

## Attendance Policy

The law relating to school attendance is explained in the leaflet 'Ensuring Children's right to Education (DCSF 2008)' available at [www.dcsf.gov.uk/schoolattendance](http://www.dcsf.gov.uk/schoolattendance)

Where collaborative learning has been arranged and learners are in off-site provision, it is essential for the safety of learners that their attendance is tracked and any absence reported as soon as possible in a half day period. **The accuracy of the register is of paramount importance both to provide a solid foundation for analysis of absence and to support any statutory interventions that may be required.**

The regulations require Equip to take an attendance register twice a day via our online attendance tracker: once in the morning session by 9.30am and once during the afternoon session by 12.45pm. Equip will show whether a learner is present or absent. If a learner is absent, Equip will mark them with an unexplained absence on the attendance tracker and input a note at the side of the learner's name. The home school will then determine if the learner will be authorised or unauthorised from the spreadsheets / emails. If medical evidence is given by the learner or parent then this will be sent through to the home school for them to determine again whether this authorised or unauthorised.

### The home school must:

- Have a designated member of staff to ensure that accurate details of learners is given to Learning Providers
- Have a designated member of staff to be responsible for receiving attendance reports for each session
- Have a system in place for informing parents/carers of unauthorised learner non-attendance as soon as possible after the start of each session
- Have a designated member of staff to ensure non attendance is escalated to the relevant agencies.
- Have a designated member of staff who will monitor patterns of (non) attendance and take necessary steps should non-attending persist.

### Equip must:

- Ensure that the register is marked accurately for each session via a secure online attendance tracker (<https://www.myattendancetracker.com/>).
- Attendance officer is responsible for informing parents/carers of any learner that hasn't arrived. If no answer from contact numbers provided, a voicemail or text message will be left for parent/carer to contact Equip for an explanation of the learner's absence.
- If a child is absent for two consecutive days without any contact, a home visit will be conducted that afternoon or the following day.
- If still no response on the third day, the home school will be notified for which they will escalate further.
- In certain cases of non-attendance the DSL will be notified alongside the relevant agencies.
- The attendance officer is responsible for informing each home school of attendance of learners – each session, as soon as possible after the register has been completed, either by the home school checking through via an emailed spreadsheet or an email stating the YP name, in attendance with time of arrival or if absent with reason.
- Have a designated member of staff who will inform the home school in the event of intermittent or non-attendance of learners.
- Upon referral from a school, Equip will ascertain the contact details of parent, carer or guardian and keep these updated.
- Regular meetings with referral schools to discuss non-attendees or low attendees and the next steps



#### **Illness reporting and recording:**

Absence reporting number: 0115 9754287 / 07535799668

Parents/carers/guardians should ring by 9am on each day of illness to notify Equip if a learner is unable to attend the alternative provision for that day. The absent will be recorded on to the online attendance tracker / spreadsheet with an added note with the reason of absence given. The home school will make the decision if the absence is authorised or unauthorised. If a learners attendance becomes significantly low (e.g. below 90%) Equip will report and liaise with the home school or/and the EWO.

#### **Absconding:**

Any learners who have received an attendance mark for either the morning or afternoon session; this will also be monitored via a paper register throughout the day, within the classroom for each lesson. Any learner who subsequently leaves the location of the provision will be deemed as absconding. For all learners under the age of 16 years, the Attendance Liaison Officer from the home school will be informed as soon as is practicable by Equip. Equip will contact parents/carer/guardians to inform them as soon as possible, as well as them being reported to the police (this will be done by Equip staff as they hold all relevant information).

When a learner returns after absconding, Management/DSL will hold a discussion with the learner to warn them of the risks and dangers of absconding. Also their reasons of why they absconded and if support is needed for their safety.

Management/DSL will refer to Equip's duty to Keeping Children Safe in Education and inform the young person of the risks to their own safety.

The young person is also informed that their absconding is reported to their referring school and the emergency services. Also, the young person is made aware that each incident of absconding is recorded electronically (CPOMS).

At this stage the young persons risk assessment will be updated to reflect this behaviour and identify strategies for future prevention.

This will be amended as progress of the young person is made.

Following this, action is then taken against the young person. The young person loses the privilege of leaving the building on trips or sports. This remains the case until a discussion has been had with parents/carers and permission has been granted for the young person to leave the building during

these times. This will only take place once the young person has taken responsible for their actions and trust has been regained.

#### **Children missing in Education:**

A learner is classed as missing in education if they are absent from school for 10 days or more and we have received no information from parents/carers/guardians or agencies regarding their absence. If a learner is deemed as missing in education the Attendance Liaison Officer in the home school will be notified; given our approach to reporting absence to referring schools we will contribute to the timely recording of such issues.

It is important that learners' absence is referred to the local authority after the tenth day. The home school will contact the Local Authority to report the learner missing from Education, Equip will liaise with the home school and/or the Local Authority.

However, if there is reason to believe a child is in immediate danger or at risk of harm, Equip will make a referral to children's social care and/or the police if it's appropriate.

Equip's approach to children missing in education adheres to the DfE statutory guidance on Children Missing in Education September 2016 <https://www.gov.uk/government/publications/children-missing-education>

#### **Authorised or Unauthorised absences:**

Home school will make the final decision whether the learner is an authorised absence or unauthorised absence. Equip will gather as much information as possible about absences and any relevant supporting information, e.g medical appointment cards/doctors notes. This will be recorded on the online attendance tracker / spreadsheet for home schools to see. This will then help them conclude their final decision.

**Policy updated: September 202**