



**Park School**  
**Teaching Service**

Part of Bolton Impact Trust

# Attendance Policy

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## **Overview**

If learners are to get the greatest benefit from their education, it is important that they have good attendance and arrive punctually.

This also applies to pupils taught in the community in the context of their medical need and based on medical advice.

As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities valued by others, particularly employers. We will do all we can to encourage good attendance and punctuality. Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies whenever possible to bring about improvement.

There is an obvious link between 'safeguarding' pupils and 'attendance'. It is vital that attendance is monitored and action taken as needed.

Communication with the home school is paramount as responsibilities for education provision, outcomes, attendance and safeguarding remains firmly with them. The pupil remains on their roll.

## **Context**

This attendance policy is written in the context of pupils having complex medical needs (e.g. oncology, transplant, kidney failure) and/or significant mental health difficulties which inevitably impact on attendance.

Furthermore, difficulties are frequently chronic, entrenched and longstanding. Pupils may well have had months or years of 'poor' or 'non-school' attendance before our service becomes involved. As a consequence, the education offer is personalised to individual pupils based on advice from health and other professionals and is reviewed on a half termly basis.

The management of attendance procedures provides guidance but should be used sensitively, in light of the current medical/mental health need status of the child.

## **Objectives**

1. To ensure that all learners have excellent attendance relative to their medical need.
2. To ensure that all learners arrive punctually and that they are ready for the transport that collects them (if appropriate) according to their timetabled sessions.
3. To gain the support of parents / carers in ensuring that their son / daughter attends timetabled sessions at Roscow Fold/ The Wellbeing Centre or is ready to participate in education sessions in the community (at home).
4. To keep accurate records of attendance through registers and to take prompt action to follow up absences.
5. To investigate and act immediately where unauthorised or condoned absence is suspected or confirmed.
6. To work effectively with the home school, the LA and other agencies to follow up attendance issues promptly and efficiently.

7. To monitor closely pupils with attendance and punctuality issues and to work with parents/carers and where appropriate, other agencies to bring about improvement.

## **Background**

Pupils may be taught as part of a group in Roscow Fold Centre, Wellbeing Centre, Blended Learning (online learning), on a one to one basis or at home. The particular pathway is recommended by health professionals in light of the medical need. Parents/carers are provided with a detailed timetable which outlines when the sessions will be, where they will take place and who will be teaching them. This will have been decided through multi- agency discussions when developing a Personalised timetable for the pupil and is reviewed termly.

Transition support is available when pupils move from one pathway to another, which sometimes occurs based on medical advice.

We **aim** for consistency of timetabled sessions and staff, both at Roscow Fold and in the community. Owing to the nature of our setting, we cannot however guarantee this.

Parents/carers are made aware of their legal responsibilities regarding the education provision made which is deemed as an *appropriate education provision* based on the pupil's medical need. They are also made aware of our attendance policy.

## **Expectations**

### **Home Teaching**

Teaching is offered between 9am and 3.45pm, Monday to Friday during term time. We accommodate medical appointments when offering teaching sessions although we are not always able to accommodate for example, parents/ carers working arrangements. Parents/carers are expected to make arrangements to ensure that teaching can take place at the timetabled time with a responsible adult present.

Outreach teachers communicate with admin staff so registers can be accurately marked.

### **Park School**

Pupils are expected to arrive for lessons on time. If they are unable to attend, parents/carers should contact the Centre as early as possible so that taxis can be cancelled or re-arranged if appropriate. Parents should explain the reason for absence. If the absence is due to illness or some other authorised circumstances, it will be recorded on our registers as an **authorised absence**.

If there is no reason provided for absence or the pupil is choosing to do something else instead of accessing education it will be recorded on our register as **unauthorised absence**. A meeting will then be called to discuss attendance with parents/ carers, the referring school and other agencies involved.

### **Celebrating Excellent or Improved Attendance**

We strive to encourage excellent attendance through positive feedback and comments. If a pupil's attendance improves or if they attend every session offered in a week, they are allocated an entry into the monthly draw for a book token or gift voucher. The better the pupil's attendance, the more chances they have of winning.

### **Recording Attendance**

The senior leadership team is responsible for updating attendance records for pupils. Form teachers are responsible for completing the register for pupils. The registers must be marked with the appropriate code.

The senior leadership team team will make initial contact with the parent/carer if the pupil does not arrive at the expected time. Comments/reasons for absence are recorded. On the third day of consecutive absence a welfare visit will be undertaken and relevant work taken to complete where feasible. If we haven't had, or cannot make contact with parent or carer for absent pupils safeguarding procedures are followed.

### **Procedures**

If a pupil's attendance has deteriorated or is unsatisfactory (in relation to their medical need) attendance will be discussed at the weekly pastoral meeting and appropriate intervention strategies actioned.

If attendance does not improve an attendance plan will be discussed with parents enabling attendance to be monitored closely and strategies for improvement implemented.

If there is still no improvement an Early Help form will be used to request support from external agencies.

If there is still no further improvement the case will be discussed with the Local Authority Inclusion Manager and action agreed.