



Achievement, Behaviour Attendance & Absconding Policy.

September 2024



Introduction

As a learning community we must ensure that our policies and practices always serve the overarching ambition to help all pupils under our care to excel in their learning in accordance with their own ability and potential.

A school that is not able to positively influence the behaviour of its students will never be able to deliver any of its other objectives. Therefore, positive and consistent behaviour management procedures are fundamental for the delivery of an effective education.

Procedures

The procedures outlined below are based on the importance of a sense of individual responsibilities and respect for others. We have a simple list of 'classroom expectations' which have been produced in consultation with students.

The Company Expectations

All students:

1. Remain seated on the minibus.
2. Enter all buildings quietly.
3. Listen to and follow instructions.
4. Complete all work on time.
5. Be polite and helpful to staff and other pupils.
6. Give 100% effort in the practical activities.

These expectations are intended to protect three basis rights for all:

1. The right to learn.
2. The right to be safe.
3. The right to be respected.

Our aim must be to avoid either provoking confrontations or boxing pupils into corners which make further ill – discipline inevitable. This does not mean that staff should tolerate any misbehaviour; it simply means that such incidents should be dealt with calmly and in a structured way without interruption to the learning where possible.

Achievement and Rewards

It is important to remember that behavioural standards at World Alternative Education are very good and that the majority of students go through their school life avoiding any sanctions.

Students respond to positive acknowledgement and it is intended that the rewards system:

1. Is inclusive, credible and motivational
2. Recognises and rewards genuine progress and achievement
3. Promotes positive behaviours and good citizenship

Staff will be actively involved in the rewards process, both in monitoring and decision-making with the Director overseeing the whole process.

Attendance

Each term students with a 100% attendance receive a £15 amazon voucher.



Incident vs Consequence

The behaviour procedures should acknowledge that there are levels of unacceptable conduct/behaviour.

Level	Incident	Responsibility	Potential Consequence
1	<ul style="list-style-type: none"> • Being late for pickup • Not wearing seatbelt • Moving round the bus • Argument with peer • Little or no effort • Name calling • Use of bad language • Not handing mobile phone in 	All staff	Verbal warning. Recorded in diary. Host school informed. Recorded on CPOMS.
2	<ul style="list-style-type: none"> • Defiance • Selling • Use of bad language toward student • Graffiti • Damage to property • Smoking on site • Repeated failure to hand in mobile phone 	All staff	Phone call home. Recorded in diary. Host school informed. Recorded on CPOMS.
3	<ul style="list-style-type: none"> • Theft • Use of bad language towards staff • Assault/fighting • Illicit substances (carrying or using) • Continual failure to hand in mobile phone 	All staff	Details sent to the host school. Sent home for the day Removed from program.

Communication of Behaviour Incidents/Consequences with Parents

Parents/carers will be alerted at the end of each day of any significant behaviour incidents/consequences.

Procedure for uniform

Students will wear clothing that is fit for practical activities:

1. Trainers.
2. Tracksuit/jogging bottoms.
3. T-shirt, long sleeved top, jumper/hoody.

Students will need to bring a warm/waterproof coat with them on a daily basis

Any item that is deemed inappropriate i.e contains offensive wording or pictures may be confiscated by a member of staff and handed back to the student at the end of the day.

Searching Students



The Director and World Manager have the power to search students if there is reasonable suspicion of the possession of band, illegal or offensive items.

A second staff member must be present at all times.

Mobile devices can be searched by the Director and Manager if content is thought to be inappropriate.

'Reasonable suspicion' would be:

1. If an item has been seen by staff
2. If something, not necessarily identifiable has been seen by staff
3. A student is seen by staff behaving suspiciously
4. A report has been made by reliable student/students
5. Rumours in context are felt likely to be accurate

Procedures for search:

A search can be conducted only by the Director or World Manager. These staff have the power to search when:

(Education & Inspections Act 2006)

1. An offence is being committed
2. An injury may occur
3. There may be damage to property
4. It is prejudicial to the maintenance of good order and discipline

A search must be limited in extent to:

1. The removal of and search of outer clothing only i.e any clothing otherwise than wholly next to the skin or immediately over underwear
2. A students possessions
3. Bags

A search may be conducted on the school site or elsewhere when the student is under the lawful control of the school.

Safety must be paramount and if the degree of danger/threat posed by a search is unacceptable to a member of staff, then the police should be called.

Confiscation and Disposal

The Director and World Manager have the power to direct designated staff in their right to confiscate a student's possession if the item in possession is in breach of a school rule (E&I Act2006)

In addition:

1. Any item may be seized if it is in relation to an offence
2. Staff must hand over to the police any item as above
3. Alcohol/cigarettes/e cigarettes will be disposed of, as injurious to health
4. Other items may be retained or disposed of thus:
5. Items of little value may be disposed of immediately
6. Items of value, such as jewellery, mobile phones etc., will be stored safely until a responsible family adult can come to retrieve it, at a time convenient to school staff
7. Items of hazardous or unlawful nature may be given by the school to an external agency for disposal or further action necessary.

Headquarters: Moor House Adventure Centre; Rainton Gate, West Rainton, Houghton le Spring, Tyne & Wear. DH4 6QY.

Reasonable Force

The government have published guidelines on this so all teachers understand their roles. The legion provision on school discipline also provide members of staff with the power to use reasonable force to prevent pupils committing an offence, injuring themselves or other, or damaging property, and to maintain good order and discipline in the classroom.

Authorised school staff may also use force as is reasonable give the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

Further information regarding the use of reasonable force can be found on the DfE website.

A programme of Team Teach will be rolled out across the staff.

Restorative Approaches

Alongside the usual disciplinary work, World Alternative Education is committed to a 'Restorative Approach' to behaviour management. We aim to provide training to ALL staff in the 'Restorative Approach' which focuses on the harm caused rather than the rules broken. It shows equal concern and commitment to all those involved by allowing all the chance to have a say in what happens.

Restorative Approach recognises that the company, a community and its members have a responsibility to each other.

Standards for Teachers

We expect all staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self critical; forge positive professional relationships; and work with parents in the best interest of their students.

Attendance

The link between attainment, behaviour and attendance is very clear, and it is the responsibility of both the company and parents/carers to ensure that our young people attend everyday in order to maximise their learning opportunities. Schools and local authorities strive to promote good attendance and reduce absence and ensure every pupil has access to full time education. Parents have a legal responsibility to ensure children of compulsory school age who are registered at school attend regularly. All host schools will be contacted in regards to attendance by 10:05.

Attendance Procedures

If a child is ill or unable to attend school, parents/carers the company and the school on the first day of absence, by telephone or email or in person and give the reason for absence and indication when pupil can be expected back in school. If the school is informed then they will then inform the company of the student's absence.

If a child is absent and no contact has been received from the school the World Manager or the person completing the register for that day will contact the parent/carer and ascertain the reason for absence. This will be recorded on the register and relayed to the school via a the attendance report checklist.

Parents need to advise the school of any medical appointments which are unavoidable in school time.



COMPANY NUMBER I038594I

Unauthorised absence is where the school is not satisfied with the reasons given for the absence or no reasons have been given. Where attendance is causing concern, the host school, not the company, will change patterns of absence.



Unexplained absences will be followed up by the host school's attendance officer.

The school will make arrangements to reintegrate students who have been absent for extended periods. If a pattern of poor attendance develops the attendance officer will liaise with parents/carers in an effort to improve attendance.

Contact with parents/carers will be maintained by telephone, email, meetings in school and home visits.

Absonding Procedures

If a child is absent without authority from 'World' the World manager and Director should be informed immediately.

On 1-1 sessions the director should be informed immediately.

A discussion should take place and it should be agreed if a search is appropriate and if so who will be responsible for searching for the child. As a general principle if the young person is potentially at risk then a member of staff should be tasked to search for and follow the young person. The Manager will inform parents/carers, host school and Police. If the young person is not at risk The Manager will inform parents/carers, host school and Police. On 1-1 sessions and emergency respite a search is likely to be appropriate.

On return to school, the child should be seen by a member of staff to consider the reasons for their absence. Any reasons given should be noted in the Diary and on CPOMS or to the Host School

Regular absences without authority should lead to a formal meeting being called with the child's parents/carers and the young person's position at World will be at risk.

All incidents should be logged on CPOMS at the end of the day.

Policy Review

This policy will be reviewed annually or in light of any changes in legislation and/or guidance.

This policy document will be reviewed in September 2025.

Signed by:
Martin Coy (General Manager)

M Coy