



Attendance Policy

Provision:	Stable Futures		
Policy:	Attendance Policy		
<p>This policy will be reviewed on an annual basis; however, should a need arise, it will be reviewed when required.</p> <p>This policy will be read, understood, and signed by all staff yearly</p>			
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Owner:	Stable Futures	Approval:	Proprietors

Change History

Version	Date	Description	Change ID
1		Created and implemented	EC/AA
2		Proprietor Approval	RR/GC
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Rationale

Stable Futures is responsible for making sure that registered learners at the provision are safely accounted for. Many learners attending our Amegreen Alternative Provision are more vulnerable and have greater needs than the majority of their mainstream counterparts. This means that they may have more genuine absences including medical reasons or experience greater social need than others.

It is our responsibility as a provision to do all we can to encourage and support regular and frequent attendance. We are committed to ensuring that SF families understand how important this is. We give high priority to conveying to parents and learners the importance of regular and punctual attendance. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home- provision links and communication systems that can be utilised whenever there are concerns about attendance. If there are problems which affect a learner's attendance we will investigate, identify and strive in partnership with parents/ carers, authority and the provisions to resolve those problems as quickly and efficiently as possible. Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which students feel safe, secure and valued
- Raising awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistent

Policy Procedures

The register is marked accurately, recording learner's' attendance or absence.

Stable Futures procedures for following up absence / lateness:

Learners who arrive late (i.e. after 10am) should be registered as "L" on the register.

A learner "Late book" will be kept in the provision office where the names of students who have arrived after this 30-minute period will be noted, this book will be taken out if there is a fire.

It is the responsibility of the parent / carer to contact the provision on the first morning of the learner's absence. This can be done by leaving a message on the answer phone or phoning when the office opens at 8.30am/ or calling the Centre Manager on the direct mobile phone.

Strategies for promoting attendance / punctuality.

Attendance statistics are monitored by Quality Assurance team and reported to the Local Authority.

Learners with a known attendance problem admitted to Stable Futures will be invited into talk with parents/carers and will be given support to ensure that all parties are ambitious to make improvements.

Learner absence monitoring procedure:

1. ALL registers must be completed to the office by 10.15am
2. All absent learners will be contacted on their first day of absence by 10:30am
3. Records of late arrivals will be made in the register.
4. If on the first call to a learner's home no one answers, then a message will be left for the family to contact the provision as soon as possible to explain why the learner is not in. Absence will be forwarded to the placing local authority and safeguarding procedures will be triggered.



5. At the end of each term, the provision will review attendance using reports from the register. It will be used to inform individual student's families/carers of any patterns forming. The information will also be used to inform the placing local authority.

Reporting Non-Attendance

In addition to the procedures set out above, the provision will report students' attendance and unauthorised absences to homes/local authority in accordance with the legal requirements outlined by the Government.

Roles

Families will:

- Notify the provision of any absences on the day of that absence.
- Keep close contact with the provision if a learner is on extended leave due to ill health.

Provision staff:

- Keep an accurate and up-to-date attendance register for the provision.
- Pass on information regarding attendance to the relevant stakeholders.
- Correct any inaccuracies which may occur in the attendance register.
- Follow up absences as outlined above (see "Following up absences")
- To ensure that any learner leaving the provision during the day has been granted permission by the centre manager and it is recoded on the electronic system as well as the parent/ Guardian signing the learner out of provision,
- To notify the safeguarding team of absences of vulnerable learners.