



The Outdoors School

DfE Number: 878/6075

ATTENDANCE POLICY

Introduction

The Outdoors School is committed to providing a full and efficient educational experience to all learners. Learners need to attend school regularly if they are to take full advantage of the educational opportunities offered to them. Irregular attendance undermines the educational process and can lead to educational disadvantage.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all learners.

Our school will give a high priority to conveying to parents and learners the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems that affect a learner's attendance we will investigate, identify and strive in partnership with parents and learners to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the learner to full attendance at all times.

Aims

- To improve learner attendance and punctuality.
- To ensure learner entitlement to a full-time education is monitored and supported.
- To encourage learners and parents/carers to comply with the legal requirements of school attendance.
- To encourage and reward good habits of attendance and punctuality.
- To ensure presence at all lessons and timetabled activities.

Attendance and punctuality are often warning signs to other underlying issues and must not be taken lightly; although throughout the day the sessions are very flexible and a lot of autonomy is provided to the learners, there is an expectation that punctuality in the morning is necessary, and that the attendance levels are good. Critically, there is a follow up policy for all learners on any day off. This means contact with the household is attempted in real time when learners don't attend, and a dialogue is begun with home as soon as possible.

Legal Framework

1. Parents/carers are legally responsible for ensuring that a child of compulsory school age receives a suitable education. They will be encouraged to contact the school early on the first day and subsequent days of absence and keep the school informed of any reasons for non-attendance.
2. Children registered at school must by law attend regularly, achieving the Government set target of 95%.
3. The school must have two registers:
 - a) Admission register - which is the school roll
 - b) Attendance register - which is called twice a day.
4. Staff will be made aware of the Registration process and receive in-service training on Registration regulations and Education Law.

If a learner is absent the register must show whether the absence is authorised or unauthorised. Only the school, not the parent/carers, can authorise the absence and may require medical evidence to support notes.

The Authority may only instigate legal proceedings in cases where absences are unauthorised.

Learners must attend unless:

- a) they are too ill to do so
- b) their absence lists any other of the school's discretionary reasons such as compassionate leave of absence, religious observance or where special educational requirements have been made. Parents/carers should not expect to take annual holiday in term time

The school can authorise up to 10 days absence in exceptional circumstances.

Due to the nature of the school we acknowledge many of our learning community will have experienced difficulties in maintaining positive attendance at school. However, with the start of learner's new placement attendance expectations are high and must be achieved.

Rewards

- Learners with 100% attendance will be awarded certificates at the end of each half term.
- Learners who miss the odd half day for unavoidable appointments will also receive a certificate acknowledging excellent attendance.
- Assembly time and 1:1 time with a Pastoral Tutor time will address the importance of attendance on a regular basis.
- Children whose attendance has significantly improved will be rewarded using the school's reward system.

To support positive attendance, we have a clear system of monitoring and follow up:

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| First day of absence - | Phone call home by key worker to discuss reasons absent |
| Any subsequent days of absence - | Phone call home by key worker to discuss reasons absent |
| Trigger point 1 (3 days continuous) - | Home visit by keyworker/support team |
| Trigger point 1a (5 days total absence) - | Home visit by keyworker/support team |
| Trigger point 2 (5 days continuous) - | Second home visit, supported reintegration |
| Trigger point 2a (10 days total) - | Second home visit, attendance contract. Placing authority informed of concerns |

Continued concerns relating to attendance will be discussed and where necessary the placing authority will be informed and may look at legal or supportive action to support the learner's attendance.

Date issued/reviewed/amended: 15th September 2020

Signature of Director or Company Secretary:

A handwritten signature in black ink, appearing to read 'Shevek Pring', written in a cursive style.

Name: Shevek Pring

Review date set: August 2021

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