

## **JAMES ATTENDANCE POLICY**



JAMES is fully aware of the links between low attendance rates and poor outcome achievement. JAMES understands and supports increased attendance in order to raise standards in education to ensure every learner can reach their potential. JAMES will strive to promote an ethos and culture which encourages good attendance; where each learner feels valued and secure. Many JAMES learners have had poor attendance in other educational settings; where we undertake individualised approaches to raise attendance and engagement.

### **JAMES mission statement**

*“To provide an effective, caring and understanding environment where young people can overcome disadvantage and lack of provision to achieve their full potential in life”*

### **Aims**

1. To improve/maintain the overall attendance of pupils at JAMES.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with Children’s services.

### **Role of the alternative provision**

The Operations Manager at JAMES has overall responsibility for school attendance; (teachers/designated staff) should bring any concerns regarding attendance to their attention. The Board provide support by reviewing attendance figures and targets and ensuring it is placed as an agenda item on all full board and sub group meetings.

Teaching staff/monitoring officer regularly monitor the attendance and punctuality of learners by ensuring that attendance is recorded at the beginning of morning and afternoon registration.

JAMES is committed to working with parents to encourage regular and punctual attendance and will carry out phone calls, meetings and home visits where necessary in order to support and improve attendance.

If a learner absconds from the premises we will contact parents within 15 minutes, allowing a short period for the learner to return to the premises before notifying parent/guardian. The contact of other services such as the police will be done in consultation with parents/guardians and/or referrer.

### **Role of Parent/Guardian**

Parents have a legal duty to ensure:

Every child of compulsory school age shall be supported to attend full time education suitable to age, ability and aptitude and to any special educational needs he/she may have.

It is a parent/guardian’s responsibility to inform the alternative provision of the reason for a learner’s absence on the first day of absence. This should be done before 9.30AM on the 1<sup>st</sup> day of absence by phone call or email. JAMES should be informed of an expected absence period. If the

absence is likely to be prolonged, this information should be provided to enable JAMES to assist with homework or any other necessary arrangements which may be required.

Learners are expected to be at JAMES for registration at 9am for a 9.15 start. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and recorded on your child's attendance record. The register will be kept open until 9.45am, a pupil arriving after this time will be marked absent with code Unauthorised or another absence code if that is more appropriate.

If your child appears reluctant to attend JAMES please discuss the matter promptly with a tutor or the Principal to ensure that both you and your child receive maximum support.

### **Role of learners**

Each learner at JAMES has a duty to ensure that they attend punctually and regularly. If the learner has concerns or barriers to attending please speak to a tutor, manager or the Principal as soon as possible to support attendance concerns and/or barriers to learning.

### **Absence Procedures**

Staff will contact parents by 10AM if learners are not in attendance and JAMES has not been notified of absence by a parent or guardian. Staff will endeavour to support young people with any issues to support attendance. If attendance is below 90% JAMES will put in place a support/action plan to increase attendance on an individualised basis. Schools who refer young people to us are informed of attendance daily or weekly as advised by their attendance policy and procedures.

An attendance strategy was implemented in the 21/22 academic year – please see strategy for actions taken regarding absence as well as time frames and roles.

### **Family holidays during Term Time**

JAMES discourages holidays during term time due to the impact they have on learning. Family holidays taken during term time will be categorised as an unauthorised absence.

### **Procedures for Managing Non-attendance**

Children's services and the educational social work team will be notified of attendances below 85%. Children's services have a legal responsibility to make sure that parents meet their responsibility towards their children's education. Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a learner's attendance falls below 85%, JAMES will seek support from Children's services and parents in developing and implementing strategies to address or improve school attendance. In some cases families could be prosecuted for no or poor attendance. We can also refer to Targeted Early Help for support for your family. Young people are at risk of losing their place at JAMES if non or low attendance is ongoing. We also have a legal requirement to report any cases of CME (Child Missing Education for more than 10 days) to the council using the required process and documentation.

Updated Aug 2023		
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Signature Principal -



Signature Chair –

