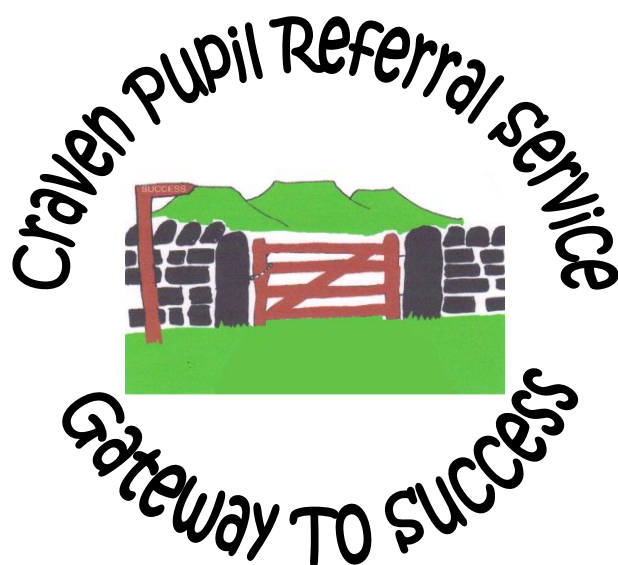


# CRAVEN PRS



## ATTENDANCE 2013

Drafted	Ratified by Management Committee	Amendment Made	Review Date
July 2013	September 2013	Absence codes ammended	Sept 14

	Print name	Signature	Date
Head Teacher			
On behalf of Management Committee			

# **CRAVEN PUPIL REFERRAL SERVICE**

## **ATTENDANCE POLICY**



### **Introduction**

This policy is built on the principle that it is nationally recognised that good attendance at school leads to future success.

### **Our school aim is to**

Nurture and inspire each young person to be;

- confident in his or her own abilities
- positive in their outlook for the future
- able to achieve academic success
- able to participate and enjoy being involved in their learning
- able to make informed decisions and carry them out
- able to work with others and show them consideration
- safe and secure
- empowered to be the best they can be in everything they do

### **Background and rationale**

Young people who receive support from Craven Pupil Referral Services come with a history, which is often reflected in poor attendance and persistent absence. Some may have not been in regular fulltime mainstream education for a considerable length of time and may have negative views of school, others are severely disaffected. Consequently the emphasis has to be on the development of positive attitudes towards education, self esteem and aspirations.

In addition to the above, some young people receive support because of considerable medical problems which means that full-time access to education is not possible. Another small minority of schoolgirls who are either pregnant or young mothers may also receive support, again on a reduced timetable. These young people need access to quality tuition, usually in the home, for a number of hours per week.

We have high expectations of our young people's learning and if these are to be realised we need to establish high expectations of attendance and punctuality. We know that low attendance negatively impacts on life chances with low external accreditation grades, less chance of a good job and more easily drawn into inappropriate activity.

### **Aims**

**To develop:**

- the safe, secure, welcoming environment in which pupils feel valued, and want to actively participate

- the habit of regular attendance
- the habit of punctual attendance
- a focus on support and reward, working in partnership with students, carers, key workers and external providers

#### **To ensure:**

- systems are in place to record, monitor and evaluate pupils attendance and action is taken to try to ensure attendance is improved and sustained
- legal requirements are fulfilled

### **Guidelines**

We aim to ensure that the young people in our school attend regularly and on time. Pupils have their own attendance targets which are set weekly in their Keyworker rooms. Where relevant and appropriate, long-term targets are monitored in the Individual/Personal Education Plan. When targets are met the pupil is rewarded as part of the School's Reward System. Where this is not the case, staff will follow a staged procedure to encourage consistent attendance.

First Day Response Calls – For Inreach pupils these are made by **Mrs C Lunn** who on a daily basis will ensure that any absences are followed up and ensure a reason is given. This information will be given to the Keyworkers and the appropriate code may be inserted into the register. For 'Alternative' Pupils the lead person is **Mrs A Robinson** who will also ensure absences are followed up on a daily basis.

Keyworkers are responsible for encouraging good attendance, sending daily/weekly information about attendance/absence to the Parent Support Adviser and working through the reasons for absence with the young person. The Keyworker will make any initial contact over concern to the parent/carer. (less than 90%, without good reason)

The Senior Leadership Team maintains the register, the legal document. They have oversight of both individual and whole school attendance and liaise with the EWS where there are attendance issues to seek resolution. A parent/carer meeting will be convened. (less than 80%, without good reason)

If absence issues continue then SLT will review the individualised curriculum, goals, rewards and sanctions for the young person concerned. This will also be referred to the Collaborative where the placement will be reviewed.

#### **SLT Attendance Responsibilities:**

Any child that is absent for three or more days, or who is consistently absent over a period of time, needs to be referred to the Senior Leadership Team.

<b>Headteacher</b>	Overall responsibility for attendance
<b>Deputy Headteacher</b>	Responsibility for Outreach/Medical attendance
<b>Assistant Head (KS3)</b>	Responsibility for attendance in KS3
<b>Assistant Head (KS4)</b>	Responsibility for attendance in KS4
<b>Vocational Lead</b>	Responsibility for attendance for 'Alternative' group

If the problem persists or escalates there would be further involvement of agencies, such as social services, Educational or Clinical Psychologists, Child Adolescent Mental Health Services and amendments made to the support programme.

### **Sessions**

Sessions are determined by the weekly-individualised timetable in discussion with the young person and as agreed on Induction. The full on-site curriculum is 25 hours per week. Medical students not on site will receive the number of hours individually agreed at the Collaborative via the GP or Paediatrician, which is usually between 5 and 10 hours. This will always be confirmed by a medical letter.

### **Holiday during Term time**

**Holidays during term time are not consented. Please contact the Head or Admin Team for further information or if you have an issue you would like to discuss.**

### **Attendance Symbols**

The following symbols will be used. These marks include approved educational activities, and for statistical purposes these will be treated as equivalent to present.

- / Present for timetabled session, with hours identified
- L Arrives after 15 minutes from the beginning of session.
- O Unauthorised absence

### **Approved Educational Activities:**

These activities are treated as equivalent to present for statistical purposes

- B education off-site
- J attending interview/meeting e.g. review, YOT, Work based provider
- P approved sports activities
- V educational visit/school journey
- W approved work experience

### **Authorised Absence:**

Absences can be authorised if they are for certain reasons – see below (this is not an exhaustive list)

- C special circumstances e.g. transport broken down
- C family bereavement
- E excluded
- F Family holiday agreed
- I illness

M	medical and dental appointment
R	religious observance
D	dual registration

### Unauthorised Absence

An absence will be classified as unauthorised when the young person refuses to attend a session or where a parent/carer cannot provide a valid reason for a child's absence.

**Remember it is the school which authorises attendance  
NOT parents and carers.**

### Reporting

At the end of each term parents will receive a report to outline their child's attendance. If there is a concern this will be highlighted on the report. Serious concerns will be addressed more frequently.

### Data

The curriculum is timetabled in two sessions a day, five days a week. The SLT keeps a weekly total of possible and actual attendance in sessions, along with the number of authorised and unauthorised absences per week. The figures are calculated as a percentage.

We will also publish our overall average attendance, and our figures for unauthorised attendance by year group, in the School profile. In addition we report our attendance figures as required to legitimate agencies e.g. DCSF and LA.

### Further Guidance/Support

Raise Your Child's Attendance PowerPoint available from school upon request.

Ensuring Regular School Attendance available from school upon request.

### Related Policies

- Behaviour Policy