



## Attendance Procedures (1 year review)

April 2026

The Paddock is a calm and nurturing alternative provision in Shropshire, offering personalised, research-informed support for young people who need a smaller, more flexible approach to learning. We specialise in helping academically capable students who currently find mainstream environments overwhelming, providing a peaceful space where they can re-engage, rebuild confidence, and thrive.

The Paddock provides intensive support for young people whose mainstream or specialist placements currently provide significant barriers to attendance, such as emotion-based school avoidance, disrupted routines or long periods out of education. Because of this, attendance is often a key part of the challenges they face when joining us.

We take a bespoke, highly individualised approach to attendance, shaped around each young person's needs and circumstances. Our aim is to steadily increase meaningful engagement in education, using a range of strategies tailored to the young person. While we work in line with government guidance—*Working Together to Improve School Attendance* (August 2024) and *The School Attendance (Pupil Registration) (England) Regulations* (August 2024)—we also recognise the complexity of our young people. For this reason, we record a pupil as present whenever they have engaged positively with us, even if their attendance is not yet full-time. This may be as part of our outreach support if they are not yet able to attend the setting.

Pupils referred to The Paddock are often on **part-time timetables** and are considered particularly vulnerable. We follow a clear daily attendance process for every pupil scheduled to attend, ensuring their safety and wellbeing. We also work closely with schools and local authorities to provide timely updates on attendance at all sessions.

### Routine for non-attendance

- For all young people who are collected from home, if they do not access the collection a call will be made in the first instance to parent / carer if a face to face conversation has not happened. This will be followed up by a phone call to the commissioning school where appropriate.
- For young people who are not collected, staff will wait for 15 minutes after the expected arrival time before phone calls are made to parents / carers and the commissioning school.
- Where the young person is saying they are unable to attend, our outreach support will look to make a home visit for safe and well / keep in touch where appropriate.
- Where the young person is running late, an agreed new arrival time will be observed. The process will be repeated if they do not arrive.

## Engagement in Activities

All activities for young people at the Paddock are designed to meet their specific learning needs and to help them overcome the barriers they face. If for any reason they are unable to engage with these activities, it will be recorded on their learning log and shared with parents/carers and the commissioning school on the same day.

Policy	Attendance
Date created	April 2026
Date reviewed	
Date of Next review	April 2027
Signed	
Luke Baker	L. Baker

