

ATTENDANCE POLICY

This policy should be read in conjunction with the Safeguarding & Child Protection Policy, Behaviour and Code of Conduct Policy and Data Protection and GDPR Policy.

Introduction

This policy sets out the procedures followed by Onwards 'n' Upwards to ensure a young person's safety is monitored in terms of their attendance on their alternative education programme. We feel it is important to ensure all learners understand the importance of attending and engaging with all aspects of their learning opportunities including: academic, enrichment, group-based learning, one-to-one and work experience as set out in their learning programme.

Onwards 'n' Upwards recognises that:

- non-attendance and non-engagement can lead to social exclusion and underachievement.
- students who fail to attend school regularly are placing themselves at greater risk of either offending or of becoming a victim of offending by others.
- failure to attend learning opportunities and enrichment can lead to a negative impact on mental health and well-being for the young person.
- non-attendance can have an impact on family life and relationships.

Aims

- To ensure that all staff are aware of the procedures to follow when a learner is absent.
- To support and encourage all students to engage with their learning programme.
- To provide additional support for young people and their families who are experiencing issues around attendance. This includes discussing strategies to encourage attendance and engagement.
- To monitor attendance and engagement ready for their next steps and transition to their next learning provider.
- To help the learner understand the responsibility of attending where group work and collaborative learning is taking place and the negative impact non-attendance can have on other learners.
- To notify any attendance issues to other relevant organisations and to carry out welfare checks when contact has not been established with a learner or their family.

Attendance and Monitoring Procedure

- Attendance is recorded daily in the attendance diary and this is updated weekly on an electronic attendance system.
- Onwards 'n' Upwards will comply with the monitoring and reporting requirements of external organisations such as professional, statutory, regulatory and awarding bodies.
- Data collected regarding attendance will be stored and used in compliance with the Data Protection Act 1984 and GDPR regulations.
- Staff members **MUST** arrive on time for sessions. If they are running late due to traffic or other reasons, they **MUST** inform the parent/carer in the first instance **AND** also notify the Attendance Officer when reporting the learners attendance.
- A parent/carer must inform the Attendance Officer as soon as possible of any absence with a reason eg illness, appointments or refusal to attend.
- A parent/carer must inform the Attendance Officer if a member of staff has not arrived to pick up their son/daughter on time, or not informed them that they are running late.
- A parent/carer must inform the Attendance Officer if their son/daughter's session has ended early without a reason provided.
- Attendance is reported by the member of staff via text within 20 minutes of the session start time to the Attendance Officer.
- If the staff member is unable to get a response from the learner, they will contact the parent/carer in the first instance.
- A member of staff must attempt at least three times to contact the learner and parent/carer and wait 20 minutes for the learner to respond.
- If a young person is more than 20 minutes late for a group session or a one-to-one session, they will be marked as late on the attendance form. After this period of time, if the staff member was unable to speak to them, the Attendance Officer or Centre Manager will attempt contact with parent/carer.
- The member of staff must inform the Attendance Officer or Centre Manager by telephone call if there are any concerns with non-attendance.
- Onwards 'n' Upwards will attempt all forms of contact with parent/carer if there are any concerns with attendance.
- If a learner is not present at their designated pick up point, for example the centre or another learning provider, the staff member must contact the Attendance Officer or Centre Manager in the first instance and see if a home pick up is necessary. If the staff member is unable to speak to the Attendance Officer or Centre Manager, they are to phone parent/carer.
- If a learner needs to leave a session (one-to-one or group) early they must inform the mentor or tutor. The staff member **MUST** contact the parent/carer to check that their son/daughter can return home early from session. The staff member **MUST** inform the Attendance Officer or Centre Manager that the session has come to an end early, giving the exact time and reasons for this. This will be followed up with parent/carer by the Attendance Office or Centre Manager.
- If a learner requests a different drop off location, the member of staff **MUST** contact the parent/carer to gain agreement. The member of staff must also inform the Attendance Officer of the location and how the agreement was received e.g. verbally over the phone, verbally from the parent/carer upon collection or by text message.
- If there are any concerns during sessions regarding behaviour, refusal, illness, absconding or in danger of breaching health and safety policy, the parent/carer will be informed promptly by the Centre Manager or Director.



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- If a young person's attendance falls below 70% during a full academic term, Onwards 'n' Upwards will notify the funding organisation.
- If the young person has had a long period of consecutive days of absence, Onwards 'n' Upwards will request a meeting with parent/carer and young person to discuss further.
- The Attendance Officer will contact parent/carer or relevant referral agency to offer support and guidance on increasing their attendance and engagement.
- The Attendance Officer regularly monitor mentors timekeeping and request feedback from parents/carers.
- If we have not had contact with a learner for three sessions and no contact from the parent/carer then we will carry out welfare checks, for example, a home visit or make contact with other professionals working with the learner/family.

This policy is available in hard copy at the centre, electronically on Findmyshift and on the Onwards 'n' Upwards website.

This policy will be reviewed annually.

Date updated	Policy approved by	Signed
16/01/2020	Linsey Spicer	