

# ATTENDANCE POLICY



<b>POLICY WRITTEN BY:</b>	<b>PRINCIPAL &amp; PROPRIETORS</b>
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**To Create:  
Self-worth, Opportunities & Compassion**

## **ATTENDANCE POLICY**

One of the key tasks of A.R.T.S is to maximize attendance rates, a goal of regular attendance is actively pursued. Attendance is a key indicator of improved outcomes for students and is a sign that A.R.T.S is engaging students. It is understood that A.R.T.S and parents work in partnership to encourage the regular attendance of students and that whilst parents are primarily responsible for ensuring that their children attend school, A.R.T.S is responsible for supporting good attendance. Parents are regularly reminded that any unjustified absence is not acceptable.

Parents are required to support A.R.T.S Behaviour Support Plan and sign the parental home school agreement contract in support of their children attending school.

### **A.R.T.S SUPPORTS ATTENDANCE THROUGH:**

1. Close liaison with parents, we will contact parent/carers by text or phone call if their child does not turn up for school by 10:30am. If we get no response A.R.T.S will formally log the absence as non-authorised. We will forward all non-authorised absences to the local LEA/DWO department.
2. Where a child is on a fixed term placement with A.R.T.S we will also contact the child's commissioning school via phone call.
3. Clear policies on absence and clear expectations of students attendance targets are discussed at pre-admission interview.
4. Close monitoring of students' attendance at registration am and pm is recorded on the schools secure system and is reported to referring schools and local authorities.
6. Rewards (attendance certificates, weekly reward and recognition for 100% attendance and letters/texts home).

### **AN INDIVIDUAL APPROACH**

Where it is found that a student is regularly not attending or consistently arriving late:

- Meetings with parents/carers, student, staff and commissioning school staff encourage a team approach and help isolate any factors that may contribute to poor attendance.
- Realistic and specific targets are set, that are reviewed with all involved.

### **COMMUNICATION**

- The student and Parent(s)/Carer(s) are informed of attendance policy and expectations at the initial interview.

- If attendance is foreseen to be an issue, individual targets will be negotiated.
- Attendance expectations are highlighted in the student and parent/carer contracts.
- Information for attendance/ punctuality will be available for parents/carers and schools to obtain upon request.

### **GOOD PRACTICE INDICATORS THAT RELATE TO GOOD ATTENDANCE**

- Teachers are seen to be interested in young people and to enjoy their company;
- Classrooms are orderly
- The curriculum is matched to the students needs and abilities
- Lessons are well prepared and offer a range of teaching styles
- Students have regular, good feedback on their work (in accordance with our marking policy)
- There are a range of both formal and informal rewards
- Sanctions are fair, proportionate and fully explained to students to aid understanding
- Staff members are alert to slips in individual attendance
- Staff members are alert to critical points of transition.

## **ATTENDANCE PROCEDURES**

### **1. MONITORING**

- A register is taken for each lesson in school and monitored at am and pm.
- Lateness and poor attendance is monitored daily.
- Performance indicators are set relevant to each student's attendance history and a whole school contract.
- A.R.T.S will take into consideration the needs of each pupil on a bespoke contract. Therefore, a pupils timetable may be developed/agreed to meet their needs, personal circumstances, talents, mental and physical abilities in order to support their fullest potential.
- Attendance is analyzed weekly, termly and annually.
- The attendance policy is highlighted with students, parents/carers at the initial interview.
- Recognition and rewards may be given to those who attend and whose attendance is improving.
- Personal attendance registers may be used to heighten individual student awareness of patterns of attendance.

### **2. ABSENCES**

#### **FORESEEN ABSENCE**

Parents must inform A.R.T.S of any future, expected absence, and gain assurance from A.R.T.S that the reason given for absence is authorised.

## **UNFORESEEN ABSENCE**

Where possible, parents should inform A.R.T.S of the child's reason for absence on the first day of absence and, where possible, the date of intention to return should be given.

Where the parents fail to contact A.R.T.S about their child's absence we will contact; the child's commissioning school/ LEA, DWO department by telephone where applicable and parents/carers either by text, telephone or where possible, look to facilitate a home visit in order to secure an explanation of absence.

## **3. REASONS FOR ABSENCE**

### **ILLNESS**

Genuine illness constitutes an authorised absence. It should always be supported by a text, telephone call from parents/carers. Long term absences should be investigated and confirmation of illness sought through a medical certificate. If a student is absent for a prolonged period or A.R.T.S notices a pattern of absence emerging, parents/carers will be contacted to discuss any problems and to help support the student to attend school. Where applicable the child's commissioning school will be contacted.

### **SPECIAL OCCASIONS / HOLIDAYS**

A.R.T.S will exercise its discretion as to whether or not to authorise absence in these circumstances and will have to consult the commissioning school or LA to get permission from them to authorise absence.

### **FAMILY BEREAVEMENT**

A.R.T.S will respond sensitively to a request for leave of absence. Where, however, the student is absent for more than the agreed period contact will be made.

### **APPOINTMENTS- MEDICAL & DENTAL**

We would request that parents/carers try to make these appointments outside of school time. We understand that this is not always possible / within parent/carers control. Where appointments fall in school time students are expected to return promptly to school and resume studies on completion of the appointment. If a student fails to return from a morning appointment and misses afternoon registration without adequate explanation, the afternoon absence should be treated as unauthorised.

## **4. LATENESS**

A.R.T.S has adapted the start of the school day to reflect that some of our students may have responsibilities that have in the past hindered prompt arrival to school (i.e ASD, ODD,heightened anxiety, young carer, young parent). We look to the support of parents/carers to help support the school in actively discouraging lateness. Attention is paid to emerging patterns of late arrival, is monitored and may provide grounds for prosecution.

## **5. PERMISSION TO LEAVE DURING THE DAY**

- No child may leave A.R.T.S during school hours unless authorised by a parent/carer and a good reason is given
- All students must bring a note or medical appointment card which must be shown to our Senior Leadership Team
- Absence during lessons is monitored and is referred to Senior Leadership Staff to deal with
- No students are allowed off-site without supervision at break or lunch time.

### **IF A CHILD IS ILL**

The Senior Leadership staff should be notified immediately and they will ensure parents/carers and relevant agencies are informed and will make arrangements for students to be picked up or to make their own way home from school.