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Attendance Policy

Policy Review

The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **19th February 2015**

Last review date: **22nd July 2018**

Date of next review: **22nd July 2019**

Signed

A handwritten signature in black ink, appearing to be "C. Dembicki", written over a white background.

Craig Dembicki
Managing Director
Education 1st

Introduction

For our children to gain the greatest benefit from their education it is vital that they attend regularly, on time, every day unless the reason for the absence is unavoidable. It is very important therefore that we help and support our children and young people to attend regularly and this policy sets out how we will achieve this.

Why regular attendance is so important?

Any absence affects the pattern of a young person's education and regular absence will seriously affect their learning and development.

Safeguarding

Children and young people may be at risk of harm if they do not attend education regularly. Safeguarding the interests of each young person is everyone's responsibility and within the context of this education provision, promoting the welfare and life opportunities every child encompasses:-

- Attendance
- Behaviour Management
- Health and Safety
- Anti- bullying
- Failing to attend this provision on a regular basis will be considered as a safeguarding matter.

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, young people, commissioning schools and all Education 1st staff. The importance of regular attendance will be discussed with students, parents/carers on admission.

To help us all to focus on this we will

- Give the main commissioning body, parents and young people details on attendance
- Celebrate, reward and display good attendance
- Promote good or improving attendance through incentives and rewards
- Challenge parents/carers and young people who give low priority to attendance and/or punctuality
- Use early identification and intervention to address patterns of absence
- Ensure accurate and robust recording procedures for attendance and punctuality
- Transport young people to and from home (collected by the mentor) to maximise the chances of excellent attendance
- Offer an environment in which young people feel valued and welcomed but where absence/lateness is followed up and action taken
- Work jointly with commissioning and external bodies to improve low attendance
- Broken weeks and patterns of non-attendance will monitored and targets will be set to improve student attendance

Absence Procedures

For parents/carers

If your child is absent you must:

- Telephone/text us as soon as possible on the first day of absence using 07341564377
- If no reason is provided, this will result in unauthorised absence on the young person's record.

If a child or young person is absent the duty manager will:

- Attempt to contact young person and parent/carer
- Contact the commissioning body and report on the day of absence. We will ask them to inform parent/carers and start the child missing from education procedure if necessary.(Risk assess missing child and follow appropriate procedures)
- At an appropriate time discuss with the young person the reason for their absence if unauthorised or persistent. Set goals and strategies to enable better attendance
- Where appropriate discuss absence if unauthorised or persistent with parents/ carers. Offer advice and support on enabling better attendance

This attendance policy will be implemented thoroughly with all young people and the education provider or referrer and holder of the Education 1st contract. Education 1st staff will always assess the situation and inform the appropriate person with all the details of the young person absent from their provision.

If required for young people attending the provision, the Commissioning Body will commence more formal legal proceedings in partnership with the welfare service. These include:

- School Attendance Meeting in partnership with parents/carers where action plans for improvement are agreed and reviewed
- Attendance Panels – the first stage in the legal process
- Prosecution in the Magistrates Court under section S444 Education Act 1996
- Fixed Penalty Notices may be issued to parents/carers of students with 11 or more unauthorized absences including unauthorized holidays. Fixed Penalty Notices are issued to **each** parent.

Holidays and Requests for Absence

For any student, parents/carers must contact the commissioning body for request for absence/holiday.

Monitoring

Attendance data will be monitored and evaluated by the Attendance Lead.