

## **Attendance Policy**

### **Philosophy**

**'Ensuring a good education for children who cannot attend school because of health needs'** Statutory guidance for local authorities January 2013

*'Children unable to attend school because of health needs should be able to access suitable and flexible education appropriate to their needs. The nature of the provision must be responsive to the demands of what may be a changing health status.'*

The St Aubyn Centre Education Department is committed to providing an effective and efficient educational experience to all. We believe that if learners are to benefit from education, good attendance is crucial and we will do all we can to ensure maximum attendance for all pupils. However, attendance is sometimes adversely affected by medical, safeguarding or social issues. (See SACTED Safeguarding Policy, Behaviour Policy and Preventing and Tackling Bullying Policy.)

The St Aubyn Centre emphasises with parents/carers the importance of education. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communications systems that can be utilised whenever there is a concern.

The education programme begins at 9.30am and ends at 3pm for inpatients. There are also therapy groups which young people are expected to attend after school. Details of groups can be obtained from the therapy team.

The programme for part-time day attenders is mornings only, 9.30-12.30. The Education Department follows the Essex School Term dates.

### **Principles**

- Ensure that all staff are aware of the importance of monitoring the whereabouts of all young people during the school day and are aware of pupil registration regulations and education law.
- Complete accurate registers for morning and afternoon sessions.
- The Education team and the Management Committee to evaluate attendance procedures regularly.
- Work towards ensuring that all pupils feel supported and valued. Send a clear message that if a pupil is absent, he/she will be missed.
- Have procedures that allow absentees to catch up on missed work without disrupting the learning of other class members.
- Ensure that pupils are aware of when their work from mainstream school is being presented to them.
- Reintegration programmes are drawn up with the young people for attendance at their home school and they are supported in following them.

- Further education or training placements are identified for young people who join the Centre as NEET (Not in Education, Employment or Training) and the importance of attendance is impressed on them.

### **Monitoring attendance and punctuality**

Key teachers record attendance on QNIC ERS. Appointments, absence, lateness and early departure are recorded in the ERS daily records. The weekly sheets are discussed at Multi-disciplinary Review Meetings for Longview on Wednesdays and Larkwood on Thursdays.

Any persistent difficulties in attendance may be addressed through unit care plans and contracts.

In order for this policy to be successful, every member of the Education team, by their behaviour, must make attendance a priority and convey to the pupils the importance of their education. This means ensuring that all team members attend regularly, arrive on time to lessons and are well prepared.

### Authorised Absence

On occasions, it is in the young person's best interest to have periods of leave at home and this may necessitate absence from school. This will need to be agreed in advance with the young person, family and for inpatients, by the multi-disciplinary team including education. These plans are normally agreed in the weekly ward review.

Where young people will be missing education, work will be provided for them to complete at home.

### **Pupil Attendance Targets**

Attendance % is recorded on admission and on discharge. Attendance is requested from schools on the update post discharge.

### **Procedure for inpatients**

If a young person does not arrive in class at the start of session, the nursing team is contacted within 10 minutes or sooner dependent on the level of risk.

If the young person is receiving support from other members of the multi-disciplinary team, it is agreed that they will attend as soon as it is appropriate.

If the young person is avoiding class, nursing and education staff will encourage them to attend.

If the young person is missing, the St Aubyn Centre Missing Persons Policy will be followed.

### **Day Students**

If a day student does not attend when expected and we haven't heard from them or their parents, after 15 minutes has passed a telephone call is made to the parents/carers.

Reviewed Sept 2023  
Agreed by Management Committee 18 October 2023  
To be reviewed 09/24