

 Attendance Policy

Policy written September 2024

Policy to be reviewed by September 2025

**1 Introduction**

At Larches Sports and Education Centre (LSEC), we aim to provide an environment which enables and encourages all learners to progress and achieve success whilst, at the same time, giving aspiration.

For our learners to gain the greatest benefit from this provision, it is vital that they attend regularly unless they have an unavoidable reason to be absent. Regular absence will affect their progress.

We also believe that punctuality is vital if progress is to be achieved.

At LSEC, we firmly believe that there is a link between attendance and progress. Good attenders make better progress socially, learn to work with others and are better prepared for the transition to the world outside.

On stating that, at LESC, we are also aware that the partner schools have primacy and, therefore we will observe each school’s policy regarding attendance. On all occasions, where there is absence/lateness, LESC will attempt to inform the school immediately, but certainly within 30 minutes of the start of the session. .

**2 Responsibilities and expectations**

**2.1 Families**

Our parents and learners know their respective days of attendance as well as the start/finish times of each session.

If there is to be a day/period of absence that is known in advance, LSEC should be informed at the earliest possible opportunity.

If a learner is going to be absent, parents must inform the centre as soon as possible but at the latest by 9.35 am or 12.35pm, on the first day of absence. LSEC will then contact the partner school with the information/reason for absence.

Parents must also ensure that the centre has up-to-date contact information for themselves as well as emergency contacts.

**2.2 Centre**

**As a whole, LESC will**

* Give attendance a high profile.
* Ensure there a designated member of staff with day-to-day responsibility for attendance matters; this person will liaise with partner schools together with parents. Time will be allocated to carry out this task.
* Take overall responsibility for ensuring the centre meets the expectations and requirements of partner schools regarding attendance.

**The attendance lead will:**

* On day one, contact parents if a reason for absence has not been provided and record this information accordingly. Contact emergency contacts if parents cannot be reached.
* Contact partner schools.
* Update attendance registers accordingly.
* Regularly monitor individual attendance as this will allow clear discussions with parents, partner schools as well as other stakeholders where there is a concern..
* Work with learners, parents and partner schools to remove barriers to regular and punctual attendance.
* Ensure the centre's attendance policy is readily accessible.
* Use strategies to improve attendance and punctuality e.g. incentive and reward schemes.

**All centre staff will**

* Provide a welcoming atmosphere for learners together with a safe learning environment.
* Be aware of factors that can contribute to poor attendance.
* Adhere to the procedures in place within the centre to promote good attendance.
* Promote the link between attendance and personal development to learners and parents.
* Discuss attendance concerns at an early stage with individual learners, their parents and partner schools.

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**At LSEC, we will always cooperate with parents/ carers and partner schools (and other agencies, as appropriate) to understand the reasons underlying absence.**

**LSEC attendance contacts**

Centre telephone :

01772 385371

DSL

Jimmy Moon 07552714739

**3. Absences**

**3.1 Authorised/Unauthorised absences**

The centre is aware of the distinction between authorised absence and unauthorised absence and will always make the distinction when liaising with parents/carers and partner schools.

Authorised absences are sessions away from the centre for a good reason

* illness,
* medical/dental appointments which unavoidably fall in school time

emergencies or other unavoidable causes

Unauthorised absences are those which the centre does not consider reasonable, such as.

* Parents/carers keeping children off school unnecessarily.
* Truancy during the school day.
* Absences which are not explained satisfactorily.
* Days off for shopping, birthdays or looking after other children.

**3.2 Persistent Absence (PA)**

If a learner is absent from the centre for a period of 10% or more of time, it will be considered as ‘persistent absence.’ Absence at this level will damage any child’s educational prospects and, therefore, we will work with the partner school to gain the parents fullest support and co-operation to address this matter.

**3.3 Religious, representative absence**

Again, LSEC will be governed by each, individual school’s own policy but we fully appreciate that learners may be absent as the celebrate a religious festival.

We will be equally appreciative if a learner is absent due to participation in a sporting, musical, drama event that may be significant re personal development.

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**4 Registration**

**4.1 Attendance registration**

Morning sessions commence at 9.30 am and learners will ‘sign in ‘ at the office before this time. Afternoon sessions begin at 12.30 p.m. and learners will follow the same format. Learners are expected to be on the premises before the commencement of sessions.

Please note, that there is an expectation for learners to sign out if they are to leave the premises and sign back in on their return

**4.2 Late arrival**

If a learner has not arrived at the centre by the expected start time, i.e. 9.30am/1.30pm, the designated member of staff will make every effort to contact parent/carer in an attempt to establish the whereabouts of the specific learner. However, it must be noted that partner schools must be made aware of attendance no later than 30 mins after the commencement of the session.

LSEC encourages good punctuality as it allows the activities to start on time and the time available is maximised.

**5 Centre attendance procedures**

**5.1 First day of absence**

If a learner is absent and LSEC has not heard from parent/carer, we will telephone on the first day of absence in an attempt to ascertain the reason and whether there is a return date. If we are unable to contact the parent/carer, we will notify the partner school without delay. If deemed acceptable, a member of staff at LSEC may accompany a member of staff from the partner school on a home visit to establish the exact reason for absence.

**5.2 Attendance concerns**

Parents are expected to contact LSEC on an on-going basis and to work with us in resolving any attendance problems. If the concerns persist, LSEC will cooperate and support the partner school’s procedures and interventions, as required, to assist parents in improving the learner’s attendance and/or punctuality:

This may include:

* Telephone calls to encourage attendancce.
* Attending meetings to discuss concerns.
* Home visits.
* Incentive and reward schemes for individual pupils, if appropriate.
* Provide reports for other services, stakeholders supporting the individual learner.

**5.3 Pupils with medical needs who have difficulty attending school**

LSEC will work with parents, partner schools and other relevant professionals to minimise absence for reasons of ill health.

**5.5 Promotion of good attendance**

LSEC will promote and incentivise attendance by acknowledging and rewarding good attendance by all learners as well as recognising efforts to improve attendance by individual pupils who have additional needs or face challenging circumstances.

**6. Children missing education (CME)**

If a learner has ceased attending the centre and his/her location is unknown, again, LSEC will work together with the partner school to establish the whereabouts of the individual pupil. On stating this, LSEC will take a supportive role as the policy of the partner school will be observed and adhered to.