



# Pine Green and Evergreen Attendance Policy

Procedure Originator:	SLT
Approved By:	Daniel Hartley
Queries to:	The office (Pine Green and Evergreen)
Review Interval:	3 years

## Pine Green Academy

Our Planned Places number is agreed annually with the Local Authority (Wolverhampton). This can vary slightly year on year depending on our capacity to meet the needs of our complex population, but currently sits at 120 places across the whole school (Year 3-11).

We may have to limit capacity to admit into a particular Key Stage when classes a Key Stage are full to capacity. This can sometimes mean we have to decline a request for a place even though we may not have reached our overall capacity number.

We can consider requests for places from the Local Authority throughout the year, and are often planning the school roll a year ahead.

If you think Pine Green Academy may be the school that could meet the needs of your child, you can contact us for an initial informal discussion. In the first instance you should speak to:

Mr Stu Williams – Head of Pine Green

The school contact number is 01902 551564 or you can contact us by email [enquiry@pinegreen.set.org](mailto:enquiry@pinegreen.set.org)

You will need to contact Wolverhampton Local Authority to discuss all schools that may be able to meet the needs of your child.

You can contact the Wolverhampton School Transport Service by

**Telephone:** 01902 551155

**Email:** [Travelunit@wolverhampton.gov.uk](mailto:Travelunit@wolverhampton.gov.uk)

## Evergreen Academy

All pupils attending Evergreen Academy are either permanently excluded from a mainstream school, or are attending Evergreen Academy PRU as a preventative placement to improve their behaviour and engagement in education.

Pupils who are permanently excluded from mainstream schools are referred to the Local Authority Exclusions Officer, who will advise parents and pupils on transferring to Evergreen Academy.

For Wolverhampton pupils at risk of exclusion arrangements for entry to Evergreen Academy PRU are made through ISAAP. Pupils can be referred directly by the school if space is available

Once a place at Evergreen Academy has been agreed, parents and pupils will be invited to a meeting with either the Head of Evergreen to formalise transition arrangements.

The aim of this meeting is to meet parents and pupils and to discuss the follow information;

- Background information (family history, other relevant information, contact numbers)
- Previous school information (including achievements, attendance, behaviour records, exclusions etc)
- Attainment and progress data from the previous school
- Parental and pupil views about the move to Evergreen Academy
- Our expectations in terms of conduct, attendance, punctuality, uniform etc. Please see Home School Agreement and Parent and Carers Information pack.

At the meeting a start date will be agreed along with any necessary transition plan If you require any further information, please contact

Mr Dickon Taylor – Head of Evergreen

The school contact number is 01902 551564 or you can contact us by email [enquiry@pinegreen.set.org](mailto:enquiry@pinegreen.set.org)

You can contact the Wolverhampton School Transport Service by

**Telephone:** 01902 551155

**Email:** [Travelunit@wolverhampton.gov.uk](mailto:Travelunit@wolverhampton.gov.uk)



# Shaw Education Trust

Shaw Education Trust Head Office,  
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**Pupil &  
people  
centred**

**Act with  
integrity**

**Be  
innovative**

**Be best  
in class**

**Be  
accountable**