

# REACH Attendance Policy

Date of Policy: March 2017

Review of Policy: March 2018

At REACH we aim to support all of our children and young people to ensure they access a broad and balanced curriculum that provides them with the best possible learning opportunities and experiences. Excellent levels of attendance are critical to secure the ongoing learning experience of all of our children and young people. In order to improve levels of attendance on entry and maintain excellent levels of attendance we are committed to:

Providing a welcoming, safe and caring environment in which each young person is valued;

Celebrating and rewarding good levels of attendance;

Building and maintaining effective partnerships between the Centre, parents/carers and external partners and agencies within the wider community.

## **The REACH Expectation of young people**

- young people will attend school regularly
- young people will arrive on time, appropriately dressed and prepared for the day

## **The REACH Expectation of parents/carers**

- parents/carers will encourage their children to attend school
- Parents/carers will contact the office between 8.30 & 9.30 whenever their child is unable to attend or send a note explaining the absence.
- parents/carers will ensure their child is appropriately dressed, taking account of the school dress code
- parents/carers will ensure their child arrives in school well prepared for the school day

## **Pupils and parents can expect the following from REACH**

- regular, efficient and accurate recording of attendance and time keeping
- contact from the centre when a young person fails to attend
- early contact with parents/carers when a young person fails to attend without good reason and there is a pattern of absences or an excessive number of absences or lateness
- immediate action on any problem notified to us, in confidence if necessary

- reward systems to encourage good attendance and celebrate good attendance

### **Rewarding and celebrating good attendance**

- registers will be completed accurately each day
- daily monitoring by Headteacher or Deputy Service Manager and contact home to raise concerns where appropriate
- regular monitoring by the Headteacher and the deputy service manager on attendance and punctuality
- certificates to young people with half termly, termly and yearly 90, 95 and 100% attendance
- half termly voucher rewards for 100% attendance
- discussion with Headteacher or Deputy Service Manager & Education Welfare Officer (EWO) where there are attendance concerns
- attendance meeting in collaboration with EWO where appropriate
- regular reviews and meetings with parents

### **Lateness**

We lay a great deal of importance on the need to be punctual and to arrive in school on time. Not only does it make for a good start to the day but it shows consideration for every one else in the Centre and avoids repetition of instructions and teaching. When children are late they will be marked late in the register. Procedures to be followed in the case of persistent lateness may involve the Education Welfare Officer.

### **Medical appointments**

Where a young person misses more than half the morning or afternoon because of medical appointments this will be recorded as "authorised absence" in the register.

### **Responding to non-attendance and the procedure for lateness**

- If no note or telephone call is received from parents, the centre will contact the parent/carer via the contact details we have. If there is no response a letter will be sent from the centre or a telephone enquiry made.
- In continued non-attendance or lateness the Education Welfare officer will be alerted by the centre manager and home visits will be carried out.

## **Parental requests for holidays during term-time**

Holidays during term time will no longer be granted. Leave of absence can only be granted by the Head Teacher in **exceptional circumstances**.

The application must be made a week in advance and the Head Teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted the Head Teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Head Teachers discretion.

Where holidays are taken which do not fall into the "exceptional circumstances" category, these will be recorded on a child's attendance record as "unauthorised absence" and referred to the Education Welfare Officer in line with current referral processes.

If any periods of absence are taken which are unauthorised, they will be recorded as such in the school's attendance register. If your child has any other periods of unauthorised absence you may be issued with a penalty notice of £60 per child per parent or guardian. If this remains unpaid after 28 days it increases to £120. Further non-payment results in automatic prosecution in the Magistrates Court.

When a pupil is withdrawn during term time there is disruption to the learning process that can result in the pupil falling behind his/her group. On return centre staff will, if possible, try to make up work that has been missed on your child's return to school. If you wish your child to continue with some school type activity whilst on leave of absence please contact the school in advance. Centre staff are happy to provide holiday work should this be requested. On return to school the young person will be encouraged to work hard to compensate for the gap in their education. This may require the completion of additional work following teaching input.

### **Responsibility**

In order for this policy to be successful every member of the REACH team, that is staff, young people, parents/carers and partners must make attendance a high priority. We must share our enthusiasm for education; communicate its importance to young people and all members of the REACH team.