

# ATTENDANCE POLICY



<b>Approved by GUIDE92 Governance:</b>	December 2023
<b>Policy Review date:</b>	December 2025
<b>Staff responsible:</b>	Centre Manager
<b>Governor Link:</b>	Education

## 1. Purpose

1.1 The purpose of this policy is to ensure that all those affected understand the importance of Education and their roles and responsibilities. Regular attendance at GUIDE92 is essential to ensure uninterrupted progress and to enable students to extend their potential. The attendance pattern for all students is monitored weekly, with the centre seeking to work actively with parents and carers to ensure regular attendance.

## 2. Scope

2.1 The aim of this policy is to encourage students to attend GUIDE92: subsequently they will be able to take advantage of the educational opportunities available. Parents/carers have the primary responsibility for ensuring that children of compulsory school age (i.e. 5 to 16 year olds) receive a suitable education either by regular attendance at school or otherwise. GUIDE92 aim to support and encourage parents/carers to meet these responsibilities.

## 3. Overview

3.1 We do all we can to encourage regular attendance and put in place appropriate procedures to support this. This is explained to students and parents at their Induction Meeting.

We know that poor attendance can seriously affect each students:

- Attainment
- Relationships with others and their ability to form lasting friendships
- Confidence to attempt new work and work alongside others.

## 4. Parental Responsibility

4.1 Parents/carers have a legal obligation to ensure children attend regularly and on time.

## 5. Authorised and Unauthorised Absences

5.1 Absence will be classified by GUIDE92, not parents/carers. An absence is classed as authorised when a child is away from the centre for a legitimate reason and the centre has received notification from a parent or carer. For example, if a child has been unwell and the correct medical evidence is received the centre will make the absence authorised. Other occasions where GUIDE92 will mark authorised absence include, attending the wedding of a family member, family bereavement or a religious observance (these examples are illustrative and not meant to be exhaustive).

5.2 Unauthorised absences are those, which the centre does not consider reasonable and for which no authorisation has been given. Examples include:

- Parents/carers keeping children off unnecessarily e.g. to go shopping, to care for a sibling, a student's/parent's/sibling's/relative's birthday
- Truancy/refusal
- Absences that have never been properly explained
- Illness without medical evidence
- Holidays in term-term (*in exceptional circumstances school may agree term time holiday*).

## 6. Absence Without Reason

6.1 When a student is absent, the attendance administrator will record the absence on the AP Tracker. As part of our safeguarding procedures, the school will endeavour to contact the parents/carers and other emergency contacts if information has not been received regarding the reason for the absence. This will happen every day of non-attendance where no call has been received informing us of absence and reasons why.

## 7. Illness and Medical Appointments

7.1 When a student is unwell, parents/carers should contact the GUIDE92 **before 9.15am** on the first day of absence. **A call must be made for each subsequent day of absence.** Parents/carers must provide a reason for absence. When a student is absent due to illness or a medical appointment, **evidence is required.** This can be an appointment card, letter, prescription, prescribed medication packs or boxes with child's name printed on them.

7.2 When GUIDE92 are concerned about the amount of time a student has missed due to illness, we may share information with external agencies (this is not a definitive list but could include the school nurse, family solutions, social care). In some cases external agencies may make an unannounced visit to check the health of your child. Parents/carers should ensure that every effort is made to make or arrange medical appointment outside hours of provision.

## 8. Holidays

8.2 Student absence during term time can seriously disrupt student's continuity of learning. Parents should avoid booking a family holiday in term time. Parents do not have an automatic right to withdraw students from GUIDE92 for a holiday and in law, have to apply for permission in advance. Holidays will only be authorised in **exceptional** circumstances.

## 9. Arrival Times

9.1 All students **MUST** arrive to GUIDE92 on time, this is the time of arrival at school agreed with the Centre Director at the student induction meeting. If students arrive 5-30 minutes after their start time they will be marked with as late. In circumstances such as bad weather or transport difficulties, GUIDE92 may keep the register open for a longer period. Where late start times have been agreed there will be an on-going dialogue between the centre and parents to work towards attending at the usual times.

## 10. Registration

10.1 GUIDE92 operates a breakfast club from 0915 and encourages all students to attend as a healthy breakfast supports the days learning. Morning registration takes place at the end of breakfast club at 0930 and afternoon registration is conducted after lunch at 1315.

## 11. School Responsibilities

11.1 All members of staff at GUIDE92 will take responsibility for identifying trends in attendance and punctuality. The following is a more specific list of responsibilities which individuals might have.

The Centre Director and Centre Manager are responsible for:

- Monitoring individual student attendance.
- Contacting parents where concerns are raised about absences Overall monitoring of the Centre's attendance
- Liaising with other professionals/ agencies to determine reasons for absence.

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly.
- Contacting the GUIDE92 office on the first morning of absence.
- Informing GUIDE92 of any medical appointments affecting attendance.

## 12. Reach Mandatory Procedure

### 12.1 Key Principles

GUIDE92 follows up unexplained absence on the first morning. This is a positive pro-active

measure, which demonstrates vigilance, care and concern for our students and determination to build an effective partnership with parents/carers. Unauthorised absence is an indicator of disaffection and early intervention can prevent problems from becoming worse.

The Home/School Agreement is important in promoting regular attendance. The Agreement makes it clear that regular attendance is required and that parents/carers are responsible for notifying the centre if their child cannot attend.

## **12.2 Implementation**

### **Students**

Students will be encouraged, where appropriate, to:

- Establish regular attendance.
- Inform teachers if there is a problem that may lead to absences.
- Sign and uphold the Home/School Agreement.

### **Parents/Carers**

Parents/Carers will:

- Encourage attendance.
- Inform the teacher on the first day of non-attendance.
- Liaise closely with the centre regarding concerns about attendance or punctuality.
- Discuss planned absences with the centre in advance.
- Sign and uphold the Home/School Agreement.

### **Staff**

Staff will:

- Encourage attendance.
- Ensure that students are registered accurately and efficiently.
- Ensure that student attendance and lateness is monitored.
- Liaise closely with parent/carer regarding concerns about attendance or punctuality.
- Contact parent/carer on the first day of absence.
- Report attendance concerns to the Centre Director.

### **Centre Director**

Centre Director will:

- Establish procedures for accurate and efficient registration of students.
- Ensure that attendance statistics are reported to the base school.
- Liaise closely with parent/carer regarding concerns about attendance or punctuality.
- Request the involvement of the base school, Education welfare officer and other agencies as necessary regarding serious concerns about a student's attendance.