

**Attendance Policy**

|  |  |
| --- | --- |
| Published | May 2023 |
| Next Review | May 2025 |
| Review Frequency | Annually |

**Introduction**

At Adventure in Learning, we recognize the importance of good attendance for pupils to make progress and reach their full potential. This policy outlines our approach to attendance and sets out the responsibilities of pupils, parents/carers, and staff in promoting good attendance. It also details our procedures for managing and monitoring attendance, and the support we provide for pupils who experience difficulties attending school. Our policy is in line with statutory guidance and reflects our commitment to ensuring that all pupils receive a high-quality education that prepares them for success in later life.

**Section 1: Aims**

Our attendance policy aims to:

1.1. Promote good attendance, punctuality, and a positive attitude towards learning and school.

1.2. Ensure that pupils attend regularly and consistently, so they can benefit from the educational opportunities available to them.

1.3. Work with mainstream schools, parents/carers and pupils to identify and address any barriers to attendance and provide appropriate support.

1.4. Follow legal requirements and guidance on attendance, including notifying mainstream schools, parents/carers of absences, monitoring attendance, and managing persistent absence.

1.5. Provide a safe and supportive learning environment that fosters the well-being and achievement of all pupils.

**Section 2: Roles and Responsibilities**

2.1. Pupils:

All pupils have a responsibility to attend regularly and on time, unless they are unable to do so because of illness or other unavoidable circumstances. They should aim for at least 95% attendance and avoid taking unnecessary time off school. Pupils should inform their parents/carers and the provision if they are unable to attend. This may be via the mainstream school?

2.2. Parents/Carers:

Parents/carers have a legal duty to ensure their child attends regularly and on time. They should support their child's attendance by ensuring they arrive on time, avoiding taking holidays during term-time, and notifying the provision of any absences. If their child is absent, they should contact the mainstream school or provision on the first day of absence and provide a reason for the absence. Parents/carers should work in partnership with the provision and mainstream school to address any attendance issues and attend meetings as required.

2.3. Staff:

All staff have a responsibility to promote good attendance and punctuality, monitor attendance, and take appropriate action to address any attendance issues. They should provide a safe and supportive learning environment that encourages pupils to attend and participate in learning. Staff should also work in partnership with mainstream schools, parents/carers and other professionals to identify and address any barriers to attendance and provide appropriate support.

**Section 3: Procedures**

3.1. Monitoring Attendance:

We will monitor attendance and punctuality using our electronic registration system. We will contact parents/carers on the first day of absence if we have not received notification of the absence. We will also notify mainstream school and parents/carers if a pupil's attendance falls below 95%. We will monitor patterns of absence and take appropriate action to address any concerns, including arranging meetings with mainstream school and parents/carers and other professionals.

3.2. Managing Absences:

Parents/carers should notify the mainstream school or provision of their child's absence by phone or email on the first day of absence, providing a reason for the absence. If a pupil is absent for more than one day, parents/carers should provide regular updates on their child's absence. We will record the reason for the absence and update the attendance register accordingly. If a pupil is absent for an extended period, we will work with mainstream schools, parents/carers and other professionals to identify and address any barriers to attendance and provide appropriate support.

3.3. Persistent Absence:

We will work with mainstream schools, parents/carers and other professionals to address any issues affecting attendance and put in place a plan to improve attendance. This may involve meetings with parents/carers and mainstream school.

**Conclusion**

At Adventure in Learning, we believe that regular attendance is essential for every pupil’s academic success and personal development. We understand that some pupils may face challenges that affect their attendance, and we are committed to working in partnership with mainstream schools, families and other relevant professionals to ensure that all pupils attend regularly and punctually.

Our attendance policy aims to create a supportive and inclusive environment where pupils feel valued and motivated to attend our provision. We believe that by working together and communicating effectively, we can help our pupils overcome barriers to attendance and achieve their full potential.

We will regularly review and update our attendance policy to ensure that it reflects best practice and complies with current legislation. We are committed to promoting good attendance and reducing persistent absence, and we will continue to work towards this goal with the support of our mainstream schools, pupils, families, and staff.

Reviewed – 20th May 2024