

## Attendance Policy

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### Introduction

Children and young people are admitted to The Children's Trust either for a rehabilitation programme following an acquired brain injury or for medical step-down placements. The length of stay can vary between 6 weeks and 3 months, although on occasions some pupils have remained on roll for a longer period of time. Pupils remain on the school roll of their main placement, i.e. they are dual registered during their stay at The Children's Trust; exceptions can occur. The Surrey Teaching Centre will be the main school for children of pre-school age who have not attended an EYFS provision prior to admission.

### Policy Context

- The Surrey Teaching Centre provides an education service to young people and children who are admitted to The Children's Trust on a residential or day placement when they automatically become absent from school for medical reasons.
- Local authorities have a legal requirement to arrange education for any child of compulsory school age whose illness prevents them from attending school.
- By law, young people must stay in school until the last Friday in June if they turn 16 before the end of the summer holidays. They must then stay in full time education, start an apprenticeship or work or volunteer until they are 18.
- The local authority must make sure children and young people continue to receive an education which is suitable to the child's age, ability and aptitude, and any special educational needs they have.

### Aims of the policy

- Emphasise the importance to all of good attendance at school as an essential component of improving the well-being of children and young people.
- Make explicit to all relevant parties (all medical/care staff, parents/carers and students) the Surrey Teaching Centre's expectations on attendance levels.
- Promote a consistent approach across the school towards all matters relating to attendance.
- Clarify the roles and responsibilities of all parties with respect to attendance.

### Aims for the children and young people

- All pupils should continue to have access to as much education as their needs, medical condition and rehabilitation programme allows so that they are able to maintain the momentum of their education.
- We aim for all pupils of statutory school age to have a minimum of 7 hours per week in school (1:1, paired, or small group), however when pupils are too unwell to access the recommended requirement, realistic targets will be set to enable pupils to build up their attendance through a carefully planned and staged process.

- All pupils should attend for as much time as possible within the constraints of their condition and therapy needs. It is our aim that all pupils of statutory school age should attend school for a minimum of one session each morning and afternoon. This may include pupils being taught on house when they are unable to access the centre.

### Legal Framework

1. Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.
2. The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register is a legal document and this requirement must be adhered to for all pupils in the official school register and must accurately record pupils' absence and attendance using the correct codes.
3. Whilst the official register will be maintained in line with regulations the Surrey Teaching Centre will also use a disaggregated register (DR). This register will reflect the agreed individual pupils' absence and attendance in relation to their specific needs and their rehabilitation programme.
4. Attendance statistics are monitored by the Headteacher and the Management Committee and reported to the local authority.

### Statutory Guidance

As a medical PRU Surrey Teaching Centre provides education for children who are unable to attend school due to health needs. As such, we follow the DfE's guidance '*Arranging education for children who cannot attend school because of health needs*':

- 'Children unable to attend school because of a health need 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 law does not define full-time education but children with health needs should have provision, where possible, which is equivalent to the education they would receive in a mainstream school. If, for example, a child receives one-to-one tuition, the hours of face-to-face provision could be fewer as the education may be more intensive.'
- 'Where full-time education would not be in a child's best interests for reasons relating to their physical or mental health, local authorities must arrange part-time education on whatever basis they consider to be in the child's best interests.'

[https://assets.publishing.service.gov.uk/media/657995f0254aaa00d050bff/Arranging\\_education\\_for\\_children\\_who\\_cannot\\_attend\\_school\\_because\\_of\\_health\\_needs.pdf](https://assets.publishing.service.gov.uk/media/657995f0254aaa00d050bff/Arranging_education_for_children_who_cannot_attend_school_because_of_health_needs.pdf)

### Class teachers are responsible for keeping the register

Register codes		
/ Present (AM)	L Late (before registers closed)	Y2 Unable to attend - widespread travel disruption
\ Present (PM)	M Medical/Dental appointment	Y3 Unable to attend - unavoidable partial closure
B Attending any other Approved Educational Activity	N No reason yet provided for absence	Y4 Unable to attend - unavoidable full closure

C Other authorised circumstances	O Absent in other or unknown circumstances	Y5 Unable to attend - criminal justice detention
C1 Leave of absence - regulated performance or employment abroad	P Participating in a sporting activity	Y6 Unable to attend - public health Guidance/Law
C2 Leave of absence - part-time timetable	Q Unable to attend - lack of access arrangement	Y7 Unable to attend - unavoidable other than Y1-Y6
D Dual registration	R Religious observance	Z Pupil not on roll
E Suspended or excluded without alternative provision	S Study leave for public examination	7 Illness due to Covid 19
F Extended family holiday (agreed)	T Travelling with parent for occupational purposes	8 Self-isolating due to Covid 19
G Family holiday (not agreed)	U Late (after registers closed)	9 Shielding due to Covid 19
H Family holiday (agreed)	V Attending an educational visit or trip	- All should attend / No mark recorded
I Illness Ia) School has been notified that pupil will be absent due to illness Ib) Pupil is absent due to medical needs/fatigue, etc Ic) Lack of qualified medical staff to accompany pupil	W Attending work experience	# Planned whole school closure
J Interview	X Not required to attend - non-compulsory school age pupil	@ Do not use
J1 Leave of absence - Interview for employment or transfer	Y Unable to attend due to exceptional circumstances	
K Attending alternative provision arranged by the LA	Y1 Unable to attend - normal transport not available	

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

## Roles and Responsibilities

The Surrey Teaching Centre is committed to providing a personalised curriculum for each pupil and to this end we will strive to ensure that all learners achieve maximum possible attendance, and that any problems affecting attendance are dealt with swiftly and appropriately.

### The Management Committee will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Review the school's Attendance Policy and ensure the required resources are available to fully implement the policy

### The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure the Attendance Policy is implemented.
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with.
- Report the school's attendance and related issues through termly reporting to the Management Committee.

### School staff will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the Registration Regulations, England, 2013 and other attendance related legislation  
Implement systems to report, record and monitor the attendance of all pupils.

- Contact House staff over any unexplained absences or if a pupil fails to attend.
- Follow up promptly any concerns House staff pass on to the school that may be affecting a young person's attitude to, or feeling of wellbeing in, school.

**House staff should:**

- Do all they can to ensure that the children and young people arrive on time for morning or afternoon school sessions.
- Notify the school as swiftly as possible if a young person is medically unwell.
- Inform school as soon as possible if they are short staffed.
- Support young people to engage in learning in class or on a 1:1 basis where appropriate.
- If special events have been organised during the school day permission for absence must be obtained from the Headteacher.

**Multi-disciplinary working:**

- In line with The Children's Trust values as expressed in their Staff Handbook we will work collaboratively to ensure the best outcomes for the children and young people's education.
- "Collaborative - We work together to achieve the best outcomes; we respect individuals' roles, contributions and opinions, and treat everyone equally; we celebrate successes; we co-operate with each other and share knowledge across all areas of the charity; we communicate well."

**Promoting good attendance**

1. The Surrey Teaching Centre provision at The Children's Trust is a central part of the daily structure for all children and young people. All pupils have a personalised timetable that takes account of both their current health needs and their educational needs.
2. Pupils are expected to attend all timetabled lessons in the classroom whilst resident at The Children's Trust.
3. Children and young people, who are unwell, e.g. have a fever, sickness, diarrhoea and vomiting, or are infectious, should not attend school and are not taught on House as they would not be well enough to access education and there is an added risk of cross infection for very vulnerable children.
4. All pupils have an individually tailored plan to help gradually increase attendance over an appropriate period of time.