



Alpha Training / Hawthorn Farm  
Attendance Policy

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Attendance Officer Allocated: Donna Reynolds (Office Manager)

### **Introduction**

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Alpha Training recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all students registered at this provision and this policy is made available to all parents/carers of pupils who are registered at Alpha Training on our website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the staff at Alpha Training work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Students who are persistently late or absent soon fall behind with their learning. Students who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A student whose attendance drops to 90% each year will, have missed two whole terms of learning.

### **Aims and Objectives**

This attendance policy ensures that all staff are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

Improve students' achievement by ensuring high levels of attendance and punctuality.

Achieve a minimum of 95% attendance for all students, apart from those with chronic health issues.

Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the provision.

Raise awareness of parents, carers and students of the importance of uninterrupted attendance and punctuality at every stage of a student's education.

Work in partnership with pupils, parents, staff and the Education Welfare Service so that all students realise their potential, unhindered by unnecessary absence.



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Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.

Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties. Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

**We maintain and promote good attendance and punctuality through:**

Raising awareness of attendance and punctuality issues among all staff, parents and pupils.

Ensuring that parents have an understanding of the responsibility placed on them for making sure their students attends regularly and punctually.

Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the student's age and development.

Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.

Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.

Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.

Developing and implementing procedures to follow up non-attendance at school.

**Definitions Authorised absence**

An absence is classified as authorised when a student has been away from the provision for a legitimate reason and they have received notification from a parent or carer. For example, if a student has been unwell and the parent/carers telephones the provision to explain the absence.

Only the provision can make an absence authorised. Parents/carers do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

**Unauthorised absence**

An absence is classified as unauthorised when a student is away from the provision without the permission of the provision.

Therefore the absence is unauthorised if a student is away from the provision without good reason, even with the support of a parent.

**Procedures**

Alpha Training will undertake to follow the following procedures to support good attendance:

To maintain appropriate registration processes.

To maintain appropriate attendance data.



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To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.

To have consistent and systematic daily records which give detail of any absence and lateness.

To follow up absences and persistent lateness if parents/carers have not communicated with the school.

To inform parents/carers what constitutes authorised and unauthorised absence.

To strongly discourage unnecessary absence through holidays taken during term time.

To work with parents to improve individual pupils attendance and punctuality

To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.

All staff should be aware that they must raise any attendance or punctuality concerns to the Headship Team with responsibility for monitoring attendance.

### **Responsibilities**

All members of Alpha Training staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

#### **Tutor**

Tutors are responsible for:

Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by students and their parents/carers

- Informing the Headship Team where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at consultation evenings where necessary

#### **Office Manager**

The Office Manager is responsible for:

- Overall monitoring of school attendance



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- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

**Administration staff**

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Centre Manager
- Sending out standard letters regarding attendance

**Parents**

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.
- Students who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.



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- Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

### **Absences**

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Centre Manager has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then we send a letter requesting these details to parents/carers to complete. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence.

### **Illness**

When students have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

### **Parental Request for Absence from School for Holiday**

With effect from September 2013 the government abolished the right of head teachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, head teachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. Parents will need to contact their registered school in the event of them wishing to take holiday leave during term time.

### **Addressing Attendance Concerns**

Alpha Training expects attendance of at least 95%. It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Centre Manager and staff to support good attendance and to identify and address attendance concerns promptly. Initially concerns about attendance are raised with parents via letters which are sent home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance.

### **Monitoring Attendance**

Our office staff, has the responsibility for ensuring that all of the attendance data is accurately recorded on Alpha Training's attendance software. Regular meetings are held with the Centre Manager to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.



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**Registration Procedure**

- Registration must take place at 10:00 am and recorded
- All emails to schools should be sent before 10:30 am each morning
- Any students arriving after the time of 10:00 am will be recorded as late
- Parents should be contacted immediately in the event of students not arriving by the time of 10:30am
- An authorised absence is recognised by a parent, carer or school contacting Alpha by telephone or email before 10:00am
- In the event of students having more than three consecutive, unauthorised absences, a meeting with school and parents will be arranged and may result in students being asked to leave the course