



Pollyteach

engaged to learn

Attendance Policy

Guiding Principles

Young people are entitled to formal education from the age of 5 years. It is important that they receive this entitlement to benefit their present and future lives, and for the economic and social well-being of society. Pupils who leave year 11 as of summer 2014 must continue in education or training until at least their 18th birthday.

Many students referred to Pollyteach are more vulnerable and have greater needs than the majority of their mainstream counterparts. This means that they may have more genuine absences from education for medical reasons or experience greater social need than others. It is our responsibility as educators to do all we can to encourage and support regular and frequent attendance.

Parents and carers are responsible for ensuring their children attend education. We at Pollyteach are committed to ensuring that families understand how important this is. We recognise that parents/carers have a vital role to play and that there is a need to establish strong links and communication systems that can be utilised whenever there are concerns about attendance and in order to maintain good attendance.

If there are problems which affect a student's attendance we will investigate, identify and strive, in partnership with parents/carers, students, professionals and social workers, to resolve those problems as quickly and efficiently as possible.

Responsibility of Parents/Carers

Parents are responsible for:

- Ensuring their child attends their allocated sessions at Pollyteach regularly.
- Arranging all non-emergency medical appointments out of normal education hours or during holidays.
- Providing medical evidence for any frequent absence attributed to illness.
- Keeping professionals updated if your child has any extended period of absence.
- Making sure professionals always have your current contact numbers for regular communication and in instances of emergency contact.

Reporting absences



- All absences must be reported each day, by ringing or texting 07392550558, no later than 9am.
- Registration closes at 10am, arrival after this time will be recorded as late.
- If you know your child is going to be absent, please let us know in advance. Unexplained absences will be unauthorised by the provision.
- Absences of 5 or more days must be supported by medical evidence.
- Absence of 5 or more days without supporting medical evidence will not be authorised.
- Holidays during term time will not ordinarily be authorised; special circumstances and SEN needs will be considered on a case-by-case basis by the Headteacher.
- Any form of unauthorised absence may be subject to a Penalty Notice from the Local Authority.

Responsibilities of Pollyteach

- Students will have an agreed timetable for attendance.
 - We will follow up on unexplained absences by contacting parents/carers and the professionals involved from the first session of absence.
 - Parents/carers and professionals will be kept regularly informed of all concerns regarding punctuality and attendance and Pollyteach will include a student's attendance rate on end of term reports.
- Attendance statistics are monitored by Pollyteach and the professionals involved.
- Targets are set annually for overall Pollyteach attendance figures. The current target is 85% for our on-roll students.
- For students who attend Pollyteach part-time as an alternative provision, attendance is monitored and reported to the referrer. This is done daily to let them know if the student is present or absent. We also notify schools/referrers if the students' attendance is below the Alternative Provision target of 65%. We do this via email to the referrer, as the main responsibility for attendance falls with their referrer.
- Parents and carers, students and staff will be regularly reminded of what constitutes authorised and unauthorised absence.

Responsibilities

Pollyteach and professionals involved, monitor attendance of the students. This includes:

- Reporting absence rates and unauthorised absence to the Local Authorities.
- Corresponding with parents/carers where levels of absence are unacceptable or concerning and require support.
- Authorising absence during term time where an application has been made in advance and where they are satisfied that there are exceptional or special circumstances to justify the request. This is at Headteacher's discretion.
- Obtaining written evidence of absence from parents/carers where required, for example appointment cards, medical certificate or a letter from the GP.
- Support for students and families where persistent lateness and/or non-attendance is a concern.

Punctuality

- All lateness is recorded daily. The number of minutes late and the reason for lateness, if known, will also be recorded. This information will be reported to the referring school/agency weekly. Refusal to attend sessions within school time is monitored by staff and recorded. Where there is regularity, support is explored within subject teams.

- **Missing From Education**

Pollyteach works closely with commissioning Local Authorities to meet their duty to identify any child of compulsory school age who isn't receiving education. This includes:

- Tackling poor or inconsistent attendance.
- Referring cases of persistent absence to the placing Local Authority.
- Investigating unexplained absences as part of our wider safeguarding responsibilities.
- Keeping admission registers accurate, current, and properly maintained.
- Holding more than one emergency contact number for each student, wherever possible.
- Updating registers promptly whenever changes to the school roll occur.
- Informing the Local Authority within 5 days when a student joins or leaves the school outside the usual transition points (e.g. mid-year starters or early leavers) and sharing all relevant admission information.
- Ensuring all staff receive safeguarding training that includes recognising those most at risk of becoming missing from education, in line with Keeping Children Safe in Education.
- Making reasonable enquiries and, where necessary, raising safeguarding referrals in accordance with Local Authority procedures for students who:
 - Have not returned to school within 10 days of an authorised absence, or
 - Have been absent without authorisation for 20 consecutive school days.

Further guidance: see the DfE statutory guidance Children Missing Education.

Stages of concerning attendance: Actions for on-roll students.

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Stage 0	No actions: Attendance is monitored by the Attendance Officer.
Stage 1	If a student has 5 or more unauthorised occasions, this will initiate stage 1. The allocated Keyworker at Pollyteach would complete a wellbeing call to the student/family. The call is to notify the parent/carer that the student's attendance has declined. The Keyworker would explore barriers with the parent/carer and support would be offered.
Stage 2	This would occur after Stage 1 and when the student acquired another unauthorised absence. Stage 2 is a session with the student and a chosen adult. During this session, barrier to attendance would be explored and the student voice would be collected to ascertain appropriate support.
Stage 3	Stage 3 occurs after a monitoring period of 3 weeks. The parent/carer will be invited to attend a meeting with the Attendance Officer and any other relevant staff member. Meeting 1 is to review the student voice and any additional information from the parent/carer. During this meeting the paperwork for Meeting 2 will be discussed and the date agreed within a two-week period. After the meeting, a summary will be sent to the parent/carer, which will confirm the arrangements.
Stage 4	Meeting 2 is to complete the parent/carer paperwork and complete an action plan. A member of the SEND Team would attend to explore support strategies. After the meeting, a copy of the action plan will be shared with all attendees.
Stage 5	If the action plan comes to an end (All actions have been completed as agreed) and no improvement is made, Pollyteach would complete an Early Help Assessment Form for additional support. Once complete, the Local Authority would assume lead on the student's attendance support and strategise with the parent/carer and the school.

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