

Attendance Policy

Reviewed/Approved by Board of Trustees: 19/11/2024

Review Cycle: Annually

Review Date: November 2025

Aims

We believe that regular school attendance is central to raising the standards and ensuring children can achieve their full potential. There is a widespread agreement amongst health and educational professions that school attendance is vital to the life chances of children and young people. Being in school improves health, wellbeing and socialization throughout the school year. The greatest benefits come from children and young people attending school regularly.

Therefore, as a school we aim to:

- Promote good attendance, enabling student's achievement by establishing the highest possible levels of attendance and punctuality
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework of monitoring and responding to student absences, acting early to address patterns of absence.
- Build strong relationships with families to ensure students have support in place to engage in school
- Promote positive support systems and advocate multi-agency approaches to improve attendance
- Make parents aware of the legal responsibilities and ensure their children have access to the education to which they are entitled

We want every student to enjoy their learning and feel valued for who they are.

Legislation and guidance

This policy meets the requirements of the working together to improve school attendance

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101421/working-together-to-improve-school-attendance-19-august-2024.pdf) and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

Roles and responsibilities

At the Burgate School and Sixth Form we believe improving and maintaining good attendance is everyone's responsibility. We aim to always work in partnership with our students and families.

Role	Name	Contact details
Link Trustee for Attendance	Carole Stevenson	cstevenson@burgate.hants.sch.uk
Senior Attendance Lead (SAL)	Heidi Shering	hshering@burgate.hants.sch.uk
Attendance Welfare Officer (AWO)	Karen Hill	attendance@burgate.hants.sch.uk

The Trustees recognise the importance of school attendance and promotes it through the school's ethos and policies.

They will:

- Ensure school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance policy and procedures.
- Set high expectations for all to ensure all students are safeguarded.
- Prioritise attendance in strategies such as raising attainment, behaviour and combatting bullying, special educational needs and disabilities, wellbeing and safeguarding.
- Monitor attendance figures for the whole school regularly, challenge trends and support school leaders to focus improvement efforts on individuals and cohort with the greatest need.
- Make sure staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.

The Leadership Team will:

- Monitor school-level absence data and report to trustees.
- Ensure that there is a whole school approach which reinforces and values school attendance, with good teaching and learning experiences, with a whole school culture that encourage all students to attend and to achieve.
- Have a clear school attendance policy which all staff, students and parents understand.
- Monitor the implementation and effectiveness of the attendance policy and ensure that the policy is reviewed annually.
- Ensure the school have accurate, complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify students or cohorts that require support with their attendance.
- Ensure effective strategies are in place to support students, in particular with students with SEND, Pupil Premium or who are identified as vulnerable.

- Ensure that there is a named Senior Attendance Lead (SAL) to lead on attendance and allocate sufficient time and resource.

The Senior Attendance Lead (SAL) will:

- Lead on attendance across the school and have a clear vision for attendance improvement and safeguarding of students who are not in school.
- Evaluate and monitor expectations and processes.
- Have an oversight of data analysis, identify early patterns of low attendance and where appropriate issue fixed-penalty notices (delegated responsibility from the Headteacher).
- Share information and work collaboratively with other schools in the area, local authorities, and other agencies where a student's absence is at risk of becoming persistent or severe.
- Work with the team around the child to develop, deliver and review targeted intervention to support with reintegration and engagement in learning.
- Engage with individual students and families who have been identified with barriers to attendance and engagement
- Ensure staff receive adequate training and updates on attendance, including early intervention and safeguarding processes.

The Attendance Welfare Officer (AWO) will:

- Monitor attendance data.
- Provide regular attendance reports and report concerns about attendance to the Senior Attendance Lead, Head of Year or tutor, as appropriate.
- Advise the SAL when to issue fixed-penalty notices, for unauthorised leave of absence.
- Build relationships with students and families with low attendance or have potential barriers to good attendance.
- Work with external agencies, such as Legal Intervention Team to tackle persistent and severe absence.

All staff will:

- Actively promote the importance and value of good attendance to students and parents.
- Build positive relationships and create a learning environment that encourages all students to attend and achieve.
- Record attendance and punctuality on a lesson-by-lesson basis, accurately and promptly.
- Undertake wellbeing calls on day two of an absence.
- Be professionally curious and look out for barriers to attendance and engagement.
- Report any patterns of absences to the Head of Year and AWO.

School office admin team will:

- Ensure all morning registers are complete and notify parents of any missing students by 09.15 every morning through school comms.
- Liaise with the AWO to follow up any missing students from the daily attendance register.
- Work with the pastoral team to identify students with early patterns of non-engagement or who are showing signs of emotional based avoidance to learning.

Parents will:

- Actively promote the importance and value of education and good attendance to school.
- Take a positive interest in the child's work and educational progress.
- Ensure their child has regular attendance and excellent punctuality to school.
- Contact the school to report their child's absence, with the reason and expected date or time of return.
- Ensure, where possible, medical or dental appointments are made outside of school hours.
- Seek advice and support from the pastoral team if their child is experiencing any difficulties with any aspect of schoolwork or home and family life.
- Maintain effective routines at home to support good attendance and attend all meetings requested to discuss attendance and engagement concerns.

[Attendance guidance for parents/carers | Education and learning | Hampshire County Council](#)

See appendix 2: Working together to maintain good attendance at the Burgate School and Sixth Form

Students will:

- Be aware of the school's expectations on school attendance, engagement and punctuality.
- Attend school regularly and attend every lesson on time, fully equipped and ready to learn.
- Speak to their tutor, subject teacher or trusted adult in school if they are experiencing difficulties at school or home which may impact on their attendance and/or engagement.
- Maintain good routines at home to support good attendance and engagement at school.

Sixth Form students are expected to communicate with their tutor or subject teacher in advance if they are unable to attend a timetabled session (with parental consent).

See appendix 2: Working together to maintain good attendance at the Burgate School and Sixth Form

Recording Absence and Attendance

Good attendance habits are best started early and from the day students arrive at the Burgate School and Sixth Form, attendance is monitored and excellent and improving attendance is actively praised through targeted actions from the tutor and Head of Year.

Attendance register

We will keep an electronic attendance register, and place all students onto this register.

The attendance register will be marked twice daily. Once, at the start of the school day at 08.30 in registration with the student's tutor and again in timetabled lesson 4.

It will be marked, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See Appendix 1 for the DfE attendance codes.

We will also record:

- [For students of compulsory school age] Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 08.30 and ends at 15.00.

The register for the first session will be taken at 08.30 and will be kept open until 09.00. Registers are taken at the beginning of every lesson thereafter.

Unplanned absence

A child not attending school is considered a **safeguarding** matter.

The student's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 08.30, or as soon as practically possible, by calling the school office on 01425 652039 and leaving a message or emailing attendance@burgate.hants.sch.uk

Absence from school due to illness will be authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 2 days, or there are doubts about the authenticity of the illness, the school will make contact with home with an expectation that parents will engage in seeking support to reintegrate the student back into school.

If the school is not satisfied about the authenticity of the absence, it will be recorded as unauthorised and parents will be notified of this.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment. This should be done by emailing attendance@burgate.hants.sch.uk and where possible providing a copy of the appointment card or letter.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Any other planned absence should be applied for using the request for leave of absence form

See the section **Authorised and Unauthorised absence** for more details

Punctuality and Lateness

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Punctuality is recorded in every lesson. Students who are consistently late to learning are disrupting not only their learning, but also that of other students. On-going and repeated lateness is considered as unauthorised absence and could be subject to legal action.

Arrival after the close of registration at 09.00 may be marked as unauthorised absence code "U" in line with the Hampshire County Council (HCC) and Department of Education (DfE) guidance.

Parents of students who have patterns of lateness will be contacted to discuss the safeguarding concerns and the importance of good time keeping and how this might be achieved.

Parents should monitor their child's attendance and punctuality through the parent SIMS app.

Punctuality sanctions from the school will follow based on this information and it could also be used by the courts, should a prosecution for non-attendance or lateness be necessary.

Following up an absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is authorised or not and identify the correct attendance code to use.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education 2024

When a child is absence for 2 consequent days, the child's tutor will make a wellbeing call home.

If a child has a pattern of poor attendance emerging, parents will be invited to meet with the tutor, Head of Year, Attendance Welfare Officer, or Senior Attendance Lead in order to support a return to school.

If a child's attendance falls below 94%, parents will receive a letter inviting them into school to discuss any barriers to attendance and engagement and to support with an effective reintegration plan. Where there is not substantial medical evidence to support the absences, then the school may make a referral to the relevant external agency, for example, the Legal Intervention Team.

Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

Where the absence is authorised the school will expect the student to keep up their studies and parents must continue to provide relevant absence certification and maintain regular contact with the school.

The pastoral team and AWO work closely with families to support regular attendance at school. The foundation for good attendance is a strong relationship between school, parents and the child. It is important both the parent and the child understand the impact of poor attendance, not only in terms of academic gaps in knowledge, but also the social disconnect that can occur, and overall wellbeing of a child.

The AWO monitors student absence on a daily and fortnightly basis, depending on the level of need and support required.

A variety of different strategies can be used to support a student who is struggling to attend school including:

- Early communication with home when attendance dips or patterns start to appear.
- Students and parents will work together with the pastoral team to complete an Attendance and Engagement plan to support the student to reintegrate back into learning.
- Working together home and school we will have regular conversations and face-to-face meetings to ensure the student feels supported. In line with [Working together to improve school attendance \(applies from 19 August 2024\)](#) and [Working together to safeguard children 2023: statutory guidance](#) we will listen, support and empathise but we will not tolerate poor attendance.
- **Reporting to parents**
- Parents can monitor their child's attendance daily via the parents SIMS app. Attendance is reported annually in the end of year report.
- As a school, the Burgate School and Sixth Form has good attendance and we work closely with students and parents to ensure good attendance is actively promoted.
- Attendance is monitored fortnightly and regular contact is made with students and parents with attendance below 95%.
- Good and improving attendance is recognised termly and celebrated through tutor group lessons and whole year group celebration assemblies, as well as praise postcards and communication home.

Sanctions

As a school, we will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Senior Attendance Lead, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before issuing a penalty notice, we will consider the individual student's background and circumstances, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed or enabled the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

See Appendix 3 on Penalty Notice Fines

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

For more information [Attendance guidance for parents/carers | Education and learning | Hampshire County Council](#)

Day Ten Absence

We have a legal duty to report the absence of any student who is absent without satisfactory explanation for 10 consecutive days. If the child is not seen and contact has not been established with the parent, then the Local Authority is notified that the child is Missing in Education.

[Children Missing Education - Guidance for Local authorities](#)

It is both the responsibility of the school and the parent to ensure the school holds accurate and up to date contact details. Parents can check their contact details on the parent SIMS app.

Authorised and unauthorised absence

Students are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence.

There are two main categories of absences:

An authorised absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student’s parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending an educational provision.
- If a student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

An unauthorised absence is when the school has not received a reason for absence or has not approved a child’s leave absence from school after a parent’s request. This includes:

- Parents giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings.
- Truancy before or during the school day.
- Absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents. An example of this would be where a parent states a child is unwell but on return to school there is evidence, they have been on holiday.

The Senior Attendance Lead (delegated task by the headteacher) will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the DFE Guidance

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- A temporary, time-limited part-time timetable
- Exceptional circumstances

We are required to work with Hampshire County Council to take legal actions to tackle poor attendance or unauthorised absences. Schools are only able to authorise absence from school in exceptional circumstances. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time.

A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

In making a request for an authorised absence from school, parents will need to explain why the circumstances are exceptional. There is no legal right to authorise absence for a family holiday. If a child is taken out of school without permission the absence will be unauthorised and we will consider legal action. Legal measures, in the form of a fixed penalty notice, can be taken for an unauthorised holiday absence of 10 or more sessions (5 days).

For the details on Penalty Notice Fines see appendix 3

Parents wishing to request authorised absences from school due to exceptional circumstances need to complete an application form available on the school website or via attendance@burgate.hants.sch.uk

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Supporting students who are absent or returning to school with complex barriers to attendance and engagement, including poor mental and physical ill health and/or complex SEND

At the Burgate School and Sixth Form we will work in collaboration with the student and parents to support with reintegration back into school.

The Senior Attendance Lead will work with the Head of Year and Attendance Welfare Officer to:

- Identify barriers to good school attendance and engagement with the student and parents.
- Jointly agree an Attendance and Engagement plan that is regularly reviewed and has SMART targets and offers bespoke interventions.

- Create a programme of targeted school-based interventions through the Learning Hub provision. This could include academic support, the Bridge (nurture interventions) and core skills (additional numeracy and literacy support) to close gaps.
- Refer and work with external agencies such as the Inclusion Team, Educational Psychologist, CAMHS, Early Help / Family Support Services
- Maintain clear communication between home and school and build open and honest relationships.
- Consult with the SENCO or specialist SEN Team to ensure the needs of the students are understood and met. Where appropriate include the Local Authority SEN team.
- Ensure reasonable adjustments are made and Individual Health Care Plans are fully supported.
- Ensure the student has a trusted adult or Sixth Form mentor in school and a safe place to be in school.

We will strive to successfully treat the root cause of the absence and remove the barriers to attendance by building a partnership between student, home and school.

See appendix 2: Working together to maintain good attendance at the Burgate School and Sixth Form

Monitoring arrangements

This policy will be reviewed by the Trustee’s Education Committee annually.

Links with other policies

This policy is linked to our:

Safeguarding and Child Protection policy

SEND policy

Relationships policy

Appendix 1: attendance codes

Attendance Codes 2024-25

[Working together to improve school attendance \(applies from 19 August 2024\)](#)
publishing.service.gov.uk

Code	Reason
Attending School:	
/	Present AM
\	Present PM
L	Late – arrival before register is closed
Attending a Place Other Than School:	
B	Approved education activity (arranged by school)
D	Dual Registered (AP, Managed Move and PEX from Day 6)
K	Attending education provision arranged by LA
P	Participating in a sporting activity (arranged by school)
V	Attending a school trip
W	Work Experience
Absent – Unable to Attend School because of Unavoidable Cause:	
Q	Unable to attend school – lack of access arrangements
Y1	Due to transport normally provided not being available (school not within walking distance)
Y2	Due to widespread disruption to travel
Y3	Due to part of the school premises being closed
Y4	Due to whole school site being unexpectedly closed (adverse weather)
Y5	Pupil is in criminal justice detention
Y6	Public Health Guidance/Law
Y7	Unavoidable cause
Absence – Leave of Absence	

C	Leave of absence for exceptional circumstances; granted at schools' discretion (when pupil is pregnant)
C1	Leave of absence for participation in a performance
C2	Leave of absence when on a part-time timetable (Registered with Hampshire Inclusion)
J1	Leave of absence for interview for admission to another school
M	Leave of absence for medical/dental appointment
S	Study Leave; provision to come into school to revise
X	Pupil not required to attend school
Absent – Other Authorised Reasons	
E	Suspended or PEX (no alternative provision made);
I	Illness (not medication appointments)
R	Religious observance; only when religion has set the day apart for religious observance
T	Parent travelling for occupational purposes
Absent – Unauthorised Absence	
G	Holiday not granted by school; <i>if parent did not apply in advance school unable to grant retrospectively</i>
N	Reason for absence not yet established; <i>register must be re-marked with correct code</i>
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Z	Prospective pupil not on admission register
#	Planned whole school closure

Working together to maintain good attendance at the Burgate School and Sixth Form

We believe at the Burgate that successfully treating the root causes of absence and removing barriers to attendance is a partnership between student, home and school.

Students need to be in school regularly and engaging in their learning to benefit from their education. School attendance is vital to the life chances of young people, being in school improves health, wellbeing and socialisation. Children with poor attendance tend to achieve less both academically and socially.

Therefore, all partners should work together to:

Aspire:

To high standards of attendance from all students and parents and build a culture where every child can, and wants to, be in school and ready to learn by prioritising coming to school every day.
(Target 96%+ attendance)

Monitor:

Attendance data rigorously via the parent SIMS app to identify patterns of poor attendance (by day and by lesson) as soon as possible so all partners can work together to resolve them before they become entrenched.

Listen and understand:

When a pattern is spotted, we will talk with students and parents to listen to and understand barriers to attendance and work together to resolve them.

Facilitate support:

To remove barriers in school and help students and parents to access the help they need to overcome the barriers outside of school. This might include an Early Help referral or whole family intervention to an external agency to support with wider issues.

Formalise support:

To work together where absence persists and voluntary support is not working or not being engaged with. Home and school will work together to explain the consequences clearly and ensure support is in place to enable students to respond.

This may include a referral to the Legal Intervention Team.

Enforce regular attendance.

When all other avenues have been exhausted and support is not working or not being engaged with, we will enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the child's right to an education.

At the Burgate school we will listen, support and empathise but will not tolerate poor attendance.

Appendix 3

School Attendance Expectations

Penalty Notice Fines for School Non-Attendance have changed from August 2024

[Attendance guidance for parents/carers | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/attendance-guidance-for-parents-carers)

First Offence

The first time a penalty notice is issued for term time leave or irregular attendance
the amount will be:

£160 per parent, per child, paid within 28 days.

Reduced to £80 per parent, per child, if paid within 21 days.

Second Offence (within 3 years)

The second time a penalty notice issued for term leave or irregular attendance
the amount will be:

£160 per parent, per child, paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time a penalty notice is issued for term time leave or irregular attendance
the Penalty Notice will not be issued, but the case will be presented straight to the Magistrates' Court.

Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate, due to
'failure to safeguard a child's education'.

Per Parent, Per Child

This means Penalty Notice fines will be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

For example:

£160 per child, per parent

£160 x 3 = £480

X 2 = £960

5 Consecutive Days of Term Time Leave

Penalty Notice Fines will be issued for unauthorised term time leave of 5 or more consecutive days.

10 sessions of Unauthorised Absence in a 10 Week Period

Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

1 day = 2 sessions



Attendance & Engagement Plan

Student's name:		
Tutor group:		
Date:		
Team around the Child:		
Parent:		
Current Attendance:		
The aim:		
Points Discussed:		
The proposal for this is below:		
Day	Time	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Review Date		

Review Notes
Action points for parent:
Additional Information:

*Bespoke Interventions include (but not restricted):

1. **Build Relationships** – Building relationships with parents through regular contact by email/phone and meetings. Meet weekly with student, take time to get to know them and understand their barriers to coming to school.
2. **Safe Adult/Space in school** – A Key adult for the student and a safe environment where students will go when things are going wrong for them.
3. **Changes to classroom environment** – Talk to the student about where they sit/who they sit next to/leaving class early/late to avoid busy corridors.
4. **The Bridge** – Short term programme in the Learning Hub to support with reintegration and reengagement in learning
5. **Fire Breaks** – Used for students who are experiencing sensory overload. (Different subject each day) Short term intervention
6. **Reduced Timetables** – Short term intervention (max 6 weeks) used when students are showing signs of Emotional Based School Avoidance (EBSA)
7. **Phased return** – used for medical reasons or EBSA (Short term)
8. **Academic Support:** Students replace one GCSE subject for academic support, timetabled into the Learning Hub to support with focus on core and facilitating subjects. (Permanent for year 10 & 11 students only)
8. **Funding extra curriculum activities** – Music Lesson/Football etc/Trips
9. **Incentives** – Postcards home, £10 Gift Cards, £3 Lunch Vouchers
10. **Wellbeing Support** – Weekly counselling/Youth workers/Workshops
11. **Attendance & Engagement Plan** –home schoom agreement to identify barriers to attending school and engaging in learning
12. **Multi -Agency Support** – Signposting or a referral to early intervention agencies / Multi Agency Safeguarding Hub (MASH) / Legal Intervention Team (LIT)

