## Attendance Matters

The Education Act of 1996 states that it is the responsibility of the parent or guardian to ensure that all children between the ages of 5-16 years engage with their education provision on a regular basis and on time.

Now that you are receiving support from the Essex Reintegration Team the above expectation still applies.

As a parent/guardian you can support your child to engage with our provision by ensuring they access all the sessions offered and attend on time.

We attend regular 6 weekly meetings with the Local Authority, any outside agencies involved, parent and pupil to review the plan. Once on the 12 week trial back in school we organise 2 weekly meetings.

Our attendance policy can be found on our website:

www.css-essex.co.uk

## Expectations

The Essex Reintegration team will work closely with school, other professionals and family to put in place a reintegration plan to support your child. The expectation is that your child will return to school, as this is a short-term intervention.

This will be tailored to the individual needs of your child. It is therefore very important that you make every effort to engage with this provision to ensure the best outcome for your child.

As a parent/guardian it is your responsibility to notify Katie Price if your child is going to be absent as soon as possible at least 30 minutes before the session begins.

WE CANNOT ACCEPT TEXT MESSAGES OR EMAILS. PLEASE SPEAK DIRECTLY WITH KATIE OR LEAVE A VOICEMAIL.

If you do not notify us of your child's absence in a timely manner these absences would be unauthorised and will be referred to the Deputy Head of Service for further action.

**Unacceptable reasons for absence:**

- Shopping/birthdays/trips
- Babysitting
- Parent/sibling illness
- Visiting relatives
- Non-urgent medical & dental appointments

These are not exhaustive, and we reserve the right to challenge reasons for absence.

**Remember:**
The only acceptable reasons for non-attendance are:

- Illness and emergency

## Processes and procedures

**Medical Appointments**
Where possible all appointments should be booked outside of the session times offered by reintegration tutors and the education providers. Where this is not possible, the team leader may not authorise the time off if medical evidence is not provided.

**Too ill to attend the session?**
Children can attend the sessions offered with minor ailments (toothache, headache, stomach ache, cold, sore throat).Children should be off for 48 hours if they have diarrhoea or vomiting. Please see NHS traffic light sheet for further information. Support will still be offered where the child is well enough to study or talk to us but cannot leave the house. We may ask for additional medical evidence if required.

**Persistent Absence**
We will speak to you about any attendance concerns we have. Persistent absences may result in a review meeting being brought forward in school to discuss the concerns and agree the next steps.
The home school may call a School Attendance Meeting (SAM) which may result in the LA taking action against you.

**Term Time Holiday**
Any requests for term time leave of absence must be made to the home school and CSS should be informed. Head Teachers can no longer grant leave of absence unless there are exceptional circumstances.

**Essex Reintegration Programme Lead:**
**Alison Paveling**

**Administration Support**
Danielle Dansey: 07905 134718
Katie Price: 07872 107943 (Weds only)

If your child is going to be late or absent to their CSS Reintegration session, please let Administration support know in the first instance, no later than 30 minutes before the session starts.

If your child is going to be absent or late to their tutoring, please let the Tutoring company know, and they will inform us.
If you have not let anybody know, we will contact you to establish a reason for your child's absence for safeguarding purposes.

**Tutors**
You will be allocated a lead tutor who will coordinate your reintegration programme.
If you need to cancel a 1:1 session, please also inform the tutor who is due to visit directly at least 30 minutes in advance as they may have to travel some distance.

## Children's Support Services

**Essex Reintegration Team**
**CSS**
**Alderney Gardens,**
**Wickford,**
**Essex,**
**SS11 7JZ**
**Tel: 01268 552482**

**www.css-essex.co.uk**

# Essex Reintegration

# Attendance Guide

The Children's Support service engages every student in their academic, social and personal development, enhancing their skills and increasing confidence in themselves and their future.