Attendance Policy

Regroup Education

Approved by:	Directors	**Date:** 14th November 2023
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ATTENDANCE POLICY

AIMS AND PURPOSE

Regular attendance is essential if pupils are to achieve their full potential. Regroup Education believes that regular attendance is the key to enabling pupils to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Regroup values all pupils and we will work with referring agencies and families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of improvement, supported by our policies on safeguarding, bullying, behaviour and SEN.

Objectives
- To provide an environment where all pupils feel valued and welcome.
- To recognise, for a child to reach their full educational achievement, a high level of attendance is essential. Every opportunity will be used to communicate to all stakeholders the importance of regular and punctual attendance.
- To identify and communicate patterns of poor with referring agencies and falling attendance at the earliest opportunity.
- To celebrate improving and consistently good attendance.
- To provide early intervention strategies for those pupils whose attendance is below acceptable levels in line with referring agency attendance policies.

Guidelines
- pupils should always arrive on time.
- pupils must attend regularly unless the absence can be authorised.
- Regroup will monitor attendance and punctuality each day and communicate concerns to the referring agencies and parents/carers.

Regroup will:
- reward good attendance on a regular basis.
- not authorise annual holidays during term time.
- recognise that for some medical conditions attendance will be lower. In these cases appropriate support will be put in place to ensure pupils can achieve.
- Follow appropriate guidance from the DfE and locality team to advise on appropriate sanctions for poor attendance. This process will be led by referring agencies.
- Provide daily updates on attendance to referring agencies & concerns will be raised where appropriate.

GENERAL PRINCIPLES

Parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the pupil was:
- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

ATTENDANCE AND ABSENCE AT REGROUP EDUCATION

1 - Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the Head and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents or referring agencies must advise Regroup by telephone/email on the first day of absence and provide an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

Absence will be categorised as follows:

- Illness. Parents may be asked to provide medical evidence to allow the Headteacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc…
- Medical/Dental Appointments. Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not

possible, pupils must attend the provision for part of the day. Parents must show the appointment card to school.

- Other Authorised Circumstances. This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement.
- Excluded (No alternative provision made) Exclusion from attending the provision is counted as an authorised absence. Regroup will make arrangements for work to be sent home.

Parents who need to take their child out of the provision during term time due to exceptional circumstances must send a written request to the referring agency. This communication will be forwarded onto Regroup Education.

Punctuality

Morning registration begins at 0900, and pupils arriving after this time will be marked as present but arriving late. The register will close at 0930 and pupils arriving after the close of register will be recorded as late. This will not be authorised and will count as an absence for that session and statutory action may be taken where appropriate by referring agencies.

Afternoon registration begins at 1230, and pupils arriving after this time will be marked as present but arriving late. The register will close at 1300 and pupils arriving after the close of register will be recorded as late. This will not be authorised and will count as an absence for that session and statutory action may be taken where appropriate by referring agencies.

After morning and afternoon registration Regroup Edcuation will contact the referring agencies by email regarding attendance records.

Roles and Responsibilities

Regroup Education believes that improved attendance can only be achieved if it is viewed as a shared responsibility of the referring agency, Regroup staff, parents, pupils and the wider school community. As such, the **Directors** will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Regularly review the Attendance Policy and ensure the required resources are available to fully implement the policy
- Agree attendance targets with referring agencies and pupils where necessary
- Monitor the provison's attendance and related issues through termly reporting at Directors meetings
- Share attendance data with referring agencies where appropriate
- Ensure that there is a named senior staff member to lead on attendance
- Ensure that the provsion has clear systems to report, record and monitor the

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attendance of all pupils, including those who are educated off-site
• Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
• Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The **Headteacher** will:

• Actively promote the importance and value of good attendance to pupils and their parents
• Form positive relationships with referring agencies, pupils and parents
• Ensure that there is a whole provision approach which reinforces good attendance. For example, good teaching and learning experiences that encourage pupils to attend and achieve
• Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
• Ensure that staff are aware of the Attendance Policy and are able to address attendance issues
• Ensure that there is a named senior staff member to lead on attendance and allocate sufficient time and resource
• Return school attendance data to referring agencies as required and on time
• Report the school's attendance and related issues through termly reporting to the Governing Body.
• Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
• Develop a multi-agency response to improve attendance and support pupils and their families

In addition, we will encourage parents to:

• Talk to their child about their education. Take a positive interest in their child's work and educational progress
• Instil the value of education and regular attendance within the home environment
• Encourage their child to look to the future and have aspirations
• Contact the referring agency or Regroup if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
• Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of education hours
• Ask the provision for help if their child is experiencing difficulties
• Inform the provision of any change in circumstances that may impact on their child's attendance

4 - Using Attendance Data

Pupils' attendance will be monitored and may be shared with referring agencies if a pupils' attendance is a cause for concern. The referring agency will take appropriate actions in line with their own Attendance Policy

5 - Legal Sanctions

Any attendance concerns and legal proceedings will be the responsibility of the referring agency. Regroup will only provide data and assist with supporting with challenging and celebrating attendance

MONITORING AND EVALUATION
This will be carried out by the Headteacher and attendance lead. Regroup will provide twice daily updates to referring agencies regarding:
  • Punctuality
  • Attendance (including authorised & unauthorised absence)
  • Information on any agreed attendance and punctuality interventions undertaken by Regroup and the impact.

Related Policies & Documents

This policy links to the following policies and procedures:

  ● Behaviour Policy
  ● Child Protection & Safeguarding Policy

Appendix 1 - Example of Timetable

Timetable

Morning Session

0900 - 0915	Arrival / Registration
0915 - 0930	Tutor
0930 - 1010	Functional Skills Eng / Functional Skills Maths
1010 - 1050	Functional Skills Maths / Functional Skills Eng
1050 - 1110	Break
1110 - 1200	AQA Unit Awards

Afternoon Session

1230 - 1245	Arrival / Registration
1245 - 1300	Tutor
1300 - 1340	Functional Skills Eng / Functional Skills Maths
1340 - 1420	Functional Skills Maths / Functional Skills Eng
1420 - 1440	Break
1440 - 1530	AQA Unit Awards