

School attendance – It's EVERYONES responsibility

The Young Person

- To go to school
- To arrive on time
- Engage in learning
- To tell someone you trust if there is something that is not going well for you

The Parent / Carer

- To ensure and check that the young person goes to school
- To maintain contact with school about attendance
- To seek advice and support (including medical) if the young person is not attending school without delay

PPCS Teaching Staff

- To monitor any students not attending lessons
- To discuss any non-attendance with the Pastoral Team and work with them to facilitate improvements

The PPCS School Attendance Officer

- To monitor the school attendance of all young people especially those with poor school attendance
- To offer support to improve attendance including the offer of an EHA
- To make sure professionals involved are made aware of daily/weekly school attendance
- To liaise with staff and support services working with a young person

The Social Worker / Early Help Support Services

- To know attendance of the young people they are working with
- To follow up with parent / carer / young person about poor attendance and how it can improve
- To seek support from Education Welfare Service

The DSL / Senior Leaders

- To update key staff with changes to young people's circumstances and information on those supporting each young person
- Julie Davies to be Senior Leader with specific responsibility to monitor attendance for all young people at PPCS
- Ensure all professionals involved are invited to any meetings and school attendance is discussed

Dudley Education Support Services

- To support School/Parents/Social Workers/Early Help Services to improve school attendance
- To review and identify strategies to improve attendance
- To ensure LA statutory duties regarding school attendance are followed