

## Policy on Attendance

In line with Buckinghamshire and National Guidance on attendance, The PACE Centre believes that attendance at school is vital in maximising a child's success at school and future life chances.

The PACE Centre therefore endeavours to ensure that all children of school age receive a full-time education which maximises their opportunity to realise their full potential.

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.

At PACE, staff will work closely with families to ensure that children attend school and arrive punctually. Parents have a legal duty to ensure that their child attends the school to which they are registered. However, PACE staff will support parents in ensuring that suitable transport is available if required, to transport pupils to and from the Centre.

In order to ensure efficient communication and record keeping, the following procedures will be followed. The Parent Handbook sets out the parental role in following these procedures.

- Notice is given by parents in advance of known absences, for example medical appointments
- In the case of a child's illness, PACE Reception should be contacted as early as possible (8:30am) by parents to notify staff. A note is taken of the child's absence and reason for it.
- Requests by parents for taking children out of school for family holidays MUST be made on the official request form and submitted to the Head of Service. Families are discouraged from taking children out of school for the purposes of a holiday and permission is given only at the discretion of the Head of Service.
- A register of attendance is taken every morning at 9:15am. A note is made of a pupil's absence and the reason for it, if known. Where the reason for lateness or absence is unknown, a phone call will be made immediately to the parents to ascertain when the child will be arriving or returning to school, and the reason for lateness.
- Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for a variety of reasons. If your child is reluctant to attend please speak directly to

a member of the staff team so that we can take steps to resolve the problem as quickly as possible and support your child accordingly.

- In the case of an unauthorised absence, PACE is required to inform the pupil's placing authority and make them aware of the details. Parents should be aware that unauthorised absence may place their child's placement at risk and could lead to the placing authority taking legal action against them.
- On occasions, children who attend PACE may have a prolonged period of absence due to illness or surgery. In these cases, PACE staff will establish prior to planned surgery, when and how the pupil will return to PACE, working with the parents and other agencies as required.
- In all cases of prolonged absence (over a week) PACE staff will visit the child in hospital and/or at home at least once per week to monitor progress and provide educational and therapeutic input.
- If PACE staff have any concerns about a child's frequent or persistent absence from school, the Buckinghamshire Safeguarding Team will be contacted on 01296 382612.

**Date: September 2016**

**Review Date: July 2017**

**To be reviewed by: Head Teacher**