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**THE HART
SCHOOL**
*Creative
Education
Trust*

07 November 2023

Dear Parent/Carer,

Internal Truancy Procedure

I apologise for this lengthy letter, but I want to share with you some important changes to our internal truancy procedure.

We appreciate that for the vast majority of students at The Hart School, they arrive to lessons promptly and work incredibly hard. Well done to them on their excellent work and commitment to their studies. However, we believe it is important to communicate directly with yourself where a student may choose to truant a lesson(s).

We therefore want to share with you our revised procedures for internal truancy, to ensure you are fully informed should your child make such a decision to deliberately skip tutor time or their lesson.

We know that students cannot succeed if they are not in lessons and, therefore, don't achieve their potential. We trust that we can rely on your support with this as we all want the best outcomes for our children.

What is Internal Truancy?

Internal truancy is where a student has chosen not to go to their timetabled lesson without an authorised reason from a member of staff. This then causes a safeguarding and health and safety concern as we are not able to quickly locate the student.

From Tuesday 7 November 2023

We will be sharing with students our revised internal truancy procedure. Assemblies have been delivered to students on our expectations and consequences for lesson truancy. This has been made very clear to all students in years 7 to 11. Any student out of lesson without a classroom pass and/or an appropriate reason will be dealt with under the internal truancy procedure. Truancy will incur a consequence and parents will be requested to attend a meeting to discuss the situation and agree a solution.

Students choosing to truant lessons will enter the behaviour system/escalate up the behaviour system. Repeat issues will be treated seriously and if the pattern of behaviour continues with no positive change, despite intervention and support, this could ultimately lead to a **permanent exclusion** being issued for persistent disruption.

Internal Truancy Procedure

Can we ask that you spend some time with your child to discuss the below procedure to remind them of our expectations around punctuality and truancy from timetabled lessons (persistent disruption).

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Authorised Reasons for Tutor/Lesson Absence

Some common **authorised reasons** for students being out of lesson would include:

- Student is using their Classroom/SEND Pass
- Student is using their Toilet Pass
- Student has been asked to run an errand by a member of staff
- Targeted intervention
- A medical emergency

Where students have an authorised reason to be out of a lesson, their teacher will provide them with a classroom pass and will inform the school's Attendance Team.

Unauthorised reasons for not attending tutor/lessons

These include:

- Leaving lesson without permission, including to find a member of staff
- Continuing to look for a classroom beyond 10 minutes without seeking support from a member of staff
- Choosing to not attend a specific lesson because they don't like it
- Attending Student Reception or the Success Unit to avoid a lesson
- Choosing to go to their student support officer (SSO) during lesson time

What happens if a student deliberately chooses not to go to lesson?

Suspected Truancy – logged by classroom teacher

If your child does not arrive to their lesson within 5 minutes of the start to the lesson, they will be recorded as 'Suspected Truancy' by their class teacher.

Attempt to locate

We will attempt to locate your child. If your child has chosen not to attend their timetabled lesson, we will inform parents via an Arbor notification. If we are still unable to identify your child after 30 minutes, we will attempt to call home and invite you into school to support locating your child. We will also issue a same day detention after school for 30 minutes.

If truancy occurs during an afternoon session, a detention may be arranged for the following evening. If your child fails to attend the detention, they will be issued with an internal suspension for a full day.

Suspension – persistent disruption

If your child chooses to deliberately truant their lesson again within a 5-day window, we will issue a suspension from school with immediate effect. This suspension will be issued due to the persistent disruptive behaviour and for causing a safeguarding concern due to an unknown location. Parents and carers will be expected to collect their child from school without delay should this occur.

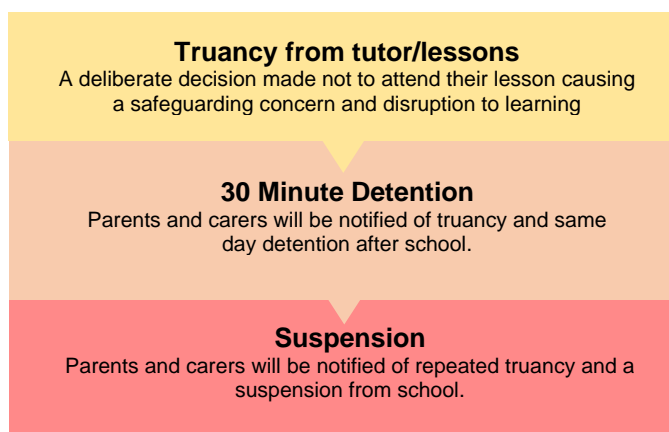
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Waves of Intervention

For students with ongoing truancy concerns, the school will offer multiple waves of intervention which may include mentoring, emotional literacy support or other intervention strategies designed to address the underlying causes of truancy.

We are dedicated to working with students and their families to address truancy concerns promptly and effectively. It is our belief that every student deserves the opportunity to receive a quality education, and by adhering to this truancy procedure, we aim to support their academic success and personal growth. We would be grateful that you support the school in ensuring that your child is ready and prepared to learn each day with the correct equipment and their school timetable before they leave for school.

Thank you in advance for your support.

Yours sincerely

Miss R.Sandham
Principal