

ATTENDANCE



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STRIVE Inclusive
Academy

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1. Rationale:

Strive IA is committed to offering the best learning that it can for all its students. In striving to achieve this, the Provision recognises that punctual and regular attendance is an essential precondition of social inclusion and a prerequisite to effective learning and outcomes.

It notes that for a significant number of pupils, poor attendance is a direct cause of their social exclusion and underachievement and social progression. It also recognises that students who fail to attend any placement, regularly are placing themselves at greater risk of either offending or of becoming the victims of offending by others and vitality vulnerable to Safeguarding indicators.

Strive IA believes that students should attend learning placements regularly and punctually because this is where they learn and are kept safe.

Where students are not engaging and are failing to attend, despite the strategies and procedures being followed, the Provision is committed to working with those students and their families and the stakeholders on putting together individual packages to cater to a pupil's needs and to ensure that they are able to continue to attend their placement and do not disengage from learning completely.

2. Aims:

- To communicate and follow the process of attendance with referrers
- To support all students to attend Strive IA regularly
- To provide additional support for young people and their families who have particular difficulties regarding attending. This includes working with the referrer in the setting and monitoring of individual attendance targets
- To ensure that all staff are aware of the procedures to follow when a student is absent and the risks of safeguarding
- To work with the student and family to encourage a smooth return to their placed educational establishment
- To be able account for all absences and ensure that no pupil simply 'slips through the net'

3. Guidelines: Strategies for promoting attendance

- As part of the induction meeting with Parents/ Carers, the Provision outlines the importance of good attendance as well as Strive IA's procedures relating to poor attendance. It is imperative that parents/carers/referees and the Provision work together to promote attendance
- All students at Strive IA are set an individual attendance target which has been agreed upon by all parties and in particular with referring source. In cases where there is a concern about attendance, a letter highlighting the concerns should be sent



- There is a twenty-minute response time for non-attendance. Parents/carers/ referral sources will be contacted to establish authorisation for non-attendance. In the event that a parent cannot be contacted, the attempt must be logged. If a student has 3 cases of unauthorised non-attendance, then the Provision will re-evaluate the support required to further support the student
- Students' attendance is monitored by the Provision on a daily basis via registers
- Attendance will then be monitored for 4 weeks
- Referrers are notified via email of non-attendees

4. Roles and responsibilities

Co-ordinator

Strive IA's Co-ordinator is responsible for monitoring attendance figures on at least a termly basis. It also holds the Manager to account for the implementation of this policy.

Manager

- Monitors attendance data at the Provision and individual pupil level
- Reports concerns about attendance to the SLT member
- Works with Family Support Service (FSS) or other agencies to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues and support agencies where possible

5. Links with other policies

Safeguarding & Child Protection Policy

6. Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department of Learning (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Keeping Children Safe in Education 2023
- The Learning Act 1996
- The Learning Act 2001
- The Learning and Inspections Act 2006
- The Learning (Pupil Registration) (England) (Amendment) Regulations 2016
- The Learning (Penalty Notices) (England) (Amendment) Regulations 2013



7. Strive IAs' Attendance Procedures

Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. This will also apply to the alternative provisions working in conjunction with schools and colleges where children are placed on their rolls.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Absent (unauthorised)
- Unable to attend due to exceptional circumstances

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Students must arrive at the Provision by the time set by individual arrangements on each school day.

You will be advised of the start time of the first session on enrolment and the register will be taken at the beginning of this session and will be kept open for 20 minutes. This procedure will be followed again at the beginning of the second session.

Unplanned absence

Parents/carers/ referral sources must notify the Provision on the first day of an unplanned absence – for example, if their child (ON ROLE) is unable to attend due to ill health before the start of the day or as soon as practically possible. This information will be shared with the referrer whose child is in their role.

Medical or dental appointments

Missing registration for a medical or dental appointment will be recorded as an authorised absence if notified in advance but wherever possible please try to make these appointments outside of the placement day.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late. This will be shared with the referring source.

A pupil who arrives after the register has closed will be marked as absent. This will be shared with the referring source.



Following up on the absence

The Provision will follow up on all absences to ascertain the reason and ensure proper safeguarding action is taken where necessary, as detailed in the main policy.

Reporting to parents/carers and referrers

The Provision will ensure that parents/carers and referrers are aware of their child's attendance using various means including telephone calls, and text messages and emails and your child's Provision Manager will always be available to discuss any concerns with you.

The Provision will request the email address of the person responsible (at the school/ referral sources) of where and to whom to send attendance data at the point of initial referral process.