



Policy Title:	Attendance Policy		
Last Reviewed & Updated:	July 2017	Due for Review:	July 2019

Attendance Policy

Introduction:

This policy aims to promote good attendance and improve the attendance of pupils at Pendlebury Centre to ensure their continuity of education and to contribute to the safety of our young people, by gaining knowledge of their whereabouts, during the school day.

The Pendlebury Centre is recognised as a safe, secure and happy community – and every member of the community plays a role in making it so.

For our young people to gain the greatest benefit from their education it is vital that they attend regularly. Whilst we recognise social, emotional and mental health needs – and physical illness – can all act as a barrier to attendance, the Centre takes the stance that all of its young people should be at school, on time, everyday - that the Centre is open and ready to welcome each and every young person unless the reason for the absence is unavoidable.

Any absence naturally affects a young person's continuity in their studies, confidence in learning and social situations and, ultimately, their overall achievement. Regular absence seriously impacts a young person's life in all areas, and often affects their family's life in equal measure. Absence also disrupts scheduled, sequential teaching programmes, and in turn may have a knock-on impact of others in the same class.

Aims:

This policy sets out how together we will:

1. Promote good attendance – through raising the profile of attendance via rewards and other initiatives.
2. Stabilise the attendance of those with irregular attendance patterns – through a staged, consistent model of monitoring of response.
3. Re-engage persistent, absolute school-refusers – through intensive support, and where necessary, referral onwards to outside agencies.

School Day & Punctuality:

Unless a personalised plan has been agreed upon, the school day starts at the following times:

- Year 11 P, R and U Groups – 9.45am
- Year 10 Assessment Group – 9.00am

- KS3 Groups – 9.00am
- Cedars Group – 9.30am

The Centre operates varied finish times, according to the day and year group. On entry, a full timetable will be provided. Parents/carers can request a copy of their child's timetable at any point – this can be sent home with the student, posted or emailed.

School Term Times, including INSET days, are listed on our website:
<http://www.pendleburycentre.org.uk/parent-information/>

Punctuality

Whilst we recognise students often have to undertake long journeys outside of their usual area / routes to attend the Centre, we expect them to be punctual – according to their agreed timetable.

Where a student is late without good reason, we will issue a detention at the end of the school day. In the first instance, this is equivalent to the amount of minutes they were late. With persistent or extreme lateness, the Leadership Team can decide to implement extra study sessions at the end of the school day. Parents/carers will be informed of such arrangements.

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Registering Attendance & Absence:

In the morning, the register is opened at 8.45am and closed at 9.05am for Year 10 and KS3. With Year 11, the register is opened at 9:45am and closed at 10:05am to account for their later start. In the afternoon the register is opened at 12.55pm and closed at 1.05pm. Blank spaces should never be left. If a student is not present by the end of the official registration time, an 'O' is marked in the register. If the student arrives late, they make an entry on SIMS and an 'L' is added to the O. Other symbols to be used are found on SIMS.

The Centre is required by statutory guidance to classify every half-day absence as either '**AUTHORISED**' or '**UNAUTHORISED**'. Information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for reasons such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Where poor physical or mental health is reported to an ongoing issue, a specialist opinion will be sought.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. It is this type of absence which can lead to the Local Authority using sanctions and/or legal proceedings and includes:

- Parents/Carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a late mark
- Children kept off to look after other children
- Birthdays
- Day trips and holidays in term time which have not been agreed.

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Dual Registration:

When a student is placed on roll at the Centre, they should remain on roll at the referring school. In exceptional cases a student may be accepted without a mainstream school placement, but a place will be allocated as soon as possible.

Key Stage 3 students will begin reintegration during the first week of their Pendlebury placement. A Reintegration Programme is taught as part of the Key Stage 3 curriculum to aid this process. The provision for Key Stage 4 students is more variable. Some students may begin reintegration programmes to a former or new mainstream placements, some may attend mainstream on a part time basis to continue certain GCSE courses, while others remain at the Centre full time following GCSE or Entry Level course.

If a student is not returning to their referring mainstream school but being reintegrated into a new school, then the student's name is not added to the new roll until a successful period of reintegration has taken place and a review meeting held. At this point, the Head of Service will write to the referring school outlining the recommendations of the review meeting and request that the student be taken off roll. On receiving acknowledgement of this, the Head of Service will contact the new school and the student will be put on roll. Admissions in the Town Hall will also be notified. At all times throughout this process there is close liaison with the Children and Young Peoples worker of both schools.

When a student is taken off roll, a date and explanation of future placement should be placed on the school data base.

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Attendance Monitoring and Judgements:

The Centre undertakes enhanced monitoring of attendance. The Centre monitors whole school attendance and individual attendance as a whole (attendance since the start of placement / start of academic year) and in 2 – 3 week blocks.

The Centre uses the follow broadstroke criteria when judging a young person's individual attendance:

100%	Excellent
90% and Above	Good
75% - 89%	Requires Improvement
75% and Below	Serious Concerns

The Centre collects two attendance statistics on admission for each student:

- Attendance % for school year / long term prior to starting at the Centre
- Attendance % for 12 school weeks prior to starting at the Centre

Whilst the above headline judgements are used, the Centre also compares, on an individual level, current attendance with these two statistics to determine whether progress is made. For example, a student with an attendance statistic of 50% for the 12 weeks prior to starting at the Centre may receive two judgements if they are currently attending for 75% of the time – 1) They are making good progress compared to previous attendance history 2) Their attendance continues to require improvement.

When evaluating the attendance of the whole cohort, the Centre refers to national benchmarks for similar settings / cohorts. The current average attendance for specialist provisions is **75%**.

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Roles and Responsibilities:

Attendance is a 'joint project' between the Centre, partner school, parent/carer, Local Authority and any involved outside agencies – the young person also has a central role to play.

Centre Staff:

The Leadership Team will:

- Monitor attendance closely through the use of an 'Engagement Tracker' which breaks down attendance into half-termly blocks and 2 -3 week blocks
- Celebrate attendance achievements through the 'Top 5s' initiative
- Organise and chair concern meetings with the student and their parent/carer where absence or punctuality is a concern and take appropriate action
- Work constructively with the parents/carers of students to address the issues

The Attendance Worker will:

- Check the accuracy of registers, addressing unexplained absences
- Attend concern meetings with the student and their parent/carer where absence or punctuality is a concern
- Work constructively with the parents/carers of students to address the issues
- Contact relevant support agencies and elicit their input / support
- Organise any detentions / 'replacement study time' for students with punctuality issues
- Undertake home visits to re-establish contact / clarify attendance issues

Form Tutors will:

- Stay informed about attendance patterns through use of the 'Engagement Tracker'
- Encourage good attendance within the tutor group through initiatives and personalised rewards
- Complete the Pupil Log with reference to attendance
- Complete accurate registers
- Report to parents/carers in writing at least termly on how their child is performing in school in terms of attendance.

Young Person's Worker

- Organise and chair concern meetings with the student and their parent/carer where absence or punctuality is a concern and take appropriate action
- Work constructively with the parents/carers of students to address the issues
- Undertake home visits to re-establish contact / clarify attendance issues
- Initiate legal action

Parents/Carers will:

One of the major concerns for a student who is referred to the Pendlebury Centre is long term absence from school. Parents/Carers have the greatest influence on our students and we believe that it is imperative to have their full support and maintain good communications between home and the Centre.

Whilst we acknowledge there are often genuine barriers to attendance rooted in mental health and physical illness – and on occasion, due to family events such as bereavement. We always encourage parents/carers to be open and honest about why their child is not attending – and to avoid being pressured into making excuses - so that we can all work together towards solutions. It is of the utmost importance to address attendance problems as soon as possible so that other problems the student may be experiencing can also be addressed

By agreeing to admission of their student to the Centre, parents/carers automatically agree to:

- Provide up to date contact numbers and changes of address
- Notify the school when their child is unable to attend, with a reason, on the first day of the absence
- Telephone / email the school after the first day of absence to advise the school if the absence is continuing
- Keep the school well informed, in cases of lengthy absence, so that work can be sent home in certain cases and in order for the school to be prepared for the child's return
- Provide a signed-note / phonecall / email indicating attendance at the dentist, mental health services, GP or optician before the arranged appointment unless an emergency situation has

arisen. Students will not be allowed to sign out of school if they do not have this notification from parent/carer

- Further to the above, parents/carers are politely asked to make medical appointments out of school time where possible – including appointments with mental health services.
- Ensure that their child arrives at school on time each day
- Let the school know if their child is going to be late
- Promote the importance of good attendance and punctuality
- Not take their child/children on holiday in term time
- Inform the school of the reason for absence. Absences can only be authorised by the school.

Finally, it must be noted that it is ultimately a legal responsibility for Parents/Carers to ensure their child attends school. Permitting absence from education without a good reason creates an offence in law and may result in legal action by the Local Authority.

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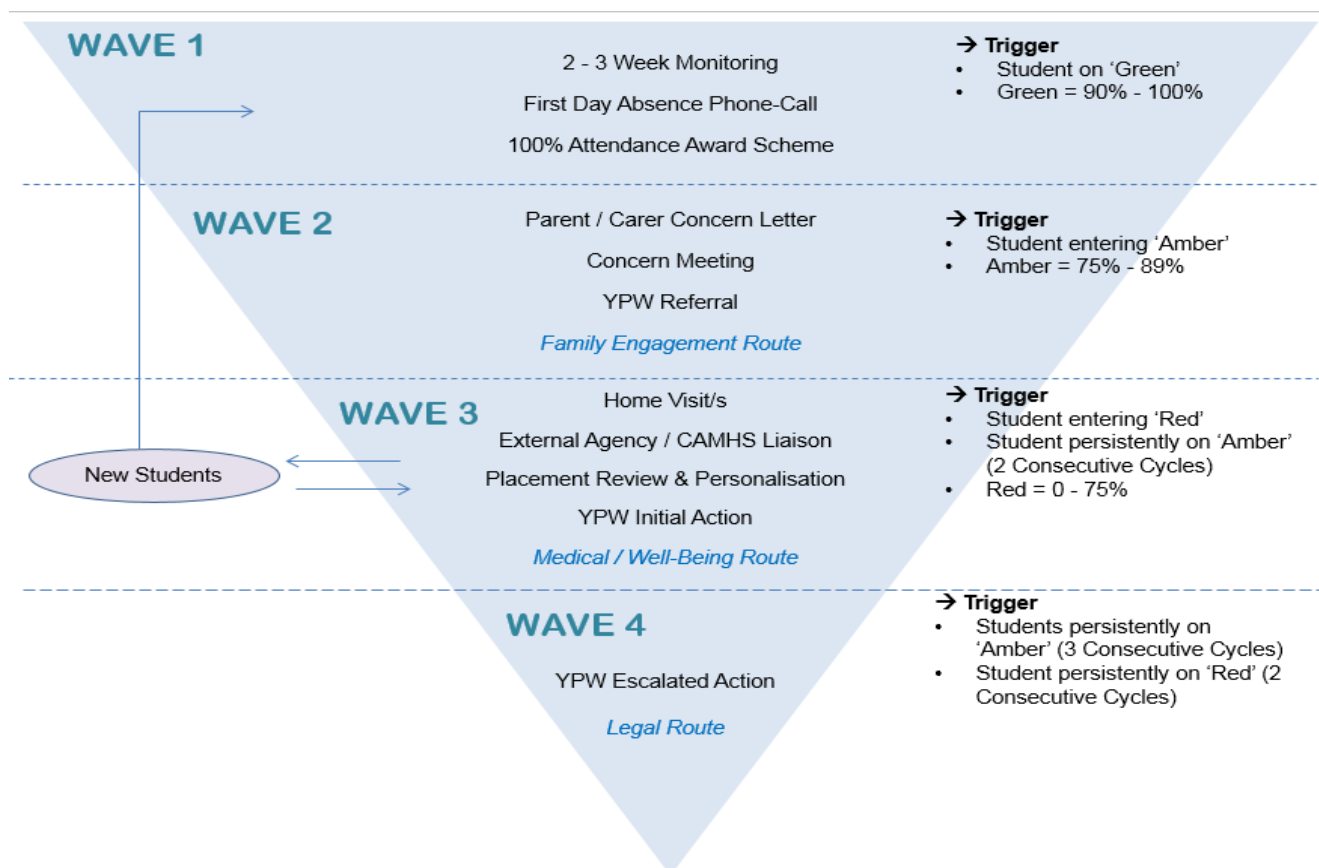
Strategies & Support to Improve Attendance:

Short Term

Day 1	If parent/carer does not provide reason for absence they will be contacted by telephone.
Day 2 - 4	If contact is not established, the Centre will continue to telephone for 3 days. A Home Visit by the Attendance Worker will be attempted on the fourth day.
Day 6 - 10	The Local Authority's Young Person's Worker will then be referred to with a view to making contact / organising a home visit.
Day 15 - 20	If the student is still absent without reason, other agencies – the Police, Healthy Young Minds, Social Care will be contacted and their input sought.

Medium to Long Term

The Centre monitors attendance in 2 – 3 week and half-termly blocks. This information then informs strategies and support working as much as possible to the following staged response model:



If a student does not engage with the Centre despite packages and strategies being offered, they will be referred back to their mainstream school and removed from the Centre roll.

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Holidays in Term Time:

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

Remember any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on holiday.

All applications for leave must be made in advance and at the discretion of the school a maximum of 10 days in any academic year may be authorised. In making a decision the school will consider the circumstances of each application individually including any previous pattern of leave in term time.

Please be aware however that in line with Local Authority and Government guidance, leave of absence in term time will only be considered in the most exceptional of circumstances.

Full details of our policy and procedures are available from the school, but it is important that you understand the circumstances when leave in term time will never be agreed by us:

- When a pupil is just starting the school. This is a very important time as your child needs to settle into a new environment as quickly as possible.
- Immediately before and during assessment periods.
- When a pupil's attendance record already includes any level of unauthorised absence.
- When a pupil's attendance rate is already below (90%) or will fall to or below that level as a result of taking holiday leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

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Monitoring and Evaluation

- Attendance statistics will be shared and scrutinised at Leadership Team meetings on 2-3 weekly and half-termly basis – with a view to maintaining effective policy and practice.
- Attendance forms part of the data review at the end of the academic year.

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Fixed Term Exclusions over 5 Days:

In the event of the Headteacher excluding a student for a fixed period exceeding 5 days provision will be made at the Highfields P.R.U. or Moat House P.R.U.

Pendlebury Centre P.R.U. has agreed to offer reciprocal arrangements with Highfields and Moat House.

This agreement is endorsed by the Governing Body

~This policy will be reviewed and revised at least every three years.~