



Learner Attendance Policy

Aims & Objectives

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

Through this policy we aim to:

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

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

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

Work in partnership with pupils, schools and inclusion partnerships to support pupils as they realise their potential, unhindered by unnecessary absence.

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 in promoting good attendance.

Procedure

Students attend sessions agreed with Inclusion Partnerships, schools and families

For those who attend sessions, we inform the school/ partnership if their student is present or absent **within the first 30 minutes**, they can update the data on their attendance register and follow up on any absences in accordance with legislation:

'(1) The following particulars must be recorded in the attendance register at the commencement of each morning session and once during each afternoon session —

(a) in the case of every pupil whose name is entered in and not deleted from the admission register whether the pupil is — (i) present; (ii) absent; (iii) attending an approved educational activity within paragraph' Pupil Registration Regulations 2006.

'(2B)Where— (a)a person is in full-time education, (b)he receives his education partly at a school and, by virtue of arrangements made by the school, partly at another institution [F8or any other establishment],' 1996 Education Act.

If s student is continually absent we will ring and discuss with the service users

www.gov.uk/government/publications/children-missing-education

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

Roles :

Helen Tilley emails all attendance if absent Jennie Ordish is responsible

Helen Tilley June 2018

Reviewed & Amended 2020

Reviewed and amended June 2022

Reviewed and Amended July 2023

