>	You will receive half termly newsletters – these are also available on the class pages section of the school website
<b>Topic Grids</b>	These will be sent home half-termly so that you know what topics your child is learning in school. These are also published on the school website
<b>Annual Reviews</b>	You will be invited to an Annual Review once a year to review your child’s EHCP
<b>School Website</b>	The school website holds a host of information. Please visit <a href="http://www.ventureacademy.org">www.ventureacademy.org</a>
<b>School Reports</b>	Continuous assessment of skills and achievements take place throughout the academic year. You will receive a written report at the end of the school year
<b>School Calendar</b>	The school calendar is on the school website

## Concerns/Complaints

Please let us know immediately if you have concerns or complaints. The sooner the school knows, the sooner we can take measures to put matters right, offer solutions and reassurance.

Initially any concerns or complaints should be discussed with your child’s class teacher, who is best placed to deal with any emerging problems. If you feel you would like to speak to a senior leader, please make a request via the school office and a meeting will be arranged for you.

Please also see the Complaints Policy on our website.

## Emergency Communication



Emergency messages, for example during bad weather, will be posted on our school website and text messages and/or email communication will be sent out.

We would also inform Warwickshire County Council so they can update their website and the local press as necessary.

## Other Useful Information

### Valuables

If a pupil brings a mobile phone, tablet or any other portable device to school, they will be asked to hand it in at reception when they arrive at school. The devices will be kept safe and secure in the school office and returned to the pupil at the end of the school day.

Mobile phones are not permitted in class.



### School Photographs

Individual pupil photos are taken in the Autumn term and group photos in the Summer term. Parents/carers will be given a package of photos to purchase.

The school utilises photography and video clips of the children on a regular basis as part of the curriculum, please ensure you have completed and returned the Schools Photography Consent form (included in this pack).



# Term Dates 2024/2025

## Autumn Term 2024

**Term Starts** – Monday 2<sup>nd</sup> September 2024  
**Training Day** – Monday 2<sup>nd</sup> September (school closed to pupils)

### Pupils return - Tuesday 3<sup>rd</sup> September 2024

**Half Term** - Monday 28<sup>th</sup> October - Friday 1<sup>st</sup> November 2024  
**Training Day** - Monday 4<sup>th</sup> November (school closed to pupils)  
**Pupils break up for Christmas** - Friday 20<sup>th</sup> December 2024

## Spring Term 2024

### Pupils return to school – Tuesday 7<sup>th</sup> January 2025

**Training Day** – Monday 6<sup>th</sup> January 2025 (school closed to pupils)  
**Half Term** - Monday 17<sup>th</sup> February - Friday 21<sup>st</sup> February 2025  
**Training Day** – Friday 14<sup>th</sup> March 2025 (school closed to pupils)  
**Break up for Easter** - Friday 11<sup>th</sup> April 2025

## Summer Term 2024

### Pupils return to school - Monday 28<sup>th</sup> April 2025

**Bank Holiday** – 5<sup>th</sup> May 2025 (school closed)  
**Half Term** - Monday 26<sup>th</sup> May – 30<sup>th</sup> May 2025  
**Training Day** – Friday 27<sup>th</sup> June 2025 (school closed to pupils)  
**Pupils break up for summer** - Friday 18<sup>th</sup> July 2025  
**Training Day** -Monday 21<sup>st</sup> July 2025

# Privacy Notice for Parents/ Carers

Under data protection law, individuals have a right to be informed about how the 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**.

The Data Controller for the purposes of data protection law is MacIntyre Academies Trust, 602 South Seventh Street, Milton Keynes, MK9 2JA.

Our Data Protection Officer is **Jo Godding**, Trust Business Manager (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:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school (where CCTV equipment is used)

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we use this data

We use this data to:

- Support, monitor and report on pupil learning and progress
- Provide appropriate pastoral care and protect pupil welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

## Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Sometimes, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## 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.

## How we store this data

We keep personal information about pupils whilst they are attending our schools. We may also keep it beyond their attendance at our schools if this is necessary in order to comply with our legal obligations.

Our *MacIntyre Academies Trust Retention Schedule* sets out how long we keep information about pupils. You can view a copy of this on [www.macintyreademies.org](http://www.macintyreademies.org) or request a copy from the school office.

## Data Sharing

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 third parties including but not limited to the following:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education and Education Funding Agency – to meet statutory requirements of providing pupil data that underpins school funding, educational attainment policy and monitoring.*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Ofsted - our regulator*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for.*
- *Our auditors*
- *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 other organisations which promote children's education or wellbeing in England. Such 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.

## Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the school's Local Authority (Oxfordshire for Endeavour Academy and Warwickshire for Quest and Discovery) as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass on the individual's name, address and date of birth.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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 or your child
- 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.

**Please note that within the academies, parents / carers do not have a legal right to access their child's education record however if you would like to request access, please contact Helen Coombs, Trust Business Manager.**

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## 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**:

- Trust Business Manager [info@macintyreacademies.org](mailto:info@macintyreacademies.org) Telephone 01908 230100
- Or write to: Data Protection Officer, MacIntyre Academies Trust, 602 South Seventh Street, Milton Keynes, MK9 2 JA.