



## **Attendance Policy**

The Pony Paddocks is committed to offering the best learning that it can for all its students. In striving to achieve this, The Pony Paddocks recognises that punctual and regular attendance is essential for children & young people to fully benefit from our sessions.

Where students are not engaging and are failing to attend, despite the strategies and procedures being followed, the The Pony Paddocks is committed to working with those students and their families and the stakeholders on putting together individual packages to cater to a pupil's needs and to ensure that they are able to continue to attend their placement and do not disengage from learning completely.

### **Aims:**

- To communicate and follow the process of attendance with referrers
- To support all students to attend The Pony Paddocks regularly.
- To provide additional support for young people and their families who have particular difficulties regarding attending. This includes working with the referrer in the setting and monitoring of individual attendance targets.
- To ensure that all staff are aware of the procedures to follow when a student is absent and the risks of safeguarding
- To work with the student and family to encourage a smooth return to their placed educational establishment
- To be able to account for all absences and ensure that no pupil simply 'slips through the net'

### **Guidelines:**

#### ***Strategies for promoting attendance***

- As part of the induction meeting with Parents/ Carers, the centre outline the importance of good attendance as well as The Pony Paddocks procedures relating to poor attendance. It is imperative that parents/carers and references and the centre work together to promote attendance.
- Students at The Pony Paddocks are to be set an individual attendance target which has been agreed upon by all parties and in particular with referring source. In cases where there is a concern about attendance, a letter highlighting the concerns should be sent.
- There is a twenty-minute response time for non-attendance. Parents/carers/ referral sources will be contacted to establish authorisation for non-attendance. In the event that a parent cannot be contacted, the attempt must be logged and the referring agency (school) will be informed by telephone call and email in the event of whether a telephone call has been taken or not. If a student has 3 cases of unauthorised non-attendance then the centre will re-evaluate the support required to further support the student.

- Students' attendance is monitored by centres on a sessional basis.
- Attendance will then be monitored for 4 weeks.
- Referrers are notified via email of non-attendees.
- *Self-funded placements* – Those who are self-funded (e.g. Home educated Young People) may have a more flexible approach to attendance (to be discussed on an individual basis), however, it is important that parents/carers inform The Pony Paddocks as soon as possible if a young person is going to be absent from the session. As The Pony Paddocks has very limited capacity, persistent non-attenders may be asked to review their place at The Pony Paddocks.

## **Roles and responsibilities**

### ***Head of Centre***

- Monitors attendance data at the centre and individual pupil level
- Reports concerns about attendance to the link SLT member
- Works with Family Link Worker or other agencies to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues and support agencies where possible

### ***Session Lead Staff Member***

- Contacts parents/carers/ referral sources to establish authorisation for non-attendance.
- Reports non-attendance to referring school (if applicable)