



# Attendance Policy

September 2021

Review September 2022

## **Introduction**

GROW @ Learning Pathways Trust (LPAT) aims to achieve good attendance by operating an attendance policy within which children, staff and parents can work in partnership towards.

In order for this policy to be successful every member of the GROW team must make attendance a high priority. We must share our enthusiasm in coming to school; communicate its importance to children and all members of the school community.

## **Responsibility**

Attendance will be monitored on a weekly basis by GROW Head of Provision or whomever this task has been delegated to within the team.

### **All Staff will:**

- ensure that registers are completed regularly and accurately, using appropriate coding.
- communicate any concerns they have with regards to attendance and punctuality at the earliest opportunity to the GROW Head of Provision to follow up.
- remain vigilant of the fact that registers are legal documents and that false or inaccurate recordings may lead to prosecutions in some instances.

## **Expectations**

### **GROW expects the children to:**

- attend school regularly
- arrive on time, appropriately dressed and prepared for the day
- keep attendance above 90%

### **GROW expects parents/carers to:**

- contact the GROW team if their child is not going to be in school
- contact GROW immediately if they become aware that their child is reluctant to attend school

### **Children and parents can expect GROW to:**

- make regular, efficient and accurate recording of attendance and time keeping
- contact home on first day of non-attendance
- make early contact with home when a pattern of lateness emerges
- take immediate action on any problem notified to us
- provide confidentiality

- take positive measures to encourage good attendance
- provide support for children - to ensure a broad and balanced curriculum
- provide a welcoming, safe and caring environment in which each child is valued and supported
- build and maintain effective partnerships between the provision and any referring partnership school, external support agencies and the wider community

## **Punctuation and Lateness**

### **Dealing with Absenteeism**

A child referred from another school, working in partnership, will remain on their school roll. GROW will record attendance on a daily record sheet and share this information at least on a weekly basis with the school. Concerns about attendance will be shared with the school and addressed in lines with the school attendance policy.

There are some occasions when a GROW provision is deemed the most appropriate permanent provision to meet the need of the child. On these occasions, with agreement from the CEO of North East Essex Cooperative Academy (NEECA), the child becomes on roll of this school. The GROW team will report on attendance for each child as agreed with NEECA.

On these occasions the NEECA computerised registration system will monitor the child's attendance. The GROW team and the NEECA Attendance and Behaviour Support Coordinator (ABSC) will discuss children whose attendance is less than 90%. These children will be monitored and tracked and NEECA will automatically make a referral to the Missing Education and Child Employment Service should attendance become a concern.

### **Time off in Term Time**

The school referring the child for support will decide on this and this must be a decision the headteacher makes. For children on roll of NEECA, then this must be referred to the Leader of Primary for consultation. A decision will be made following this.

## Process of Following up Absence.

1<sup>st</sup> Day

### Absence call

Absence calls will go out no later than 30 minutes after the child is due to commence GROW. If parents/carers contact school, the GROW team will record the reason for absence as well as documenting this on the late signing in sheet. Absence calls will be made daily for all children who are not in school.

Day 1

### Phone call

GROW team will liaise very closely with the referring school (as the partnership agreement states) around absence from day 1.

Day 1

### Action Plan

Close communication with the referring school will lead to an agreed action plan to support attendance. This will be recorded.

### For children on roll at NEECA

The GROW team will inform NEECA of attendance on a daily basis. If there is absence, then an agreed action plan will follow in discussion with the primary NEECA team.

### Positive Measures to Encourage Good Attendance

GROW will seek to encourage good attendance and punctuality with the children. Good attendance will be seen as an achievement in its own right and recognised as such with certificates. Children can be rewarded with certificates half-termly, termly and annually for achieving high attendance or for when there has been an improvement.