PL6 LEARNING HUB

INSPIRE ENGAGE ACHIEVE

Attendance Policy

Introduction It is the responsibility of the directors and all managers of PL6 Learning Hub AP to ensure that all staff adhere to this policy. In implementing this policy, staff must take account of any advice given to them by the directors or managers. The following policy is based upon guidance from the Department for Education.

School Attendance Rationale

● 'Good relationships – The heart of all learning'. Providing safe and happy places to learn is essential to achieving improvement, raising achievement and attendance, promoting equality and diversity, and ensuring the safety and well-being of all members of the PL6 Learning Hub community.

● Every member of the community has rights and responsibilities which enable us to work and learn in an alternative provision environment in which they feel safe and supported.

● This policy outlines the underlying philosophy and management of attendance at PL6 Learning Hub. It is a working document designed to promote positive attendance and reduce absence from PL6 Learning Hub.

● The policy reflects current practice within PL6 Learning Hub. Its fair and consistent implementation is the responsibility of all staff.

● PL6 Learning Hub takes an active approach to promoting good attendance. With the support of parents, the wider community, the local authority and the students themselves, we take a positive approach to safeguard the well-being of all students and staff.

Reporting an Absence All absences must be reported to PL6 Learning Hub by 9.00 am on each morning of your child's absence.

Please telephone PL6 Learning Hub on 07954653919 and leave a message stating the full reason for the absence.

You can also email Jasmin (DSL) at PL6 Learning Hub in regards to attendance; attendance@pl6learninghub.com.

Each day, all attendance is immediately reported to the students' main school settings or the LA.

Please note that absence from PL6 Learning Hub can only be authorised by the main school setting/LA as to whether a child's absence is recorded as authorised or unauthorised.

Definitions Authorised absence: An absence is classified as authorised when a child has been away from PL6 Learning Hub for a legitimate reason and PL6 Learning Hub or the student's allocated school has received notification from a parent or carer.

Examples of Authorised Absence

■ Illness

■ Medical appointments (routine medical/dental check-ups should be made out of alternative provision hours whenever possible), if the medical appointment occurs in the morning or afternoon, your child is expected to attend PL6 Learning Hub before or after the appointment (you'll need to provide evidence of the appointment)

■ Transport that wasn't provided when it should have been

■ Unavoidable cause (this means an unusual/extraordinary event that couldn't be avoided)

■ A specified, limited period for an immediate family member's bereavement, crisis or serious illness

■ A funeral of an immediate family member

■ A one-off sporting event/performing arts competition if your child is participating and is at county standard or above (you'll need to provide a letter from the performing arts/sports regional governing body as evidence).

Unauthorised Absence: An absence is classified as unauthorised when a student is away from PL6 Learning Hub without the permission of the provision, allocated school/agency and a parent/carer. Therefore, the absence is an unauthorised absence.

Examples of unauthorised absence;

■ Caring for other family members

■ Birthdays

■ To interpret for family members

■ Friendship problems

■ Head lice

■ Family holiday

■ Family anniversaries

- Death of a pet

- Travel problems

- Moving house

- Alternative provision refusal

Persistent Absence (PA): The Department for Education (DfE) defines a 'persistent absentee' as a student who, at any point in the year, has accumulated absence at 10% or more of the available sessions regardless of whether or not any of it is authorised.

Levels:

- 97% PL6 Learning Hub Target for student attendance

- 90% Equates to your child missing ½ a day a week. Every Week.

- 80% Equates to your child missing 1 day a week

Registration Codes: There are a series of codes which are used to denote authorised and unauthorised absence. It is PL6 Learning Hub's responsibility to ensure the correct codes are recorded and that patterns and trends in a student's absence are analysed.

Close of Register: We need students to arrive at PL6 Learning Hub punctually so that they can access all learning opportunities.

Arrival time- 5 mins before each session

End of day- 5 mins before end of each session

Registers to be completed by 10:00 am.

Late Arrivals: Students arriving after the register has closed should be recorded as late, this will be an attendance log.

Medical Appointments: We encourage families to book medical appointments outside of PL6 Learning Hub hours. Where this is not possible, the following codes are used: If a student arrives back in PL6 Learning Hub, this will be recorded as 'P' and therefore the child is marked as attending PL6 Learning Hub.

Punctuality: If a student misses the start of the day, they can miss work and outdoor activities that PL6 Learning Hub facilitates.

Late-arriving students also disrupt others and it can be embarrassing for the student, which may encourage further absence.

We actively encourage all students to arrive at PL6 Learning Hub on time.