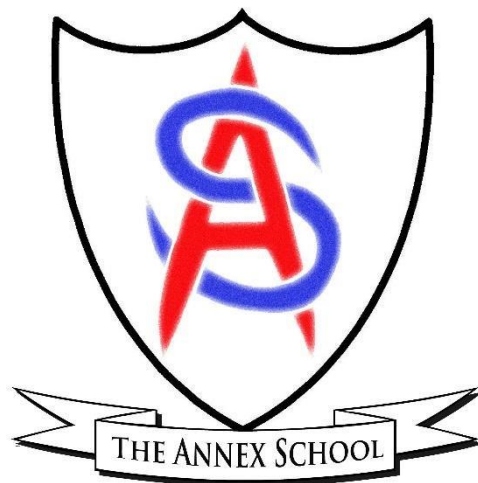




The Annex School Attendance & Admissions Policy





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The Annex School is part of a private provider which educates only ESDB LAC (Looked After Children). It is unique in that the school is located within a stone's throw of the residential children's home. The school student intake is solely derived from the residential home and does not accommodate day students. There are many advantages to this set up in terms of attendance. Firstly, distance and transport are not an issue and secondly the home employs Care Staff who also work as LSA's in the school.

The Annex School seeks to ensure that all students receive a full-time education which maximises opportunities for each student to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

The school has established an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students who have low priority to attendance and punctuality.

To meet these objectives The Annex School has established an effective and efficient system of communication with students, carers and appropriate agencies to provide mutual information, advice and support.

Attendance can be hindered in a setting like ours as the resident/students concerned often come to us with a history of serial school absconding; many may not have been in a school education setting for some time and can exhibit hostile behaviours to school and learning. Also being of secondary school age they may be quite hormonally resistant generally. We therefore employ additional measures to ensure attendance is good and above the recommended 95% requested by local authorities. These measures include:

- Night care staff to ensure resident/students have a settled night and get plenty of sleep and to follow strategies and protocol in place with support from management
- Day shift care staff involved in waking the residents and overseeing of morning activities such as breakfast and allocation of medication
- Teacher/Home morning handovers to identify potential barriers or issues that have occurred overnight and to strategise ways to enable a smooth handover and personalised interventions that may be required
- Motivational morning house talk from the Senior Care Worker on shift
- Teacher/School Captain to give school start call/ ringing of the bell
- Each day starts with 'Tea & Papers' for the first lesson which allows group/peer reading and reflection complementing the citizenship, PSHE and culture capital curriculum
- Allocation and declaration of school points
- Personalised student school timetable with varied mix of subjects and activities
- Allocation of school weekly attendance vouchers
- Allocation of additional rewards from the house staff for good long-term attendance
- Sanction system from the school (see behaviour policy)

The Annex School

Approved by: Jane Parish **Date:** September 2024 **Next Review Date:** Annually



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- Sanctions system from the house
- Daily school register and lesson tracking system in place
- Regular DT meetings with students to review learning pathway (see Careers Policy) and inspire long-term motivation
- School gate control as necessary/ low perimeter fencing
- Respond to offsite absconding through search and SW /police contact
- Home Server tracking summary highlights lesson attendance

Generally, with the above strategies and measures in place, we have found attendance to be excellent over many years and students often say that they enjoy attending school.

Suspensions

The school does not operate a daily suspension system. We have a referee style warning/ card system for behaviour and if a student is sanctioned with a red card (top sanction) for extreme poor behaviours they are expected to leave the lesson to regulate and reflect in the house with support from allocated staff. The student may and usually does return to the next lesson in a calmer state ready to continue with their learning. We find that this approach works well for our students and is clearly understood by all, with a 'clean slate' to continue with the next timetabled lesson.

Any poor behaviours are discussed and reflected upon in detail after school at the School/House Meeting. A red card will also mean that a student can lose their weekly school attendance voucher. We find that students are averse to losing this voucher and have seen an increase in escalating behaviours stopping when presented with the yellow card point.

Some learning does occur offsite, and this is carefully managed and supported so as not to enable absconding. Students are predominately well behaved offsite as they recognise this as trust/treat exercise.

Roles and responsibilities Teachers and support staff

As part of our whole-school approach to maintaining high attendance, the schoolteachers and support staff will:

- Be active in their approach to promoting good attendance to students
- Ensure that the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own personal progression and achievement
- Ensure that they are fully aware and up to date with the school's attendance process, legislation and government guidance, and that they will speak to the Headteacher or seek support if they are unsure how to deal with an attendance issue



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- Ensure that they are following the correct systems for recording attendance and that attendance is taken daily and for each lesson
- Contribute to strategy meetings and interventions where they are needed
- Work with external agencies to support students who are struggling with regular attendance.

Students

As part of our school approach to maintaining high attendance, we give our students regular and positive feedback about the importance of regular attendance by awarding certificates and other rewards that can include off-site visits.

We request that students:

- Be aware of the school's attendance rules, and when and what they are required to attend. This will be communicated to them through the home/school staff and the school timetable
- Speak to their trusted adult or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through their school timetable

Fees

Fees for our school are in the region of £60,000.