

AC

ARUN COURT

THERAPY & EDUCATION

*'Resilience and Perseverance lead to success'*



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**ATTENDANCE POLICY**

**ETHOS & AIMS**

We recognise that we work with student's whose attendance at previous settings has been weak. One of the reasons we wanted to gain school status was because when our students were dual registered they would often refuse to attend their main placement school. We want to encourage our students to value education and to see it as a privilege that is sadly not available to all children in the world. Our students are in a school that has long holiday periods, has therapy in place so that a student can leave a session at any time, a flexible curriculum up to the end of year 9 and a later start time. So, for students who don't like school, or find school over-whelming we are a really good compromise. We also do not have many of the 'school structures' such as uniform or calling teachers by family names.

We know it is very hard for parents who may feel threatened, controlled or are highly anxious about their child's well-being to encourage them to attend but it is really important that we work together to ensure attendance is high. We actively teach perseverance and resilience every day, and these valuable lessons lose impact if they are not consistently attended therefore hampering your child's mental health recovery.

### **WHEN AND HOW IS ATTENDANCE RECORDED?**

- We record attendance twice daily in a paper register which is then entered into an electronic system.
- Attendance is recorded at morning assembly in the lower school and then again after lunch in the early afternoon
- Attendance is recorded at the first lesson in the upper school and then again after lunch in the early afternoon
- A student is marked as absent if they are not in school by 10.05 in the lower school and by 10:35 in the upper school
- A child is marked as absent if they are not present at 12:45
- If a child is marked absent the school office is notified and they will call parents to find out the reason for the absence. The reason for the absence is recorded and provided it is for a designated reason within the register codes it is classed as 'authorised'
- If a family cannot be reached by phone we will keep trying ALL numbers on the student registration form. This is very important with regards to safeguarding as there have sadly been cases where single parents have died unexpectedly and their child has been at home, unable to contact for help, in some cases this led to a further death of a child.
- Unauthorised absence is recorded as such, and this may include holidays taken out of school vacation periods

### **WHAT HAPPENS IF MY CHILD'S ATTENDANCE BECOMES A CONCERN?**

Prior to school reporting periods, we will raise attendance issues with you directly either by telephone or via the Student Pathway meetings

We report attendance on the school reports each term and will notify you on the report if we are still concerned about attendance, and you may be asked to attend a further meeting

We will aim to support you in improving your child's attendance, but for students who are LEA funded we will also need to inform caseworkers that attendance has become a concern. The LEA may wish to hold an emergency review as a result.

For privately funded clients we may hold an internal emergency review if we feel that a student is taking up a space and that attendance is not being taken seriously

## **ACTIVE STRATEGIES TO IMPROVE POOR ATTENDANCE AND MAINTAIN GOOD ATTENDANCE**

### **What is considered good attendance?**

Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education.

- Good attendance is considered above 95%, or approximately no more than one day of absence each half term.
- 85% attendance results in half a term absence over a year
- 90% attendance result in one day absence every two weeks or 4 weeks over a school year

### **How can we support your child to attend?**

- An innovative timetable with lots of therapy and well-being work to reduce student anxiety and coaching to encourage growth mindset
  - Therapy animals on site, themed days and events all help make school feel like an exciting place to be
  - Our Family Link Officer can support you with home visits and strategies around behaviour, including building your confidence as a parent, to help you to challenge negative or controlling behaviours from your child around attendance
  - Use of the learning pathway document and meeting to set short term targets with designated rewards
  - Attendance is rewarded and praised
  - Our timetable allows for shorter sessions and regular breaks to really help support students with attendance issues, later and staggered starts also mean highly anxious children can be supported
  - The Key Worker system allows students to be greeted by a friendly face each morning, and to have someone to check in with during the day for reassurance
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