



Attendance Policy

Date of original policy	February 2018
Date of review	Feb 19, Feb 20
Date approved by Executive Headteacher	
Date Approved by Management Committee	
Signature of Chair of Management Committee	
Date of next review	February 2021

Note: the PRU operates with a Management Committee as its governing body. For all references to Governing Body and Governors in this document the duties and responsibilities will be carried out by the PRU Management Committee and its members.

Principles

Central Hub Brighton places paramount importance on students maximising their learning through regular and punctual attendance. Valuable learning time is lost when children are absent or late. Students also need to establish good habits for work and college.

Whole School Policy for Attendance – Aims

1. To improve the overall attendance percentage of students at Central Hub Brighton.
2. To positively promote attendance and punctuality. To make it a priority for all those associated with Central Hub Brighton including parents/carers, students, teachers and members of the management committee.
3. To maintain an attendance framework which defines agreed roles and responsibilities and promoted consistency in carrying out designated tasks associated with attendance.
4. To provide support, advice and guidance to parents and students.
5. To implement a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards.
8. To promote effective partnerships with other services and agencies.
9. To recognise the needs of the individual student when planning reintegration following significant periods of absence.
10. To recognise the emotional needs of the individual student when trying to reengage them with their learning.

Support

Central Hub Brighton offers the following support and incentives to students and families to assist with this.

- Morning calls or texts to all students due to attend first session of the day.
- Key workers that can assist with problems of attendance via meetings with families and devising plans to assist students with attendance and set targets in consultation with HSLO.
- Rewards and certificates given to students with high or improved attendance.
- Meetings with students and families to discuss attendance if this falls below 85%
- Multi-agency integrated working to support students and families that have difficulties with attendance. This may include making referrals to other agencies as required.
- Personalised curriculum to engage students

Parental responsibility

Children should be at their timetabled provision, on time, every day unless the reason for the absence is unavoidable. Parents/carers are to make morning phone calls or send texts to school to report an absence. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend provision. Any problems with regular attendance are best sorted out between Central Hub Brighton, the parents/carers and the child. Our HSLO or relevant member of staff will carry out weekly monitoring of attendance and parents/carers will be contacted if attendance becomes an issue. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence has to be classified by the school, not the parents, as either 'authorised' or 'unauthorised'. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from timetabled provision for a reason such as genuine illness of the pupil or unavoidable cause.

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

- Truancy before or during the school day
- Absences which have never been properly explained
- Unauthorised holidays
- Parents keeping or allowing children off school unnecessarily
- Where there is frequent or prolonged absence attributed to illness without any medical evidence

Parents/carers are encouraged and expected to contact Central Hub Brighton at an early stage and to work with the staff in resolving any problems together.

Morning and afternoon registration (Connected Hub only):

Morning Registration: Students who have lessons first thing are expected to register at the Hub for morning sessions at 9.15am. When students are due to arrive for sessions later in the morning, the first registration period will be marked with a B ONLY if they attend those later timetabled lessons.

Afternoon Registration: Students are expected to register at the Hub for afternoon sessions at 1.40pm. When students are due to arrive for sessions later than the afternoon registration period, they will only receive a registration marked with a B if they attend those later timetabled lessons.

Linked with or to be used in conjunction with the following policies:

Behaviour

Child Protection and Safeguarding