

Progression4Work

Attendance Policy

July 2021

This attendance policy will be reviewed annually by the Directors and Senior Leadership team

Date of last review: March 2024

Date of next review: March 2025

Introduction:

Progression 4Work aims to provide students with an environment which enables and encourages all to reach out for excellence. For our students to gain the greatest benefit from their education it is vital they attend regularly and arrive on time. Irregular attendance is a contributory factor in social exclusion and underachievement.

Every student has the right to access the education to which he/she is entitled.

Our Aims:

- To ensure that every student is safeguarded and their right to education is protected.
- To maintain parents/carers awareness of their responsibility to ensure regular attendance as required by law.
- To raise levels of achievement to ensure every student reaches their full educational potential, through a high level of attendance and punctuality.
- To give clear information on expected levels of attendance and punctuality to students, parents/cares, staff and stakeholders
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To support students and their parents in meeting their attendance obligations and responsibilities through rewards and incentives.
- To ensure all staff understand their roles in the monitoring and recording of attendance and punctuality.
- To work in partnership with external agencies to help support parents and students in resolving any issues that may be impacting on their Progression 4Work attendance.
- To maximise opportunities both in Progression 4Work and in later life. The vast majority of students want to attend education provision to learn, to socialise with their peers and to prepare themselves to take place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

To achieve our aims with regards to attendance, everyone needs to be involved.

Our Expectations:

We expect the following from our students –

- That they attend regularly.
- That they will arrive on time.
- That they will inform a member of staff if there is a problem or reason that may be preventing them from attending Progression 4Work.

We expect the following from parents/carers –

- That they abide by their legal duty to ensure the student attends regularly and arrives on time.
- That they contact Progression the first morning of all absences with a reason and state when they think their student will return.
- To arrange medical and dental appointments out of Progression 4Work hours wherever possible and pass the appropriate medical evidence to the office.
- To contact Progression whenever a problem occurs that may affect a student's performance or attendance.
- To not take pupils on holiday in term time.

What parents/carers and students can expect from Progression 4Work in relation to attendance –

- First day contact if we have not had a call from a parent/carers. Safeguarding our students is key.
- Regular, accurate recording of attendance.
- Early contact from Progression 4Work should a student's attendance level fall.
- Student rewards for improved and regular attendance.

Absence from Progression4Work:

Absence falls into two categories, **AUTHORISED** and **UNAUTHORISED**.

All absences are unauthorised unless medical evidence is provided, or a professional agency can verify the absence. All evidence **must** be passed to the office for verification.

We realise that there are rare occasions where there might be an emergency that causes your student to be absent. Please contact Progression 4Work immediately and we shall try to deal with the situation sympathetically.

Authorised Absence Includes:

- **Religious Observance** – Nottinghamshire is a vibrant and diverse county that promotes and respects the faiths and values of its communities. In Nottinghamshire one day for each religious festival (no more than three days in any one academic year) should be counted as

AUTHORISED absence. The Student Regulations 2006 state that absence for religious observance should be treated as authorised absence '**on a day exclusively set apart for religious observance by the religious body to which the parent belongs**'. Additional days off for shopping or for extended celebrations should be treated as UNAUTHORISED absence.

- **Medical or Dental Appointments (With Evidence)** – All appointment, wherever possible, should be avoided during Progression 4Work hours and booked after the Progression 4Work day or in the Progression 4Work holidays. If an appointment falls within Progression 4Work hours children are expected to attend Progression 4Work before and after their appointment thus reducing any time away from Progression 4Work. Progression 4Work will only authorise the session in which the appointment falls (AM or PM).
- **Bereavement**

Unauthorised Absence Includes:

- **Truancy**
- **Absences with no explanation from parents**
- **Oversleeping**
- **Shopping trips**
- **Day trips and holidays in term time which have not been agreed**
- **Birthdays**
- **Caring for other family members**

Please be aware that it is the Progression 4Work's final decision on whether to authorise ANY absence.

Absence Procedures

If your student is absent, we will:

- Telephone or text you within 30 minutes of the start of the day on the first day of absence if we have not heard from you.
- Visit you at home if we have any immediate concerns. **If unable to contact you, due to the vulnerable nature of our students, on the first day of absence we will raise a concern with the Local Authority.**

Persistent Absentees (What is a PA Pupil)

- A pupil becomes a 'persistent absentee' when they miss 10% or more time across the Progression 4Work year for whatever reason. Absence at this level may result in considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately via phone call, letter or visit. PA pupils are tracked and monitored carefully.

- Any pupil that triggers 10 unauthorised absences during a 10-week period or accumulates 10% unauthorised absence during the relevant half term will be referred to the commissioning school to deal with further
- Any further absences from this point will be dealt with and actioned on an individual basis.

Attendance Actions - Parent Meetings

Parents may be invited into Progression 4Work to discuss the attendance and/or lateness of their student if:

- Overall attendance is below 90%
- A pupil is continually late
- There is no improvement in either lateness and/or attendance
- A student is at risk of becoming a persistent absentee (PA)

Visits by Staff

The Progression4Work staff may visit parents/carers at home if:

- There is an immediate concern for the welfare of that child
- No reasons/contact has been provided to Progression 4Work for a child's persistent absence
- To hold a meeting if parents/carers are not able to come into Progression 4Work
- To check a pupil is at home during a fixed term exclusion
- To offer support in improving levels of attendance

Persistent Absence Actions may include:

- Inviting you into Progression 4Work for a meeting with staff.
- Referring pupils to the commissioning school who may refer to Education Welfare Service once unauthorised absence amounts to 10%.

Safeguarding Concerns:

Any safeguarding issues pertaining to a student being taken out of Progression 4Work in circumstances that because concern will be addressed directly via the Local Authority Social Care Duty Team and/or CME Team and / or commissioning school.

Safe & Well checks are completed on any student who has not attended Progression 4Work for 5 school days and to whom no contact has been made with parent/carers despite efforts by Progression 4Work and commissioning school. This information is recorded and shared with any appropriate agency working with that young person.

Children Missing Education:

When a student is marked absent on the register, Progression 4Work will always contact the parent/carer to establish why the student is absent. If the student is absent from Progression 4Work

for one week without previous consent and parents/carers cannot be contacted; a home visit will be undertaken by the staff to trace the child. If the student remains absent after ten days and cannot be traced, after reasonable attempts i.e. daily phone calls, attempts to talk to other contacts and another home visit at a different time of day a referral will be made to the Children Missing Education Team for further investigation.

Holidays:

Progression 4Work supports the view that every lesson count and discourages parents/carers from taking holidays in term time.

Please be aware that a **Leave of Absence** forms are available at the commissioning school's office and must be completed and submitted back to the school who will inform Progression 4Work at least two weeks before any planned absence from Progression 4Work. Headteachers will only grant a leave of absence during term time if there are **exceptional circumstances**. The cheaper cost of holidays in term time is not an acceptable reason for an application.

Please be aware that a Penalty Notice will be considered if no reason is provided to explain the absence, the reason provided does not comply with Government guidelines or the request for leave is not considered as exceptional circumstance. All Penalty Notice requests will be considered in relation to the level of unauthorised absence over an academic year.

Punctuality:

Poor punctuality is not acceptable. If your student misses the start of the day, they can miss work and disrupt lessons. Lateness can also be embarrassing for your student and can encourage absence.

All students are expected to arrive at Progression 4Work on time. The Progression 4Work day starts at 9.30am. Registers close ten minutes after the original registration. Any pupil arriving within the ten minutes will be marked as an **L** which signifies late. Any pupil arriving after this time will be recorded as a **U** which signifies, they have arrived after the register has closed and will be recorded as an unauthorised absence.

Persistent Lateness to Progression4Work:

Pupils who are persistently late for Progression4Work will be monitored and parents and commissioning schools will be contacted. Should punctuality not improve a referral could be made to the Education Welfare Service requesting a Penalty Notice under the Anti-Social Behaviour Act 2003. All Penalty Notice requests will be considered in relation the level of unauthorised absence over a Progression4Work year.

Integrating Pupils Who Have Been Absent for An Extended Period of Time Prior To Admission:

For any student hat has been absent from Progression 4Work prior to admission, an initial meeting will be held with the parent/carer and designated staff members to discuss and agree a programme that will benefit the child.

Programmes may need to be tailored to meet individual needs and may involve phased, part-time re-entry with support in lessons as appropriate.

Designated staff should be responsible for deciding on the programme for return and for the management of that individual programme.

Helping to create a pattern of regular attendance is everybody's responsibility:

Learning: - Any absence affects the pattern of a child's Progression 4Working and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at Progression 4Work is your legal responsibility and permitting absence from Progression 4Work without a good reason creates an offence in law and may result in prosecution.

Safeguarding: - Your student may be at risk of harm if they do not attend Progression 4Work regularly. Failing to attend Progression 4Work on a regular basis will be considered as a safeguarding issue.

The Law:

Under section 7 of the Education Act 1996, the 'parent' is responsible for making sure that their student of compulsory school age receives efficient, full-time education that is suitable for the child's age, ability and any Special Education Needs the student may have.

Compulsory school age is defined as from the age of five a student should attend school from the start of the term commencing on or after their fifth birthday until the last Friday in June that the student turns 16.

Section 444(1) if a student of compulsory age who is a registered pupil at a school fails to attend regularly at the school or alternative provision provided the parent is guilty of an offence and maybe liable on summary conviction to a fine not exceeding level 3 on the standard scale: A MAXIMUM FINE OF £1000.

Section 444(1A) If in the circumstances mentioned in subsection (1) the parent knows that their student is failing to attend regularly at the school or identified provision and fails without reasonable justification to cause him/her to do so, they are guilty of an offence and maybe liable on summary conviction to a fine not exceeding level 4 on the standard scale: A MAXIMUM FINE OF £2500 or IMPRISONMENT FOR A TERM NOT EXCEEDING THREE MONTHS or both.

Whilst students may be off Progression 4Work because they are ill, sometimes they can be reluctant to attend Progression 4Work. Any problems with regular attendance are best sorted out between Progression 4Work, the parents and the child. If your student is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse from attending. This gives the impression that Progression 4Work attendance is not important and usually makes the situation worse.

Telephone numbers

There are times when we need to contact parents about lots of things, including absence, so we always need to have your current contact numbers. Help us to help you and your student by making sure we always have an up to date contact number.

Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility and we ensure that it has a high profile throughout our organisation. We aim to achieve high levels of attendance and punctuality through rewarding excellent attendance and punctuality. Examples of rewards include -

- 100% attenders being placed on notice boards.
- Pupil rewards every half term
- Half termly certificates
- Targeted children are offered individual attendance rewards to help encourage improvement with their attendance over an identified period.
- Parents are also rewarded for their support in maintaining and improving good Progression 4Work attendance.

Progression 4Work Attendance is an item that is monitored and discussed regularly with SLT and Directors. Patterns and trends are analysed. Attendance data is submitted to the Directors at regular board meetings.

For the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to students the importance and value of education.

Roles and Responsibilities

Directors

- To understand the attendance policy and procedures within Progression 4Work.
- To address any attendance concerns/appeals presented by parents to the governing body with regards to attendance.

Head Teacher

- To ensure legal requirements are being met with regards to attendance.
- To be responsible for the operational management of the Attendance Policy.
- To remind staff at the beginning of the academic year about the contents of this policy and correct procedure for completing registers.
- To discuss attendance with parents/carers/children who are admitted to Progression 4Work part way through a term.
- To work with the Attendance Officer in commissioning schools to oversee the efficient operation of the attendance system and the collation and analysis of attendance data, thus identifying trends, which can then enable the Progression 4Work to target their efforts.
- To discuss and support any attendance cases with EWS if referred by the commissioning school

Staff

- Record attendance
- Record all 'First Day Contact'.
- Monitor individual attendance and action according to absence.
- Liaise with agencies to improve individual student's attendance.
- Liaise with Head Teacher and DSP regarding any concerns over the welfare of a child.
- Meet regularly with staff to discuss individual/whole Progression 4Work attendance.
- Maintain the promotion of good attendance via notice boards within Progression 4Work.
- Run attendance initiatives within the Progression 4Work Hub and reward students for good/improved attendance.
- Complete home visits if required.

Responsibilities of Parents/Carers

Ultimately it is the responsibility, by law, of a student's parent/carers to ensure that their children attend the Progression4Work at which they are registered, regularly, on time and in a fit condition to learn. Parents are also responsible for ensuring that their children stay in Progression 4Work once they have registered.

Parents can do a great deal to support the regular and punctual attendance of their children by –

- Taking an active interest in their child's school life and work
- Attending parents' evening/meetings and other Progression 4Work events
- Ensuring their student goes to bed at an appropriate time
- Ensuring their student arrives at Progression 4Work on time each day
- Ensuring that their student only misses school for reasons that are unavoidable or justified
- Always notifying Progression 4Work as soon as possible – preferably on the first morning of any absence
- Respond as quickly as possible to any text messages from Progression 4Work
- Talking to Progression4Work if they are concerned that their student may be reluctant to attend Progression 4Work

Correspondence

Any correspondence should always be posted in sealed envelopes marked 'Confidential', with the recipient's name written clearly on it. If there is any data protection breach, disciplinary action will be applied.



Johanne Varley
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