

Title	Attendance Policy Education
Issue Date	September 2023
Review Date	September 2024
Total Number of Pages	3
Owner	Clare Sefton
Distribution	School/College/ Young Adults/ Children's Care/Therapy/ Nursing/ Governors

Definition(s)
<p>Attendance- students expected attendance to school/college is 90% or above.</p> <p>Education staff- this can include teachers, level 3, learning support assistants, teaching assistants, education managers, education admin, and therapy staff.</p>
Purpose
<p>To ensure all students attend school/college and staff understand the processes to follow when a student is absent from education.</p> <p>Regular school/college attendance is fundamental to the development of the students. The students need to attend school/college regularly if they are to take full advantage of the educational opportunities available to them and be able to develop and learn skills to prepare them for life as an adult. Persistent or irregular attendance can place the students at risk and significantly impact the educational progress and wellbeing of the students.</p> <ul style="list-style-type: none"> • The aim of this policy is to ensure that attendance at school/college is monitored, reviewed, and ensures that all students are in attendance to school/college daily. • To demonstrate to students, parent(s)/carer(s) and staff that the school/college values high attendance; and to recognise that good regular attendance is an achievement in itself. • To value the individual and be socially and educationally inclusive and responsible in their commitment to education. • To create a culture of good attendance and attendance below 90% is a cause for concern. • For the school/college to be assured that students are safe if they are not in attendance at school/college. • To involve, where possible, the students in their attendance and empower them to communicate any issues, regarding attendance, they may have to the staff team so that the school/college can continually seek to improve. • To have consistent communication with parent(s)/carer(s) about regular school/college attendance. • All school/college staff to continue to take responsibility for young people's attendance and ensure they follow the correct reporting procedures as laid out in this policy. • To recognise the important role of the school/college staff in promoting and monitoring good attendance.
Policy
<p>Parent(s)/carer(s) are responsible for ensuring that students at school/college receive efficient education and that they arrive to school/college on time and for their planned days and hours.</p> <p>School/college staff or governors will support parents in this responsibility.</p> <ul style="list-style-type: none"> • Providing appropriate strategies and support to students and parents/carers to help young people come to school/college willingly and with a positive attitude. • Encouraging parent(s)/carer(s) to discuss any attendance related problems with the class teacher / manager or school Headteacher/ College Principal. • School/college staff ensure that Seashell is welcoming, safe and secure for all students. • School/college staff meeting students when they arrive by their transport. For those students who transition independently from the residential settings or day students, staff will greet students in the classroom. • Staff communicating with parent(s)/carer(s) any changes to the school/college through a range of communication, as agreed with the families and carers upon commencement of the placement. Any full updates will be sent via the school/college administration team. • School/college administration team communicating, as soon as possible, to students/ parent(s) and carer(s) about any adverse weather conditions or building issues. • All staff members contributing to improving and maintaining attendance and take ownership of attendance as a whole school/college responsibility.

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Reporting Absences

- It is parent's/carer's responsibility to inform school/college of the reason for absence on the day they are absent by 8:30am on the first day of attendance.
- Parent(s)/carer(s) are expected to contact the school/college office or school/college manager by 9:15 a.m. at the latest on each day of absence, giving as much information as is available at that time.
- Parents(s)/carers of pupils attending school should contact **school administration team on 0161 610 0115 or the school managers on 0161 610 01751**
- Parent(s)/carer(s) of students attending college should contact **college administration team on 0161 610 0124 or the college managers on 0161 610 0146 who will record this information.**
- In the event of no reason being given by 10 a.m. on the first day of absence, parent(s)/carer(s) will be contacted by telephone by school/college administration team to establish the reason. It is the teachers or level 3 responsibility to report this to the school/college administration team each day a student is absent if the reason is unknown.
- All registers are to be completed by 09:30am and 2pm daily by teachers or level 3.
- It is the responsibility of the school/college managers to challenge absences with parent(s)/carer(s) where we know that attendance is or may becoming an issue.
 - Where a student's attendance is causing concern, parent(s)/carer(s) will be invited to come into the school/college or attend an online meeting to discuss any issues and for the school/college to support parent(s)/carer(s) and the student to improve attendance.
 - If there is no improvement within 10 days, then parent(s)/carer(s) will be contacted by the school Headteacher/college Principal, to discuss this and, if this still does not lead to an improvement in attendance, then the local authority and Seashell Social Worker will be informed.

Planned Absence

- Requests for leave of absence from school/college for appointments should be made in advance where possible of the date of absence. Parents to contact the school/college teacher or school/college managers to arrange. Requests must be made in writing to the school/college course manager for approval.
- Requests for absence for a student to attend a holiday during term time will be considered but may only be granted in exceptional circumstances. Parents should contact the school Headteacher/College Principal to arrange this.

Roles and Responsibilities

Governing Bodies members are responsible for ensuring this policy is adhered to and the effective monitoring of student's attendance is implemented and reported into the Governing body meetings.

Director of Education and Care will support the school Headteacher/college Principal in ensuring the policy is reviewed and updated and liaise with the school/college governors.

The school Headteacher/college Principal is responsible for the updating, sharing and implementation of this policy within the school/college and parent(s)/carers(s). They will effectively monitor attendance and manage any concerns in line with this policy and the Trust's Safeguarding policy.

Course Managers are responsible for ensuring that any absence is investigated when a parent or carer has not contacted the school/ following the procedure. The school/college managers will liaise with the school/college teachers and keep the school/college principal up to date with any absent students and ensure attendance is closely monitored.

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School/college teachers are responsible for ensuring that they alert the school/college manager to any absence each day it occurs. They will update the school/college registers daily and ensure that all students are accessing education. They are to report any absence to school/college admin if the student, or their parent or carer has not contacted the school/college so the admin team can contact the parent or carer ASAP.

School/college Level 3 Assistants- are responsible for completing the register as delegated or in the absence of the teacher and report any absence to school/college admin.

School/college administration team will ensure the registers are completed daily and speak directly to teachers where they have not been completed and alert their line manager if this is a persistent issue. They will call the parent or carer as advised by the teacher or course manager and inform the relevant persons and school Headteacher/college Principal.

Equality Analysis

Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. Seashell recognises the need for specific needs of some students with health needs, who need to attend appointments during the education day, this has informed the threshold of 90% attendance overall, however the circumstances around each individual pupil/student will be considered sensitively as the processes for managing attendance are applied.

Related Document(s)

Safeguarding policy
Missing from education policy.

Completed by	Clare Sefton	Date	September 2023
Role	College Principal	Date for Review	September 2024