



EARLY LIFE

ENTERPRISE | ENGAGE | INSPIRE

Attendance Policy

Last Review on: June 2024

Next review due by: June 2025



Introduction

Students' attendance levels prior to engaging with Early Life Enterprise are generally below average for the local area but those with previously poor attendance will show improvement during their time with Early Life Enterprise. The national average for attendance is 64.7% in alternate provision. Mobility is high with pupils spending varying amounts of time at the provision, dependent on their individual needs.

Any provision's education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the educational provision's staff should work in partnership to make education a success and to ensure that all children have full and equal access to all that the provision has to offer. As an alternative learning provision, we will encourage parents and carers to ensure that their child achieves maximum attendance and that any barriers that prevent this are identified and removed promptly.

Aims

This policy aims to maintain high levels of good attendance from students who attend Early Life Enterprise to ensure continuity of their education as well as their safety on days when they are allocated to attend our provision.

Responsibilities

Promoting excellent attendance is the responsibility of all staff within Early Life Enterprise, students and parents/carers.

Students are responsible for:

- arriving at the provision by 9am.
- attending all lessons/sessions/activities at the provision on their allocated days.
- Informing staff if there are any reasons which may be preventing them from attending the provision on their allocated days.

Parents/Carers are responsible for:

- ensuring that their child attends the provision on their allocated days and is punctual.
- notify the provision as soon as possible if their child is unable to attend the provision, providing a valid reason for absence and/or their child is going to be late and the reasons for their lateness.
- arrange medical or dental appointments out of provision hours.
- inform the provision in advance of any known absences.
- attend meetings to discuss their child's attendance and/or punctuality as appropriate.
- work in partnership with the provision to improve the attendance and punctuality of their child.

Early Life Enterprise will:

- make attendance and punctuality a priority for all those associated with the provision including students, parents/carers and staff.
- strive to provide a welcoming, caring environment, where each member of the provision community feels wanted and secure.
- work with students and their parents/carers to ensure each student attends the provision regularly and punctually.
- provide support, advice and guidance and regular information to parents and students on issues relating to attendance and punctuality.
- recognise the needs of the student when planning reintegration following significant periods of absence.

- establish an effective system of incentives and rewards which acknowledges good attendance and punctuality.
- develop a systematic approach to gathering and analysing attendance related data.
- ensure the daily attendance of each student is reported to their home school verbally by 10am each day and by 1:30pm for afternoon session.
- ensure the weekly attendance of each student is reported to their home school by emailing their attendance certificate to the designated key point of contact for attendance.

Absence

Students are expected to attend Early Life Enterprise as per the arrangement made with their home school. Deviations to this agreement will be reported directly and promptly to the home school for action. This action may take the form of penalty notices (for unauthorised absences or unagreed holidays during term time) and referrals to the Local Authority's children missing education departments. All students, regardless of their circumstances, are entitled to a full-time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Early Life Enterprise works with students' home schools to ensure this is achieved through their provision of alternative education and learning.

In the event that a student is discovered to be missing on site

The following procedure should be followed by staff:

- The Centre Manager is notified immediately who will instruct a search of all building and the immediate surrounding area.
- Staff will speak to students to identify possible locations for the missing student or for any contact made with other students.
- If the student is not located within 20 minutes, contact is to be made with the referring school, parents/carers and the local police providing a clear description of the student including what they are wearing.
- If appropriate, a member of staff may search the locality. If they find the student, they must keep the student within their sight, but they do not chase the student as they may pose as a flight risk and alert the Centre Manager immediately.

In the event that a student is discovered to be missing during an off-site visit

The same procedure for students missing on site should be followed by staff. However, a member of staff can only leave to conduct a search if appropriate staff/student ratio allow them to do so.

Following an incident whereby a student is discovered to be missing either on site or during an off-site visit, the following is to be completed by staff:

- Record the details of the incident including the student involved and the outcome. (Describe the systems and documentation which are used by the provision and the referring school(s).
- Arrange a strategy meeting with the referring school and parents/carers to review the individual risk assessment for the student involved.
- Review the procedures put in place to safeguard the student every half term to ensure appropriate control measures are in place and all staff are fully informed.