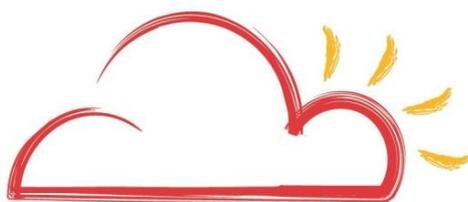




North Lowestoft
PRU Partnership



First Base
Lowestoft

Parent Brochure

2016 - 2017

34 Ashley Downs
Lowestoft
Suffolk
NR32 4EX

Telephone: 01502 512963

Fax: 01502 516525

Email: admin@firstbase.suffolk.sch.uk

EDUCATION OFFICERS

Sue Cook

Director for Children and Young People
Education Department
Endeavour House
8 Russell Road
IPSWICH
IP1 2BX

Alison Jones

Strategic Officer Resolution
West Suffolk House
Western Way
Bury St Edmunds IP33 3YU
Tel: (01284) 758641

PRU PARTNERSHIP MANAGEMENT COMMITTEE

Mrs Angela Pinner

Chair Person

Mrs Margaret Durrant

Vice Chair Person

Mr Mark Attenburrow

Vice Chair Person

Mr Roger Kopanyoia

Community Member

Cllr Leonard Jacklin

Community Member

Mrs Ruth Woollard-Kingston

Community Member

Dr Alex Walker

Community Member

Mr Stuart Mack

Community Member

Mrs Elizabeth Harvey

Community Member

Mr John Meechan

Community Member

Mrs Annette Fowler

Community Member

Mr Peter Marshall

Community Member

Mr Dominic Varle

Parent Member

Mrs Nadia Paczuska

Parent Member

Mr Paul Morton

Executive Headteacher

STAFF

Mr Paul Morton

Executive Headteacher

Mr Tim Skazick

Head of School

Mrs Rachael Taylor

Teacher

Mrs Kerry Murray

Teacher

Miss Sally Richards

Behaviour Support Assistant

Mrs Terrie Keats

Behaviour Support Assistant

Mrs Kirstie Brown

Behaviour Support Assistant

Miss Hayley McMunn

Behaviour Support Assistant

Miss Sian Walker

Behaviour Support Assistant

Miss Keeley Williams

Business Manager

Mrs Ann Youngs

Administrative Assistant

Mrs Linda Hirst

Administrative Assistant

Mrs Tracy Sturman

Cleaner in Charge

ORGANISATION

First Base supports pupils on two different levels.

Level 1

Pupils attend First Base 1 full day per week and are supported in their mainstream school by First Base staff. This group concentrates on social education via curriculum.

Level 2

- Pupils attend First Base for 2 full days per week and are supported in their mainstream school for one session per week by a learning support assistant from First Base. This group follows a curriculum, which reflects that of their mainstream school as closely as possible. This moves to 1 full day per week.
- Pupils attend First Base as part of our full-time class, initially for 5 days. This group follows a curriculum, which reflects that of their mainstream school as closely as possible.

Breakdown of First Base's Week

Level 1 9.30 am - 2.30 pm

Level 2 9.30 am - 2.30 pm

FIRST BASE PUPIL REFERRAL UNIT

First Base is a Pupil Referral Unit established in 1999. Based in one of the refurbished residential blocks at the Ashley School it serves the North Suffolk area. First Base gives support to pupils aged between 5-8 years who are having significant behavioural / emotional difficulties in mainstream schools with the aim of reintegrating them back into their mainstream school full time.

Dear Parents

Welcome to First Base. Parents are very important to the support we provide to your child and we are very keen to work in partnership with yourselves and your child's mainstream school.

For new pupils we hold an Open Session in order for you and your child to visit prior to your child attending.

Communication is vital so please feel able to contact us if you have any concerns. (Please see "Communication"). We have a website which details things like school holidays etc. You will find a comments section on which we would welcome your views.

The website address is: www.firstbaselowestoft.com

We look forward to working with you and your child.

Tim Skazick
Head of School

SAFEGUARDING CHILDREN'S POLICY

First Base fully recognises and is committed to the contribution we make to protect and support children. Our Safeguarding Children Policy is based on the three elements:

- Prevention
- Protection
- Support

Our Child Protection Co-ordinator is Timothy Skazick. In his absence it is Paul Morton.

Our named Child Protection Management Committee Member is Margaret Durrant.

HEALTHY SCHOOL'S PROGRAMME



Suffolk continues to have a well established partnership between education and health.

Although the Healthy Schools Programme, initiated in 1997, has now ceased, First Base continues to promote its aims.

FIRST BASE AIMS TO:

- Provide a planned approach to whole school health improvement.
- Encourage the inclusion of health improvement within school improvement plans.
- Reduce inequalities in health.
- Bring greater recognition to the part schools play in improving the health and well-being of the whole school community.
- Promote the development of health.
- Achieve a whole school approach to health.

ABOUT FIRST BASE

First Base is a Pupil Referral Unit that provides support for individual children with emotional and behavioural difficulties within the age range 5-8 years.

AIMS OF FIRST BASE

The aim of First Base is to provide additional support stipulated in the Statement of Special Educational Needs or School Action Plus, to children who require such help in order to cope with the demands of mainstream school. First Base will:

- Provide effective support for individual children with emotional and behavioural difficulties within the age range of 5-8 years (Reception-Yr2).
- Provide extra expertise to school staff in the management of children exhibiting very difficult behaviour.
- Ensure that the mainstream school retains ultimate responsibility for the child's educational, emotional and social progress.
- Allow the maximum flexibility to accommodate individual children each with their unique personal history.
- Provide high quality education that meets the children's individual needs.
- Provide outreach services for parents and staff in mainstream schools and pre-school provision to enable them to work effectively with children.
- Promote and support parental involvement and development of parenting skills.
- Promote effective inter-agency co-operation centred on the needs of the child.
- Complement and enhance existing services.
- Act as a centre of expertise offering a consultancy role and the provision of INSET.
- Be appropriate to the diverse geography and demographic make-up of North Suffolk.

Children supported by First Base will always remain on the roll of their mainstream school.

First Base works with children who are experiencing emotional and behavioural difficulties, which do not allow them to take part in the academic and social life of the school.

First Base operates a highly structured day, with clear organisational and behavioural boundaries, thus providing a predictable and reliable structure for the children.

First Base will be operating as a Nurture Group. Nurture Groups were recognised in the DfEE's policy paper, 'Excellence of all children Meeting Special Educational Needs' (1998), as the example of successful early identification and intervention.

The core feature of the Nurture Group approach is that teachers employ teaching methods that are directed at the child's development rather than their age level.

FIRST BASE HAS TWO MAIN APPROACHES:

1. The Development Approach

The children's needs are met at their appropriate level of maturity. Play is very important, since children first learn and practise social skills and social interaction through play situations.

2. The Behavioural Approach

A study of the child's behaviour and its relationship to its antecedents and consequences. Standard of acceptable behaviour, classroom routines and social interaction are promoted by the balance of rewards, positive reinforcements and sanctions pitched at the developmental level of the child.

BEHAVIOUR MANAGEMENT

Positive Reinforcement



This means rewarding children whenever they do anything positive. We do this by smiling, praising, telling them what they have done right and giving rewards. Rewards are in the form of tokens, stickers, certificates and 'special time'. Tokens are counters which are counted at the end of the day and exchanged for stickers or other rewards.

Language

We always talk to the children in a highly positive manner making sure that they always know what is expected of them and praise them for positive behaviour.

Planned Ignoring

This involves withdrawing our attention from the child when they are trying to get attention through negative behaviour. Instead we focus on the children who are behaving appropriately and reward the original child as soon as they begin to conform again.



Time Out

Occasionally we have to withdraw a child from a group activity to a 'Thinking Chair' at the side of the room. This is to help them to calm down and think about what they should be doing. Time out is always brief (no more than 3 minutes) and we always find a reason to praise the child shortly afterwards.

In the event that a child becomes completely out of control or a danger to others/themselves, the rest of the children will be withdrawn and the child will be given time to calm down, whilst being monitored by a member of staff. When the child has had time to calm down he/she will rejoin the group. Staff will talk through the incident at a later stage and encourage the child to develop alternative strategies in dealing with anger.

Children will only be restrained if the pupil is in danger of harming him/herself or others, or is in danger of seriously damaging property. Restraint is an act of care and control, not punishment. If physical restraint is necessary, the following guidelines are applied.

- The child is warned orally
- Only the minimum of force is used
- Two members of staff are always present

Circumstances and justification for using restraint will be recorded in the school incident book immediately after any incident and brought to the attention of the Head of Unit, and parents will be informed. All staff have undertaken Suffolk County Council's Schoolsafe programme to advanced level.

If a child cannot be calmed down it may become necessary to contact the parent.

Bullying

Bullying is when a child is afraid or unhappy because of the actions of another child or group of children. This does not have to involve physical harm.

At First Base we spend a considerable amount of time encouraging the pupils to explore the nature of friendships, to empathise with the feelings of others and to instil a sense of respect for others. Pupils are encouraged to report incidents of unacceptable behaviour. Any report of bullying will be followed up, and dealt with. Parents may be contacted as a result.



Attendance

If an absence is known about beforehand we expect a note or telephone call from the parent/guardian before the event. This will be recorded in the register. Copies of appointment letters in respect of medical/dental appointments are required by First Base.

In the case of unforeseen absence, please telephone First Base before the start of the school session. This will be recorded in the register.

If at registration time a pupil is absent without contact from the parent, First Base staff will contact home and the mainstream school.



Transport

Transport will be provided to First Base for those children who live beyond walking distance. The transport will be provided with an escort.

Details of transport arrangements for your child are arranged by the Transport Section in Ipswich. Tel: 01473 265065.

IN AN EMERGENCY WHERE YOU NEED TO CONTACT THE TAXI COMPANY DIRECT PLEASE USE THE FOLLOWING NUMBER:

Atlas Taxis: - 01502 500000

Road Runners Taxis - 01502 555555

Uniform

We do not have a uniform but we do ask that the children attending First Base wear suitable clothing and sensible footwear. Suitable outside clothing i.e. a warm coat or jacket is also required for playtimes and outside activities.

JEWELLERY is dangerous and there is also the risk that it will be lost or mislaid. We would advise that jewellery **not be worn** whilst at First Base.



Catering Arrangements

A cooked meal is provided by the School Meals Service on each day of the week. Lunch is an important part of the social curriculum of the children. Staff and children will sit down to lunch together.

Breakfast is a very important part of our day when everybody sits down and eats together, a meal that is made and served by the children.

Medication



If your child takes medication which needs to be administered by First Base staff, please ensure the enclosed form is completed.

Please **DO NOT SEND** medication to First Base via your child. It should be handed to the taxi escort or directly to First Base staff. It is the responsibility of the parent to ensure that the medication is clearly labelled with the child's name, contents, dosage and time to be administered; also parents must ensure that the drug is within its correct use by date.

IF YOUR CHILD REQUIRES MEDICATION ON A SHORT TERM BASIS WE NEED WRITTEN PERMISSION PRIOR TO ADMINISTRATION, WE WILL BE UNABLE TO GIVE MEDICINES WITHOUT THIS.



Communication

Each child attending First Base has a communication (purple) book, which is sent home daily with your child. This will inform you how the child has been at First Base. The book is designed for you, the staff from the mainstream school and staff at First Base to communicate with each other. **Please send this communication book to your child's mainstream school as well as First Base.**

The start and end of each day are usually very busy for staff. If you have an urgent issue that cannot be communicated through the communication (purple) book, please contact the appropriate member of staff by telephone prior to the children arriving. If you wish to discuss how your child is getting on, please arrange an appointment or telephone the appropriate member of staff outside school hours.

If an issue arises during the day at First Base we will communicate this through the communication (purple) book or telephone you to discuss. It is not appropriate to discuss issues in front of the children when they are being dropped off or collected.

There may be occasions at the end of a day when we need to discuss an issue with you. If this is the case your child will be supervised by another member of staff whilst we talk to you.

If you come into First Base without an appointment, the secretary will make you welcome and try to make arrangements for someone to help you. However, it may not be possible to speak to a member of staff on all occasions.

Please feel free to talk to us about your child's schooling even when there is no particular problem.

Review Meetings

We believe that your child will make progress most happily if you, the school and First Base work closely together. For this reason, we have termly review meetings so you can meet with the school and First Base staff to discuss progress.

Records of Pupils

In accordance with the 1988 Education Reform Act, parents may now apply to the school and First Base in writing if they wish to see the educational records of their child made after 31 August 1989.

Complaints Procedure

The LEA has set up procedures so that concerns of parents about the curriculum and related matters may be considered and, wherever possible, resolved locally.

In the first instance, particular problems should be referred to the Head of First Base who will try to achieve a satisfactory outcome by informal means. If, however, the issue cannot be resolved in this way, you can put your concerns in writing to Georgina Green, Lead Officer (Social Inclusion), Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Parents' views on First Base's provision and support are very important and evaluation forms are sent to all parents at the end of the child's provision, to ensure we listen to your comments and evaluate our service.



E safety

Please find enclosed information about ways in which you can keep your child safe at home using the internet.

Remember that using the internet is not just these days using a computer but can include tablets, phones, games consoles and any other device that can connect to the internet.

Working together we can keep your child safe.



DATA PROTECTION ACT (1998): Fair Processing Notice (Primary Schools)

Schools, local education authorities and the Department for Children, Schools and Families (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means among other things that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Children, Schools and Families (DCSF), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them. The Local Education Authority collects national test data from schools on behalf of DCSF and also passes on information on pupils transferring schools to their new school. The Local Education Authority passes basic pupil details (School attended, name, address and date of birth) to the Child Health Departments at the Local Health Partnerships to assist their planning processes.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DCSF in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Children, Schools and Families** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the

performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DCSF will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- the school at 34 Ashley Downs, Lowestoft, Suffolk NR32 4EX;
- the LEA's Data Protection Officer at Endeavour House, Russell Road, Ipswich, IP1 2BX (Tel: 01473 264538);
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- the DCSF's Data Protection Officer at DCSF, Caxton House, Tothill Street, LONDON, SW1H 9NA.



FIRST BASE ATTENDANCE POLICY

(November 2013)

CONTENTS

	PAGE
1. Introduction	3
2. School's roles and responsibilities	3
3. Collection and analysis of data	6
4. Systems and strategies for managing and improving attendance	7
5. Term-time holidays	8
6. Extended leave of absence	8
7. Parents' / Carers' responsibilities	9
8. Pupils' / Students' responsibilities	9
9. Governors' responsibilities	9
10. Conclusion	10

1. Introduction

- 1.1 First Base is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.
- 1.2 The whole school community – pupils, parents and carers, teaching and support staff and Management Committee – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.
- 1.3 The policy has been drawn up after consultation with the whole community and is based on current government and Local Authority guidance and statutory Regulations. First Base will ensure that all members of the committee know of the policy and have access to it.

2. School's roles and responsibilities

- 2.1 All staff (teaching and support) at First Base have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

2.2 Attendance Leader

The Headteacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that up-to-date attendance data and issues are shared with the Senior Leadership Team, are made regularly available to all staff, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the Management Committee termly. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

2.3 Registration

- i) The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers are responsible for completing the attendance registers using the prescribed codes (shown below).

REGISTER CODES

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

- ii) The register will be called promptly at **9.30 am** and **1.15 pm** by each teacher and a mark will be made during the registration period in respect of each child.
- iii) The registers will close at **9.45 am** and **1.30 pm**. Any pupil who arrives **after** the closing of the register will count as **absent**. Pupils who arrive before the register closes ie between 9.30 and 9.45 am and 1.15 and 1.30 pm will be counted as **present** but will be dealt with under the school's policy on punctuality and lateness (see para 4.5 on page 7).

2.4 Categorising absence

- i) A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked unauthorised absence unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The final decision about whether the absence should be authorised or unauthorised rests with the Headteacher.
- ii) First Base recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff at First Base will therefore challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school**.
- iii) If no explanation about an absence is received by the school **within 2 weeks**, the absence will remain unauthorised;
- iv) Absence will be authorised in the following circumstances:
 - (a) where leave has been granted by the school in advance, for example –
 - a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
 - a pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's / student's overall pattern of attendance will be considered,
 - in **exceptional** circumstances, permission has been granted for a family holiday for which the parents have sought permission in advance. (See the school's policy on term-time holidays at paragraph 5).
 - (b) where the school is satisfied that the child is too ill to attend (School may request medical documentation when a child is frequently absent due to illness).
 - (c) where the pupil has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him / her to school beforehand;
 - (d) where there is an unavoidable cause for the absence which is beyond the family's control, eg extreme weather conditions;

- (e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong;
 - (f) the pupil lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) and no suitable transport arrangements have been made by the Local Authority;
 - (g) the pupil is of no fixed abode, his/her parent is engaged in a trade which required him/her to travel, the pupil has attended school as often as the nature of the trade permits **and**, have reached the age of six, he/she has attended 200 sessions in the preceding 12 months;
 - (h) in other **exceptional circumstances** (eg a family bereavement) and **for a very limited period**.
- v) Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:
- no explanation has been given by the parent;
 - the school is not satisfied with the explanation;
 - the pupil is staying at home to mind the house;
 - the pupil is shopping during school hours;
 - the pupil is absent for **unexceptional** reasons, eg a birthday;
 - the pupil is absent from school on a family holiday without prior permission;
 - the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

2.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

2.6 Staff Support

The Headteacher will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient support to enable them to perform the task accurately.

3. **Collection and analysis of data**

- 3.1 The Headteacher will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the Management Committee. The data will inform the school's future practice to improve attendance and prevent disaffection.
- 3.2 Accurate attendance returns are made to the DfE within the stipulated time frame.
- 3.3 Data regarding attendance percentages is produced upon request for Education Welfare Officers when they undertake register checks. Pupils with an attendance rate below 85% over a four week period whose absence is mainly unauthorised will be highlighted in the data provided.

4. Systems and strategies for managing and improving attendance

4.1 Attendance has a very high profile at First Base and is regularly discussed. Parents are regularly reminded.

4.2 First-day calling

First Base has in place a system of first-day calling. This means that parents will be telephoned on the first day a pupil is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. The mainstream school is notified. Where it is not possible to make contact with parents on the first day of absence, the school will send a letter to them by first class post or if First Base staff are concerned about the child's non-attendance a home visit will be made.

4.3 Meetings with parents

Where there is an emerging pattern to a pupil's absence over a 3 to 4 week period (or sooner if staff are particularly concerned), with or without explanation, the school will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and pupil to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

4.4 Referral to the Education Attendance Service

If there continue to be unauthorised absences by the end of the specific time (or sooner if the pupil is failing to attend school at all), the matter will be referred to the Education Attendance Service.

4.5 Lateness and punctuality

Pupils are expected to arrive at school on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Pupils who arrive after the register closes (see para. 2.3 (iii) on page 5) will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the Education Attendance Service.

4.6 For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the office and they will amend the register. **It is important that all pupils arriving late following this procedure.**

4.7 For the same reason it is important that pupils leaving the premises legitimately (eg for a medical appointment), or returning to school later in the day report to the office.

5. Term-time Holidays

- 5.1 Term-time holidays are intended for children whose parents are unable to take holiday at any other time.
- 5.2 First Base will consider every application individually. Its policy is NOT to grant leave of absence for a holiday other than in the most **exceptional** circumstances. Time off school for family holidays **is not a right**. An application must be made in writing, with appropriate evidence, **four weeks in advance** of the intended holiday,
- 5.3 First Base will consider authorising holidays for:
- service personnel and other employees who are prevented from taking holidays during school holidays;
 - when a family needs to spend time together to support each other during or after a crisis;
 - parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.
- 5.4 Requests for holidays for the following reason will not be authorised:
- cheaper cost of holiday;
 - availability of the desired accommodation;
 - poor weather experienced in school holiday periods
 - Overlap with beginning or end of term.
- 5.5 First Base will respond to all requests for a leave of absence in writing giving the reasons for the decision.
- 5.6 The school applies the penalty notice protocol where a pupil has taken holiday during term time and the absence is not authorised by school.

6. Extended leave of absence

- 6.1 In considering absence for extended trips overseas First Base will take account of the following:
- a visit to family overseas has a very different significance from a normal 'holiday';
 - such visits may be important in terms of children's identity and self-esteem as they grow up;
 - parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
 - the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved;
 - where extended leave of absence is granted there will be an expectation that the pupil undertakes some school-set work during this period.

7. Parents' / carers' responsibilities

7.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by First Base.

7.2 First Base expects parents / carers will:

- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

7.3 Parents will also be expected to:

- notify First Base on the first day of absence;
- ensure their children arrive at school on time, properly dressed;
- work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives. First Base will endeavour to support parents to address their concerns.

8. Pupils' responsibilities

8.1 All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher.

8.2 Pupils have a responsibility for following school procedures if they arrive late.

9. Governors' responsibilities

Section 175 (2)

9.1 The Management Committee of First Base shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

10. Conclusion

10.1 Regular school attendance is a necessary contributor to ensuring the outcomes of *Every Child Matters*:

Be healthy

- attendance at school supports children's emotional and social health and development
- the school curriculum teaches children to be healthy

Stay safe –

- schools and the LA have a statutory duty to promote the safety and welfare of children
- the best way to safeguard children is to ensure they attend school regularly

Enjoy and achieve –

- good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings

Make a positive contribution –

- membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others

Achieve economic well-being –

- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style

A GUIDE FOR PARENTS

1. When does my child need to be in School?

Your child should be at school in good time for registration. The morning register will be called promptly at **9.30 am** and the afternoon register at **1.15 pm**.

2. What happens if my child is late?

Registration finishes at **9.45 am** in the morning and **1.15 pm** in the afternoon.

If your child arrives after **9.45 am** he/she will be marked **absent**.

If your child arrives after **1.15 pm** he/she will be marked **absent**.

3. Does the School need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence. If you do not phone us, we will phone you. However, we need a written explanation on your child's return to school. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental / medical appointment (please make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

6. Will the School contact me if my child is absent?

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes. Show your child, by your interest, that you value his/her education. Your child will bring home a home/school First Base book each evening. Please ensure you look at it with your child and comment in it ready for the next day.

8. My child is trying to avoid coming to School. What should I do?

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

The Education Attendance Service is based at:

Children and Young People's Services
Riverside
Canning Road
Lowestoft
NR33 0EQ

Tell. No. 01502 674765