



Sandfield Park School
ALDER CENTRE FOR EDUCATION
Sandfield Walk, Liverpool L12 1LH
Telephone: 0151 228 0324
Sandfield Park Headteacher: Mr. M Hilton
Head of ACE: Mrs Wendy Henshaw

Dear Headteacher

As a result of ACE now being on a SIMS package and due to the special circumstances of Covid the attendance procedures have been amended. Therefore a revised attendance policy has been created with regards to pupils attending ACE.

This ensures safeguarding measures are robust and attendance is monitored accurately both at ACE and the Home School.

Attendance Policy for children taught at ACE as approved by the Local Authority

When a child is referred to ACE for education support they remain single registered at their home school. ACE provides the school with a copy of the reduced timetable showing lessons the pupil is expected to attend. The referring school must use the following codes for pupils both taught in class on-site and those receiving home tuition:

- B Pupil attended session at ACE
- C For sessions the Pupil is not expected to attend

If the pupil is absent for any reason, ACE staff will inform the home school of the appropriate code once the reason for absence has been determined.

ACE will keep a record of attendance as per the SIMS codes. ACE will use 'y' code (instead of C code) for internal purposes so that the registration certificate will calculate the real percentage of attendance, based on the number of sessions a pupil is expected to be in ACE.

ACE will also use B code for the following pupils:

- Pupils on home tuition who engage with their session
- Pupils who attend their supervised on-line lessons delivered by ACE teachers

For the above pupils ACE will record a comment on SIMS each week identifying this.

In addition for the above pupils ACE will contact parents weekly to carry out a welfare check.

For pupils receiving on-line lessons this is in response to the Covid situation which has exacerbated their mental health/anxieties preventing them from physically attending ACE. There will be planned reintegration back to attending classes on site at ACE once the Covid situation improves and/or when the pupil's mental health improves.

Schools will be able to access their own pupil's attendance record remotely. Instructions will be forwarded as soon as this has been set up. For pupils where a B code is used by ACE each school will know the circumstances for this – either Home Tuition or On-line learning.

Service Agreement between referring school and ACE

Referring School agrees to:	ACE agrees to:
<ul style="list-style-type: none"> • provide ACE with pupil level data held by the school including academic, health and attendance records • contact ACE daily to confirm pupil attendance – this can be via SIMS Drop-in • record attendance/absences using the appropriate code. • follow up concerns raised by ACE regarding attendance, e.g. home visit, EWO referral etc.. • continue to be responsible for the safeguarding of the pupil • attend review meetings arranged by ACE/Social Services/Health • provide pupil with support at time of re-integration • make referrals to SEN regarding EHCP requests where appropriate • pay the AWPU as requested by the LA • pay examination fees to Sandfield Park School as requested • support pupil in referrals/transfers to other schools as deemed appropriate • carry out safeguarding visits to ACE in line with school policy for those educated off site • provide Careers IAG • enter pupils for any examinations not delivered by ACE 	<ul style="list-style-type: none"> • complete a risk assessment as part of the home school agreement • provide school with an up to date timetable • record attendance using the appropriate attendance code • first day contact for absences • request supporting medical evidence for unauthorised/unexplained absences • inform school of any attendance concerns • ACE DSL will work in partnership with school safeguarding teams and communicate any concerns • keep regular monitoring records for each pupil • provide evidence/reports for referrals to social care, SEN etc.. • hold termly review meetings or regular EHAT review meetings as appropriate • attend CIN/CP meetings • provide attendance certificates and subject reports at all review meetings • support Y11 pupils with post-16 applications and provide pupil references • liaise with health professionals on a regular basis • provide disapplication letters for school • enter pupil for external examinations and invigilate exams both at ACE and at home

This forms an agreement between all parties:

Referring School:

We confirm that we have received a copy of the child's timetable and the pupil will be single registered at the main school base. We have read, understand and accept the service agreement with ACE.

Signed: Date:

ACE:

ACE will provide both parents and the referring school with an agreed timetable and start date. ACE will record attendance and update all parties as and when the timetable is amended. ACE will also contact the referring school if there are any concerns regarding pupil absence.



Signed:
Deputy Head – Wendy Henshaw

Signed: Mark Hilton
Headteacher – Mark Hilton

Date: October 2020