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Attendance & Behaviour Policy

2025-26

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**Background:**

UNEEK LEARNING seeks to provide the opportunity of education to young people who would otherwise be denied this. In order to do this, it is recognised that we must be ﬂexible regarding certain behaviours which would not be tolerated in schools to facilitate a student’s learning. We recognise that there are aspects of behaviour which can be taught and that the use of praise and the opportunities in the curriculum have great effect on the motivation of students. In general, however, we do not accept any behaviour which is offensive or causes distress to others be it verbal, non-verbal or physical. As part of a student’s personal and social development, Uneek Learning encourages students to reﬂect on their own behaviour to facilitate their own behaviour management.

**Policy Aims:** Effective teaching and learning can only take place where students are motivated to learn and behave. Good behaviour is essential to creating a safe and calm atmosphere conducive to learning. Our aim is for an educational environment that is fair and based on mutual respect between staff and student.

This policy seeks to:

* promote good behaviour, self-discipline and mutual respect;
* enable the behaviour that creates a positive, safe and calm learning environment for all students, staff and visitors, where everyone feels wanted and secure;
* prevent bullying;
* ensure that students make at least the expected progress in their learning;
* regulate the conduct of students;
* ensure a consistent approach to behaviour management;
* 100% attendance for all students;
* make attendance and punctuality a priority for all those associated with the school including students, parents/carers and staff, leading to 100% attendance for all students.

Where this does not happen, this policy seeks to improve the overall attendance of individual students and Uneek Learning as a whole. The purpose of this policy is to state clearly what our expectations of students are and to give deﬁnition to the partnership which must exist between parents/carers and Uneek Learning to enable students to develop successfully.

An essential part of this partnership is good communication and mutual support and Uneek Learning will establish an effective system of communication with students, parents/carers, schools and appropriate agencies, to provide mutual information, advice and support.

All staff, parents/carers and students must be aware of our expectations and involved in discussions about consequences. This policy will be non-discriminatory in terms of scope and operation. It will not be applied differentially on the grounds of ethnic or national origin, culture, religion, gender, disability or sexuality.

**School Attendance:**

Uneek Learning expects:

* Students will make every effort to attend regularly.
* If absent for any reason, parents/carers will make all possible effort to inform Uneek Learning of the cause (contact office on 01455 234611)
* Students will arrive at the provision promptly at the start of the day
* Students will attend all lessons, unless pre-agreed.
* Uneek Learning keeps a daily attendance record, which is emailed to the student’s school or via CLM online register. Morning registers will be taken at 9:50am, and afternoon registers at 12.50pm. If a student arrives after the register has been taken, they will be marked as late.
* Uneek Learning will seek to speak to a student’s parent/carer to support reasons given for absence.
* Uneek Learning will inform a student’s school and/or parents/carers if a pattern of attendance is a concern.
* Uneek Learning will acknowledge excellent attendance and punctuality.
* Uneek Learning will work with students and their parents/carers/school/ to support and reintegrate students who have poor attendance.
* They will see the most beneﬁt if their attendance and punctuality is good.
* Consistently poor attendance and/or punctuality will have further consequences. It is noted that it is the responsibility of parents/carers (not students) to notify Uneek Learning of students’ absence and any reasons for this Uneek Learning will always endeavour to speak with a student’s parents/ carers when the student is absent. Only the school in which a child is on roll can authorise an absence, regardless of any note, phone call or warning given by a parent.

**Behaviour**

Uneek Learning expects:

* Students will be honest and respectful in their behaviour.
* Students will not discriminate against others’ in their words or actions.
* Students will try their best to be aware of other people’s feelings.
* **Students will remain onsite at all times (unless part of agreed offsite activity with staff). Leaving site at any time during the school day/ absconding is not permitted- this includes when getting out of/ into transport at the start/ end of the day**.

Students can expect:

* Uneek Learning staff will be positive in dealings with students and will consistently praise students for positive attitudes and behaviour, through verbal and written feedback and encouragement
* Where appropriate, Uneek Learning will challenge students’ behaviour in a calm and assertive manner.
* Uneek Learning will act to encourage and facilitate positive behaviour from students.
* Behaviour patterns will be reported to a student’s parents/carers, school, the LA and other appropriate parties
* **Staff will greet all students at the gate at the start / end of the day to ensure that the risk of young people being unsupervised is significantly reduced.**

**Health and Safety**

Uneek Learning expects:

* Students will conduct themselves in a manner which is considerate to their own and others’ safety.
* Students will observe standards of dress consistent with safety and/or hygiene. Students will observe all the safety rules of Uneek Learning and in particular the instructions staff give in an emergency.
* Students will not wilfully misuse, neglect or interfere with equipment provided for their safety.

Students can expect:

* Uneek Learning staff will ensure that Uneek Learning is a safe place for all students to learn.

**Behaviour during Lessons**

Uneek Learning expects:

* Students will arrive promptly to each lesson and be ready to work.
* Students will be prepared for their lesson.
* Students will work diligently during their lesson, to the best of their ability, and following the instructions of their teacher.
* Students will not prevent other students learning or teachers teaching through their own behaviour.

Students can expect:

* Uneek Learning will send half termly reports of learning and behaviour to the student’s school, LA and/ or parents/carers.
* Uneek Learning will follow up on with disruptive behaviour.
* Uneek Learning will ensure that students’ work is marked regularly and that written and verbal feedback on work will be provided.
* Uneek Learning will praise students for their excellent learning, effort and progress.

**Behaviour during Social Times**

Uneek Learning expects:

* Students will behave with courtesy and respect whilst travelling to and from Uneek Learning and during break and lunch times.
* Students will not leave Uneek Learning premises during the Uneek Learning day unless accompanied by and under the supervision of a member of Uneek Learning staff.
* Students will show respect and an appropriate welcome to visitors at Uneek Learning, its neighbours and the local community.
* Students will always act with due regard for their own safety and the safety of others.
* Wherever possible, students will make use of these times to use the bathroom and consume refreshments.

Students can expect:

* Uneek Learning will send regular reports of their behaviour to the student’s school, inclusion partnership and/or parents/ carers.
* Uneek Learning will deal with disruptive behaviour.
* Uneek Learning will investigate and review all incidents of behaviour which fall short of Uneek Learning s expectations.
* Uneek Learning will praise students for positive behaviour and progress.
* Where a student struggles to display good behaviour through break and lunchtime, Uneek Learning reserves the right, in agreement with their school/the local authority, to reduce a student’s timetable to minimise such times.

**Student Appearance**

Uneek Learning expects:

* Students will come appropriately dressed in comfortable clothing.

Students can expect:

* Uneek Learning does not have a uniform, and students can wear their own clothes.
* Uneek Learning staff will ensure that no student is bullied or made fun of because of their clothing.

**Abusive Language**

Uneek Learning expects**:**

* Students will try their hardest to avoid foul or abusive language and swearing.

Students can expect:

* Patterns of consistently foul or abusive language will be reported to Uneek Learning’s SLT.
* Uneek Learning will not tolerate abusive or threatening language directed at other students or staff.

**Violence and Bullying** – **Zero Tolerance**

Uneek Learning expects:

* There will be no use of physical violence between any members of the Uneek Learning community
* There will be no acts of vandalism or damage to Uneek Learning property, or that of the venues in which it operates.
* No discriminatory language will be used.
* No member of the Uneek Learning community will be made unhappy by the unkind actions of others.
* Students and staff should be able to travel to and from Uneek Learning in safety.
* Students and staff can move about Uneek Learning in safety.

Students can expect:

* Threatening language will be treated as seriously as physical violence.
* The Police will be informed if Uneek Learning suspects any student to be in possession of or dealing illegal substances.
* Parents/carers and/or schools will be informed via Uneek Learning’s SLT if they are the victim or perpetrator of violence or bullying.
* Uneek Learning will investigate any incident and notify students, parents/carers and schools of the outcome.
* Remuneration will be sought from students where Uneek Learning faces repair/replacement costs for any damage to property.
* Uneek Learning staff will be trained to identify and deal effectively with incidents of bullying.
* Uneek Learning’s SLT will be informed of bullying incidents and will ensure appropriate action is taken.
* Uneek Learning will treat students’ and parents/carers’ concerns seriously.

**Use of Harmful and Behaviour/Mood-Altering Substances**

Uneek Learning expects:

• Students will not be under the inﬂuence of drugs, alcohol

* Students to take responsibility for taking any medicinal drugs that they require. The medicine can be kept in staff office for safety in locked cabinet/ fridge and distributed by an agreed designated First Aid trained staff member.
* No illegal drugs are permitted to be brought on to, or used, shared or supplied on Uneek Learning premises.
* No cigarettes, vapes, e-cigarettes to be used on Uneek Learning premises.

Students can expect:

* Parents/carers, schools will be informed via Uneek Learning’s SLT if Uneek Learning believes a student to be smoking or under the inﬂuence of alcohol or drugs on site/ premises
* All students hand in any vaping device/ tobacco on arrival at Uneek Learning ( refusal to do so will lead to the
* Uneek Learning will work with COMPASS/NHS cessation and other agencies to support students who battle with addictions to smoking, or who use other drugs/alcohol.
* The Police will be informed if Uneek Learning suspects any student to be in possession of or dealing illegal substances.

**Restraint of a Student at** **Uneek Learning**

Uneek Learning expects:

* Only on **rare occasions** may it be necessary for a member of Uneek Learning personnel to physically restrain a student.
* The use of physical intervention will, wherever possible, **be avoided**. It is an expectation that staff only physically intervene with a student(s) if there is no obvious alternative.
* Staff attend whole school Team Teach training every 2 years (last training date July 2023) and all staff have annual access to positive handling refresher training to support awareness in de-escalation techniques through the LA.

Uneek Learning personnel will only employ this to:

* prevent personal injury to the child, other children or an adult;
* prevent serious damage to property and
* only in exceptional circumstances (within reason);
* not as an act of punishment.
* The action of restraint will be proportionate to the behaviour of the individual to be controlled.

Students can expect:

* Uneek Learning personnel will intervene to prevent physical injury or criminal damage, and only if no obvious alternative is available to prevent this occurring.
* All incidents of physical intervention will be reported to the Uneek Learning SLT
* The Uneek Learning SLT will review all incidents of physical intervention via My Concern.
* The Uneek Learning SLT will inform parents/carers and/or schools/the local authority of all incidents of physical intervention as a priority.
* Uneek Learning will undertake risk assessments of any students that they feel could potentially require physical intervention, and parents/carers and/or schools/the local authority will be made fully-aware of these.

**Rewards for Achievement, Effort, and Good Behaviour**

At Uneek Learning we seek to create a culture of constant praise and encouragement. Uneek Learning aims to take pride in celebrating the successes of its students and in communicating these successes to students themselves, as well as their parents, school and the local authority.

Key elements of Uneek Learning reward system include:

* frequent reminders to staff of the importance of celebrating success, and of verbal and written praise and encouragement;
* certiﬁcates presented to students for all kinds of achievement;
* positive behaviours, special effort or achievements will be noted in half termly reports to students’ schools/the local authority;
* verbal and written communication to parents/carers of ‘good news’.
* ‘Rewards Board’ is visible within the centre and explained to students on induction.

We recognise that external factors can often be the trigger or cause of a change in student behaviour. At Uneek Learning, well-being support and guidance for students is available every day via our experienced staff team and our dedicated Pastoral Team – Jeni & Carl. Tom is our Mental Health First Aid champion and is able to provide support and signpost towards the most appropriate support for students and their families.

**Consequences of Unsatisfactory Behaviour**

Staff and volunteers at Uneek Learning are responsible for ensuring that students are aware of the expected standards of behaviour. Wherever possible, staff must also ensure consistent responses to behaviour. All incidents will be recorded and actions and consequences for behaviour should also be recorded on ‘My Concern’.

**Behaviour Sanction Warning System**

Unsatisfactory behaviour will result in the following sanctions:

1. **First Warning**: the student will be given a formal warning by their teacher/ or learning mentor. Student’s parents/carers and their school/the local authority will be informed (phone call home to parent / carers and email/ call to school / LA to advise)
2. **Second Warning**: the student will be given a second warning by the Senior Leadership Team and their parents/carers/school/the local authority will be informed.

3. **Fixed Term Exclusion:** the student may be excluded for a ﬁxed period, authorised by a student’s school/the local authority. Student’s parents/carers, and their school/the local authority will be informed. It is noted that in severe incidences behaviour may escalate through sanctions quickly and it may not always be possible to communicate with a student’s parent/school/the local authority at each stage.

All behaviour incidents will be documented via staff ‘My Concern’ report logs and will be shared with relevant parties.

Decisions on an exclusion must be made by the school on which a student is on roll. It is noted that no two incidents are the same and therefore staff will work with the SLT to ensure appropriate responses to both positive and negative behaviour.

Following a fixed term exclusion, the SLT will ensure that students are appropriately re-integrated back to Uneek Learning- (a re-integration meeting may be suggested for this) to give an opportunity for the student to review the incident and look at ways/ set targets to move forwards.

Uneek Learning will record student’s behaviour and contribution on a regular basis as well as through half termly reports.

Continuous patterns of negative behaviour will be discussed with a students’ school/parents/carers. Where it is agreed that students are no longer making the most of the opportunity, despite interventions being put in place, their continued placement may be reviewed.

This policy will be reviewed annually. To be reviewed by 1st Sept 2026