educ8

Attendance Policy

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School:	*All*
Issue:	*4.1*
Owner:	*Executive Headteacher*
Approved by:	*The Executive Board*
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1.   Contents

2.   Issue and Revision History

Issue	Description	Author	Effective Date
1.0	Initial Release	Jevon Payne	02/09/09
1.1	Annual Review	Jevon Payne	02/10/10
1.2	Annual Review	Jevon Payne	06/10/11
1.3	Annual Review	Jevon Payne	08/10/12
2.0	Annual Review Rewrite with amalgamation of Collection and Non-collection of Young People. Also with the addition of an attendance section. Revised document structure removing 'Reference Documents', added 'Summary' section, added 'Document Release', added 'Next Review Date', updated 'Scope', updated 'Definitions and Acronyms'	T. Warner / J. Payne	26/08/13
2.1	Annual Review	Debbie Payne	29/09/16
2.2	Annual Review	Debbie Payne	29/09/17
3.1	Annual Review Title change from 'Arrival Departure & Missing Person' Forms update Addition of Appendices	Debbie Payne	13/09/19
3.2	Update to 7.1.2.1 & Appendix A re Unauthorised Absence and the inclusion of T0052SA Non Attendance Letter	Debbie Payne	01/11/19
4.0	Annual Review Reduction of late time to 15 mins Removal of learners being able to leave site at lunch independently	Scott Thornton	09/11/21
4.1	Annual Review 8.1.1 Updated registration times KCSIE 22 referenced	Scott Thornton	01/09/2022

3.   Summary

Educ8 believes that good attendance is an important part of every learners development and education, as well as, safeguarding them within our school.

Staff and visitors must sign in upon arrival using a 'Staff & Visitors' book available at each site.

All learners are encouraged to arrive at 9am for breakfast club which runs between 9 - 9:15am.

All learners are required to be in attendance for 'Form Time' which starts at 9:15am. Anyone arriving after 9:20am will be marked as 'Late'.

All learners must be registered as they arrive using CLM with all entries finalised by 9:45am (external schools with agreed access to CLM can view attendance from 9:45am).

Appropriate marks should be recorded to signify:

- ○ Present
- ○ Unexplained Absence (see 8.1.2.1)
- ○ Authorised Absence (see 8.1.2.2)
- ○ Late (see 8.1.2.3)

It is the responsibility of the Learners parent/guardian and/or host school to notify the Head of School of non-attendance prior to the start of the session.

Where prior notification has not been gained the Learner will be recorded as ABSENT and treated as a Child Missing from Education (see Appendix A). For a learner to be marked as 'Late' they must have arrived 15 minutes, or more, after the start time of the session. Whilst a school does not have an appropriately trained person to access the CLM system it will be necessary to manually send them registers (see **WI0026QT Sending Attendance to Schools using CLM**)

Learners cannot depart from the session until the finish time and only with the express permission of the Head of School. If a Learner has been registered into the session and then at some later point, leaves the session without having properly departed the session with the consent of the Head of School they will be classed as a 'Missing Learner'. The Head of School must be notified and then instigate a thorough search of the school site in order to rule out the Learner being on-site but out of sight. If the Learner remains unfound then the Head of School must make contact with the Learners parents/guardians and emergency contacts immediately. The group DSL must also be notified at this stage. If, after one hour, confirmation from the Learners parents/guardians, has not been received, with regards the Learners location, the Head of School must

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in collaboration with parents/guardians, notify the police.

An **F0034SA Incident Report Form (Alt Ed)** must be completed (treating it as 'Major'; if the Learner is found then the report will be downgraded to 'Minor').

4. Document Release

This document has been reviewed in accordance with the Educ8 Quality System and the requirements of this policy/procedure. Staff have been made aware of its issue, including any updates/amendments to its contents and where necessary appropriate training has been provided to those staff.

Where policies are available for download online, the previous version is removed and this new version replaces it.

The release of this document is indicated by the effective date.

5. Purpose

To provide all staff with a structured and safe procedure for managing the arrival and departure of Learners (or those deemed Children Missing from Education), and providing clear procedures for actions to take when an Learner does not arrive despite being scheduled to arrive, departs without following the correct procedures, or is deemed Children Missing from Education (see Appendix A).

The policy is intended to encompass the following school regulation:

- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

- The Education Act 2002

- KCSIE Sept 2022

- Children Missing in Education - Guidance for Local Authorities - Sept 2016

- Parental responsibility measures for school attendance and behaviour - Jan 2015

6. Scope

This policy/procedure applies to all Educ8 schools and applies to all employees, new recruits, apprentices, work experience students, volunteers, learners and visitors.

This policy does not cover customer specified procedures or policies where specific service level agreements provide alternative arrangements.

7. Definitions and Acronyms

Incident	Any accident, cause of injury (ie. head injury or fracture), child protection/safeguarding allegation/event, or any other event that was failed to be controlled using risk reduction controls.
Learners	All students, participants and users of Educ8 learning programmes. Generally these are under 18 years of age.
CLM	Collaborative Learning Manager. A secure, online, attendance and progress monitoring system.
DSL	Designated Safeguarding Lead
LADO	Local Authority Designated Officer
LSCP	Local Safeguarding Children Partnership
Head of School	Educ8 Staff member with management and leadership responsibility for an Educ8 Alternative Education School

8. Procedure

8.1 Attendance Policy

Educ8 believes that good attendance is an important part of every learners development and education, as well as, safeguarding them within our provision. Regular daily attendance at school is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally, school participation maximises life opportunities for children and young people by providing them with education and support networks.

We promote regular attendance supporting children to develop important skills, knowledge and values that set them up for further learning and participation in their community, we believe this helps them to make the

most of life opportunities and maximise their educational achievement.

- Further information concerning 'Children Missing from Education' and the impact this can have on a child's development can be found in Appendix A.

- Specific policy information relating to Secondary Education is provided in Appendix B

8.1.1   Arrival & Registration

- Staff and visitors must sign in upon arrival using a 'Staff & Visitors' book available at each site.

- All learners are encouraged to arrive at 9am for breakfast club which runs between 9 - 9:15am.

- All learners are required to be in attendance for 'Form Time' which starts at 9:15am. Anyone arriving after 9:20am will be marked as 'Late'.

- All learners must be registered as they arrive using CLM with all entries finalised by 9:45am (external schools with agreed access to CLM can view attendance from 9:45am).

- Appropriate marks should be recorded to signify:

    - Present
    - Unexplained Absence (see 8.1.2.1)
    - Authorised Absence (see 8.1.2.2)
    - Late (see 8.1.2.3)

Attendance must be recorded on CLM at the beginning of the AM session and PM session.

CLM is designed for school users to access the system remotely and be able to view attendance and progress data. In order for this to happen the school has to nominate a responsible person and this person has to be provided with a login and some training from CLM. This person may be an attendance officer or someone with responsibility for the welfare of the learners referred to us.

Whilst a school does not have an appropriately trained person to access the system it will be necessary to manually send them registers (see **WI0026QT Sending Attendance to Schools using CLM**)

8.1.2   Non-attendance

It is the responsibility of the Learners parent/guardian and/or host school to notify the Head of School of non-attendance prior to the start of the session.

8.1.2.1 Unexplained Absence

Where prior notification has <u>not</u> been gained the Learner will be recorded as ABSENT and treated as a Child Missing from Education (see Appendix A)

In these circumstances it is the Head of Schools responsibility to follow up by contacting parents/guardians, and/or the host school. Contact attempts and outcomes must be recorded in the attendance notes and if relevant an **F0034SA Incident Report Form (Alt Ed)**.

It is not acceptable to use information supplied by another learner as a valid reason for their peers non-attendance.

If a learner is missing for 3 consecutive sessions (unauthorised absence) we will write to the parent/guardian (using **T0052SA Non Attendance Letter**) and copy the referral contact from the learners host school in.

Where applicable the disciplinary process should be followed. See **2-3 Behaviour Management**

8.1.2.2 Authorised Absence

The Head of School MUST obtain written evidence from a parent/guardian, a doctor's note, other written evidence (such as exam letter or court appointment documentation), that clearly shows the date of authorised absence. Verbal notification from the learners parents/guardians will suffice but MUST be recorded in the attendance notes with the name of the person providing the notification recorded.

If the Head of School questions the authenticity of a document it should be followed up and it's authenticity confirmed.

The attendance record must be updated with reference to the reason.

8.1.2.3   Late

For a learner to be marked as 'Late' they must have arrived 5 minutes, or more, after the start time of the session.

Persistent lateness should result in the disciplinary process being started (see **2-3 Behaviour Management**)

8.1.3 Departure & Collection

Learners cannot depart from the session until the finish time and only with the express permission of the Head of School.

Learners will not be allowed to leave until a parent/guardian has collected them, or they are collected by their nominated transportation, or they have signed permission (obtained via **F0036QT Referral Form (Alt Ed)**) allowing them to leave on their own.

Under NO CIRCUMSTANCES are Head of Schools permitted to alter day finish times unless with express permission of the Executive Headteacher.

8.1.3.1 Non-collection

If a Learner, identified as being collected, is subsequently not collected 15 minutes following the end of the session, these actions must be taken:

- The Head of School must make contact with the Learners parents/guardians and emergency contacts immediately in an attempt to resolve the problem

- If after 60 minutes and the Head of School has failed to make contact with the Learners parents/guardians the Head of School will contact the group DSL.

- The group DSL will contact the LSCP and keep in liaison with the Head of School.

- The Head of School must supervise the Learner at all times

8.2   Missing Learner

- If a Learner has been registered into the session and then at some later point, leaves the session without having properly departed the session with the consent of the Head of School they will be classed as a 'Missing Learner'.

- The Head of School must be notified and then instigate a thorough search of the school site in order to rule out the Learner being on-site but out of sight.

- If the Learner remains unfound then the Head of School must make contact with the Learners parents/guardians and emergency contacts immediately. The group DSL must also be notified at this stage.

- If, after one hour, confirmation from the Learners parents/guardians, has not been received, with regards the Learners location, the Head of School must in collaboration with parents/guardians, notify the police.

- An **F0034SA Incident Report Form (Alt Ed)** must be completed (treating it as 'Major'; if the Learner is found then the report will be downgraded to 'Minor').

- If, after 24 hours, confirmation from the Learners parents/guardians, has not been received of the Learners location the DSL will then make contact with LADO

9.   Metrics

The following metrics are applicable to this procedure:

Attendance %
Lateness %
Authorised Absence %
Unexplained Absence %
No. of Missing Learners

This is monitored both half termly and annually.

10.   Quality Records

The following Quality Records shall be generated and managed:

Required Record	Custodian
Completed Incident Report Form (Alt Ed)	HOS
Completed Referral Form (Alt Ed)	HOS
Completed Non Attendance Letters	HOS

11.   Form(s)/Template(s)

The following forms/templates are applicable to this document:

Form/Template Number	Title
F0034SA	Incident Report Form (Alt Ed)
F0036QT	Referral Form (Alt Ed)
T0052SA	Non Attendance Letter

Appendix A - Children Missing from Education

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future.

Where reasonably possible, we will hold more than one emergency contact number for each learner. We monitor learners' attendance through the daily register.

We will inform the referring school and parents immediately of any learner who fails to attend and attend regularly, without permission. We monitor attendance closely and address poor or irregular attendance by working with parents and carers and all stakeholders.

If a learner is missing for 3 consecutive sessions (unauthorised absence) we will write to the parent/guardian (using **T0052SA Non Attendance Letter**) and copy the referral contact from the learner's school in.

In extreme cases a learners' poor attendance will be referred to the local authority via the school. If a learner is missing from school and the child is subject to a child protection plan and/or is a looked after child, Educ8 will notify the key worker as soon as possible and certainly within the first 24 hours of the unauthorised absence if no home contact can be made.

Appendix B - Attendance Policy for Alternative Education

At Educ8, we see education as a partnership between the family, referrer and our provision. We are committed to providing the highest quality of education and care for every Learner enrolled on our programmes; we look to parents/guardians and referrers to support this objective. All Learners are required to be on site 15 minutes prior to the start of their day ready for registration. You will have been informed of the start time.

Learners are not allowed to leave the site during the provision day, unless accompanied by a member of staff, for a trip or visit, or a sporting fixture, the dates of which will have been notified to parents in advance.

Requests for absence must be made to your child's school following the school's own procedure. In an emergency, parents are asked to telephone the Head of School for the site which their child attends prior to their start time preferably before 8.30am.

If your child is ill please telephone the Head of School before 8.30am on the first day of absence. Our staff will report the absence to the learners' school. Our staff will make contact every day the learner is due at the provision to check on your child's recovery. We will record the reason for the absence on the attendance register. We will always telephone home on the first day of any unexplained absence in order to make sure that your child is safe.

Contact details for each of our sites can be found on the Educ8 website: www.educ8group.com