



Information for participants

Attendance Centre Requirement

What is an Attendance Centre?

The court has sentenced you to an Attendance Centre Requirement of between 12 and 36 hours as part of your Community Order or Suspended Sentenced Order. You may have other requirements as part of your sentence or you may have the Attendance Centre Requirement on its own.

How will it help you?

 This Requirement means you have to go to an attendance centre and take part in activities. You will be told where your nearest attendance centre is. They are mostly in places such as community centres and schools, or in our probation offices.

 Sessions last for three hours and take place once a fortnight, on a Saturday. You will be told in advance if your session is a morning or afternoon.

 You will have to attend a minimum of 4 sessions, or up to a maximum of 12 sessions, depending on the sentence you have been given.

 The content of the sessions will vary. Some of these may be physical activity or indoor training, others will be information sessions or group sessions, looking at things like thinking skills and how to avoid getting into trouble in the future.

Who will explain what you have to do?

 A person called the Officer in Charge (OiC) will supervise your Attendance Centre sessions. The OiC has experience of working with service users and will explain all the details and what is expected of you.

 There will also be other, experienced supervisors at each session.

 If you have been sentenced to an Attendance Centre Requirement on its own, then the OiC will explain everything to you. This will still be the case if you have other requirements as part of your community sentence but you will also have guidance and instructions from your Supervising Officer.

The OiC or your Supervising Officer will:

- Explain your sentence to you
- Talk to you about the plan for your sentence
- Tell you about the Attendance Centre
- Make clear what the rules of the centre are
- Make clear when you have to go there
- Make clear what activities you will do at the Attendance Centre
- Make clear what will happen if you do not turn up
- Make arrangements for you to be taken back to court if you don't co-operate or comply with your community sentence
- Review your progress and work with you to help you complete your sentence successfully.



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You should:

- Listen carefully to what the OiC and/or your Supervising Officer says and do what they ask you to do
- Stick to the Attendance Centre rules
- Turn up for appointments on time
- Make sure you're in a fit state to take part
- Show respect to the OiC, your Supervising Officer (if you have one) and other people you meet during your sentence
- Tell the OiC straight away if you are unable to attend and why
- Tell the OiC if you are having any other problems completing your sentence
- Stay out of trouble
- Not behave in an aggressive, racist or unacceptable way

About the rules:

 If you break the rules without good reason you will receive a warning or be taken back to court. You are only allowed one warning in any 12-month period.

If you are taken back to court the court could:

- Make you do more Requirements
- Make you do different Requirements
- Make this Requirement or other Requirements you are already doing harder or... send you to prison.

Need help with travel or travel costs?

-  If you are on other Requirements too, speak to your Supervising Officer.
-  If you only have an Attendance Centre Requirement and can prove you are in need of financial assistance to get to and from the Attendance Centre, speak to the OiC, who will explain what can be offered.

If you miss a session:

-  You must call us as soon as possible afterwards.
-  If there is a good reason for not attending, you must give the evidence to the OiC or your Supervising Officer (if you have one) within 4 working days of the missed appointment. This might be a doctor's note or letter from your employer. We will decide if your absence is acceptable or not.

Diversity

-  Thames Valley Community Rehabilitation Company recognises that everyone is different and that, sometimes, difference can be seen as an obstacle to learning.

We will do all we can to help you make best use of this activity. If you have any concerns or questions about it, or if you have any learning or specific difficulties, such as childcare or travel issues, please discuss this with us as soon as possible.

For more information about Thames Valley Community Rehabilitation Company and the work we do, visit our website **at:**
www.thamesvalleycrc.co.uk