

Early Years Assessment Centre

Eastmoor Road

Eastmoor

WF1 3SQ

Spinney Centre

Common Road

South Kirkby

WF9 3EA

Forest Wood Centre

Painthorpe Lane

Crigglistone

WF4 3HW

Thornes Centre

Lawefield Lane

Wakefield

WF2 8ST

**Pinderfields
Hospital PRU
01924 298351**



Hospital tuition

Children's Ward

Pinderfields Hospital

Wakefield WF1 4DG

01924 541947

Woodlands Centre

College Grove

Castleford

WF10 5NS

Limes Centre

Long Causeway

Stanley

WF3 4JB

Wrenthorpe Centre

Imperial Avenue

Wrenthorpe

WF2 0LW

Attendance & Absence Policy 2025-26

Chair of Management Committee
Signed

MISSION STATEMENT

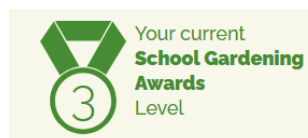
At Pinderfields Hospital PRU we will:

- Encourage honesty, respect and trust
- Exercise discipline and self-control
- Feel safe, secure and happy in the school environment
- Develop our confidence and self-image to allow us to achieve our potential
- Ensure everyone is important and valued
- Promote healthy lifestyles
- Encourage understanding and acceptance of individual needs
- Offer continued support for a smooth transition to the next provision

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OFSTED 2023 Overall Judgement = GOOD
Leadership & Management = Outstanding
Behaviour & Safety of Pupils = Outstanding
Achievement of Pupils = Good
Quality of Teaching = Good



Imperial Avenue, Wrenthorpe, Wakefield West Yorkshire WF2 0LW Tel: 01924 298351

sb@pinderfieldshospitalpru.co.uk

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1. Policy Statement and Aims

All staff at PHPRU will work with pupils and their families to ensure that every pupil attends school regularly and minimise absence of any kind. Good attendance and punctuality are essential life skills and we recognise that by being in school we can support pupils in achieving their potential and support in transition. To support this process, attendance is also regularly reviewed in management committee meetings. Therefore, improving attendance is a key priority for PHPRU and we will achieve this through:

- Raising awareness of the effects of absence and lateness
- Promoting and supporting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring effective systems are in place to monitor absence and to identify and address any underlying barriers that pupils and their families face
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Working with pupils and parents/carers and other agencies to ensure a high priority is given to good attendance to avoid persistent levels of absence/ lateness

2. Attendance and Punctuality

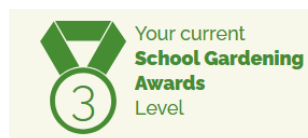
OFSTED regulate and inspect all schools and academies in order to achieve excellence in the care of young people in education. They regularly collate and analyse data regarding attendance from all education establishments.

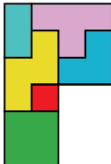
The Department for Education (DfE) guidelines state that it is the responsibility of parents/carers to ensure their children attend school regularly. At PHPRU each pupil's attendance is monitored weekly and the school will work closely with families and other agencies, including the Education Welfare Service to promote good attendance.

Effective education can only take place if a pupil attends regularly. At PHPRU we are committed to working in partnership with families to ensure that pupils arrive at school on time and ready for the day ahead taking into account the challenges that our pupils and families face.



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3. The Attendance Team

A member of staff from the site the child attends will contact parents/carers by telephone, followed up with a text when a pupil is absent and the school has not received any notification regarding the absence. This is in line with our attendance process and part of our first response check ins.

The Senior Leadership Team, Parent Support Advisors, Teachers in Charge and Admin work as links between home, school, other agencies and the Local Authority, in order to support and address attendance issues and ensure that all pupils receive education as dictated by their conditions. This involves explaining to parents/carers their legal responsibilities, referring to other agencies and encouraging families to build good relationships with school.

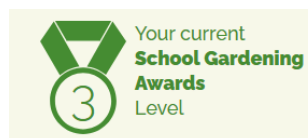
4. Attendance Procedures

PHPRU has a responsibility to reduce the number of pupils with poor/irregular attendance. We apply the following procedures in dealing with individual absences:

- Pupils should be in school for the 9:00 register. We understand this is dependent on taxis for a lot of our children and they will not be penalised for issues with transport.
- Pupils missing from registration will be marked as absent and the Teacher in Charge will contact you by telephone before 10am.
- If a pupil is unable to attend school, parents/carers should contact the school to explain the reason for absence. This should be done every day a pupil is absent.
- Pupils arriving after 9.15am without a valid reason will be marked as late in the register.
- Any pupil who does not attend school without a valid reason will be marked as unauthorised absence.
- Please note, absence related to sleep habits will require further investigation to understand and ascertain the underlying cause. The Attendance Team are available to offer support and signpost to other agencies so that good attendance can be promoted.
- If a parent/carer does not respond to the reason for absence, a further phone call, text message and/or email will be made on the same day to all contacts. A welfare visit will be made on the same day, if contact cannot be established.
- If there is still no response from calls, messages or welfare visit PHPRU can also request a welfare check is undertaken by West Yorkshire Police if there are concerns about absence and communication. This is in line with our Safeguarding Policy.



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- Even if we have been in contact with family, if we have not seen a child for 5 days, a welfare visit will be undertaken.
- Should your child be absent due to a medical appointment, you will be asked to provide proof.
- For KS3 and 4 pupils that attend The Wrenthorpe Centre, any absences are discussed and guided by medical professionals involved with your child throughout their placement. We understand that circumstances change but would like to reassure you that PHPRU are here to support child's attendance, education and well-being.

Arriving on time and ready to learn

PHPRU is committed to ensuring all pupils arrive on time and ready to start their day. Pupils who arrive late to school will be marked as late in the register. We understand that there will be occasions when there are valid reasons and the school are committed to supporting pupils and families on these occasions.

PHPRU is an Operation Encompass School and provides support to pupils the next day following any notification of a domestic abuse incident in the family home. If you have been or are being affected by domestic abuse and require support, then please contact a member of staff. We understand that this may be difficult for you, however we would like reassure families that you and your child's health and well-being is important to us.

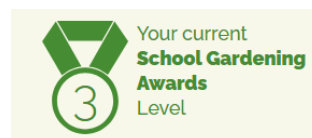
Persistent Absence

All pupils' attendance is discussed weekly at an attendance meeting and the Local Authorities Educational Welfare Service are involved in checking attendance alongside PHPRU. Letters will be sent home when attendance is causing concern and reasons behind absence have been explored. PHPRU follow the Local Authorities procedures, and this can include eventual fining.

We will do everything we can as a school to resolve and promote working with families before any penalties are given. If, however, all support and interventions are unsuccessful, we will then be required to take further action. This process can involve an initial Penalty Notice arising from any of the following circumstances:



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- No improvements following support
- Attendance falls below 90%
- Inappropriate condoned parental absence
- Unauthorised term time holidays
- Absence due to illness/medical appointments where no proof is provided
- Persistent late arrival to school
- Truancy or absconding from school
- A minimum of 10 school sessions lost to unauthorised absence

The cost of the penalty notice is £80 per parent/carer, per child if paid within 21 days of the receipt of the Notice, increasing to £160 if paid after 21 days but within 28 days of receipt of the notice. If the Local Authority does not receive payment they may then progress the matter to the Magistrates Court. PHPRU **does not** receive any monies attributed to the penalty notice.

Parental Prosecution

PHPRU work closely to support families in an attempt to avoid legal proceedings however parents/carers are legally responsible for ensuring their child receives a full-time education. Failure to do so may lead to a parental prosecution in the Magistrates Court and the possibility of receiving a Parenting Order or a fine up to £1000.

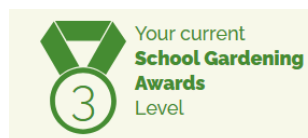
Prosecutions at this level would only be sought in exceptional circumstances, where the school felt all strategies had been used in seeking to improve attendance and that parents/carers were not cooperating.

Education Supervision Order

An Education Supervision Order can be used in order to work with families and schools, often with the support of external agencies, to secure a return to regular attendance. An application to secure an Education Supervision Order is heard by the Family Proceedings Court, a process which happens outside of school.



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5. Absconding from School

When a pupil has left the school site without permission, school will notify parents/carers about the situation. PHSRU staff will keep a visual of pupils who have absconded but if they lose sight then a call will be made to 101 to inform the police. If a Parent/Carer cannot be contacted, the school will make a report to 101 Police to report the child as missing. A meeting will need to happen regarding the reasons for the absconding/behaviours displayed and how school staff can best support, unless this forms part of your child's EHCP and the reasons for this are already known.

6. Holidays in Term Time

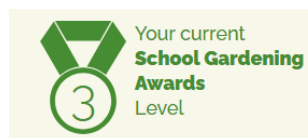
Families who would like to take their child on holiday during term time should be aware that the law does not grant parents an automatic right to take their child out of school during term time. Whilst it might be considered that a holiday will be educational, pupils will still miss out on the teaching that they would normally have received during the holiday.

The DfE allows Headteacher discretion to consider authorising a holiday in term time only in "exceptional circumstances". However, the Management Committee and Headteacher understand that due to the needs of our children, taking a holiday in busy periods can be very difficult, and so one holiday per academic year **may** be authorised **unless** it is in exam / testing periods or if attendance is deemed unacceptable. Any further holidays will be **unauthorised**, even if the previous authorised holiday was of a short duration.

You will need to complete the holiday request form in full and send in prior to a holiday. All holiday request forms must be completed by the parent/carer who resides with the pupil and submitted to the school at least 4 weeks prior to the start of the holiday to either the Headteacher or to the Teacher in Charge of the site. Please **DO NOT BOOK YOUR HOLIDAY** until your request has been looked at and you have received authorisation from the school.



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Please note: There will be **NO RETROSPECTIVE** holiday authorisation granted should you not complete a holiday request form four weeks prior to your holiday.

From September 2024, following the new DfE guidelines, any subsequent holidays will be fined by the Local Authority.

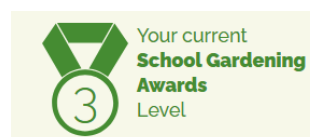
A Penalty is issued to **each parent/carer** for **each child** taken out of school. The cost of the penalty notice is **£80 per parent/carer**, per child if paid within 21 days of the receipt of the Notice, **increasing to £160** if paid after 21 days but within 28 days of receipt of the notice. If the Local Authority does not receive payment they may then progress the matter to the Magistrates Court. PHPRU **does not** receive any monies attributed to the penalty notice.

7. Policy Review

This policy will be reviewed by the Management Committee annually or in light of any relevant changes to legislation.



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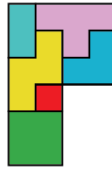
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Appendix 1 Leave of Absence Request Form

Taking your child on holiday in term time can be disruptive to both the child's learning and to the school. The school is only able to consider holidays in term time where the application is made to the Headteacher 4 weeks in advance of the holiday by a parent the child normally lives with.

Applications should be made as far in advance of the holiday as possible.

PHPRU will accept one holiday per academic year as an **Authorised Holiday** at the Headteachers discretion and if attendance is deemed acceptable. This must be requested in writing to the Headteacher using the request form. Where additional holidays are taken, absence will be recorded as **Unauthorised Holiday**. You may then expect to receive a penalty notice from the Local Authority if you choose to take your child out of school without permission from the Headteacher.

Please note: There will be **NO RETROSPECTIVE** holiday authorisation granted should you not complete a holiday request form four weeks prior to your holiday.

Name of Child	Class	Dates To/From	Reason for leave of Absence request

Total number of days not including weekends / Holidays / Inset Days:

Parent / Carer Signature: _____

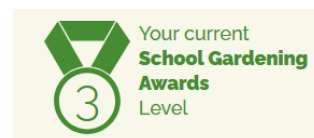
Date:

FOR OFFICE USE ONLY

Attendance year to date:	
Authorised year to date:	
Unauthorised year to date:	
Absence classed as:	
Headteacher Signature:	
Date:	
Copy to Parent / Carer:	



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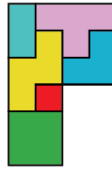
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