

Bradford Central PRU

Attendance Policy and Practice

Purpose / Background

Bradford Central PRU considers the promotion of good attendance as a key priority in terms of raising the achievement of all learners. We are committed to working in partnership with learners, parents/carers, referring schools, the local community and relevant agencies in order to ensure that we continue to improve the attendance of all our learners.

Policy objectives

Raise the pupil attendance percentage level at the centres by:

- Ensuring the punctuality of pupils
- Reducing the number of pupils with persistent absence
- Reducing the percentage of unauthorised absences
- Demonstrating a year on year capacity to improve attendance
- Reducing the number of fixed term exclusions
- To clearly identify the first and last day of formal attendance at the centres

This attendance policy will interlink with other policies, including safeguarding, anti-bullying and curriculum.

Practice and procedures

The centres have high expectations of pupils and provide them and their parent(s)/carer(s) with information on their progress and clear detailed steps for improvement.

If a child is absent

When a child is absent the Headteacher will record the absence in the register in line with the Education (Pupil Registration) (England) Regulations 2006.

Parents/carers should make every effort to let the centre know why their child is not attending, at the earliest opportunity. Should no contact be made by parents/carers the centre staff will try to contact the parent/carer for an explanation as to why their child is absent.

If there is any doubt about the whereabouts of a pupil, the school will contact the parent/carer straight away, in order to check on the safety of the pupil.

If the level of attendance does not improve, the centre will then contact the referring school or the Link Education Social Worker to review or instigate the attendance plan.

We would ask where possible that all medical appointments be made outside centre hours.

Requests for leave of absence

We believe that pupils need to attend the centre for all sessions, so that they can make the most progress possible. However, we do understand that in exceptional circumstances there are times when a parent/carer may legitimately request leave of absence. This will only be granted in exceptional circumstances and will be at the discretion of the Headteacher. In the case of a Looked After Child the child's respective Social Worker is the only person who can request such leave during term time.

Enforced Closure of PRU

The Education (Pupil Registration) (England) (Amendment) Regulations 2010 regulation 6(5) allows for the closure of a school in exceptional circumstances:

Examples of circumstances in which pupils could be unable get to school because of serious disruption to travel caused by:

- a weather-related emergency, such as snow or flooding,
- a natural disaster, such as the impact on air travel of a volcanic eruption,
- a health-related emergency, such as restrictions on travel in certain areas related to a foot and mouth outbreak,
- travel disruption caused by the rationing or non-availability of fuel,
- In the case of a pupil for whom transport to school is provided by the school or a local authority, and whose home is not within walking distance of the school, that the transport is not available.

Key strategies for improving attendance

- To provide a stimulating and accessible curriculum, which ensures personalised learning is successful.
- To secure and analyse individual pupil attendance data to inform the behaviour target setting process.
- The views of each pupil and their parent(s)/carer(s) will be sought regarding their attendance and, this will also inform the behaviour target setting process.
- To ensure accurate attendance records are kept and analysed to determine the necessity to develop attendance improvement targets for specific pupils.
- The centres will manage multi-agency networks which support the attendance improvement targets for individual pupils.
- To ensure clear communication and guidance to pupils and parents/carers regarding the importance of good attendance and the implications and consequences of absence.

Roles and responsibilities

Headteacher will ensure that:

- The Head teacher will lead on attendance and the monitoring of all pupils with individual attendance targets.
- That all statutory requirements are met.
- Reports on pupil attendance are submitted to the PRU Management Committee including the attendance of pupil's pre and post placement to determine the relative impact of the placement.
- Centre staff take account of the views of their pupils, parent(s)/carer(s) and that necessary multi-agency networking takes place.

The PRU Management Committee will ensure that:

- Reports on pupil attendance are received showing the relative impact of prevention placements on attendance and on learning outcomes.
- The attendance policy is effectively delivered.