



Attendance Policy

Other documentation to be taken into account alongside this policy:

- The DfE's Children Missing Education guidance
1. Purpose
 2. Statutory Duties
 3. Aims
 4. Roles and responsibilities regarding attendance
 5. Attendance and Punctuality Policy

1.0 Purpose

At APTCOO we aim to ensure that all learners receive an education which maximises opportunities for each of them to realise their true potential.

APTCOO endeavour to provide a welcoming, caring environment, whereby all learners thrive.

All APTCOO staff work with learners and families to ensure each learner attends the school regularly and punctually.

To meet these objectives APTCOO have established an effective and efficient system of communication with learners, parent carers and partner organisations to provide mutual information, advice and support.

2.0 Statutory Duties

The Education Act 1996 requires parents or guardians to ensure their children receive full time education by regular attendance at a school or by other arrangements.

APTCOO is responsible for recording learner attendance daily, reflecting attendance at the start of the morning session and the afternoon session.

3.0 Aims

1. To improve the overall percentage of learners' attendance
2. To reduce the level of persistent absence (PA)
3. To make attendance and punctuality a priority for all those associated with the organisation including learners, parent carers, teachers and trustees, and partner organisations.
4. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. To provide support, advice and guidance to parent carers and learners.
6. To develop a systematic approach to gathering and analysing attendance related data and to share this with partner organisations.

7. To further develop positive and consistent communication between home, APTCOO and partners.

4.0 Roles and responsibilities regarding attendance

Learners

APTCOO expects all learners to be punctual and maintain high levels of attendance.

Parent carers

Parent carers are expected to know which absences are acceptable, (see Table 1 below). The Attendance Policy will be published on the APTCOO website. Any absence will only be authorised at the discretion of the Head Teacher. Parent carers should be aware of the legal consequences of non-attendance.

Parent carers should be aware that poor punctuality may result in an unauthorised absence being recorded. This information will be shared with the referring partner organisation.

Parent carers are asked to inform APTCOO of any barriers to their child or young person attending the provision.

APTCOO asks that all parent carers inform the administration team on their child's first day of absence, at the earliest opportunity, and no later than 30 minutes after scheduled arrival time.

Tutors

It is the responsibility of all tutors at APTCOO to formally confirm attendance of each learner at the relevant provision base each day.

Information is shared internally via a secure Microsoft Teams platform and is subsequently coordinated and migrated into an electronic central record (by DfE code) which informs the relevant commissioners of current attendance data, as and when required.

APTCOO expects all tutors to encourage punctuality through the positive meeting and greeting of learners.

All lateness to provision must be recorded and a note made of reasons given.

The link between attendance and attainment should be actively promoted.

Head Teacher

It is the responsibility of the **Head Teacher** to oversee the provisions attendance policy and practice.

In collaboration with the Compliance Lead will monitor, evaluate and review the policy and its impact annually.

Trustees

Trustees should monitor and evaluate attendance and ensure the policy is carried out.

5.0 Table 1 - Attendance and Punctuality Policy

Authorised and unauthorised absence

It is the **Head Teacher's** decision as to whether an absence is authorised or unauthorised. A telephone call on the first day of absence followed by a letter on return from parent carers does not in itself authorise an absence; only APTCOO's acceptance of the explanation authorises the absence. The following examples should help to make this clearer:

Authorised Absences

- Sickness
- Unavoidable medical/dental appointment (half day maximum)
- Days of religious observance such as main religious days of Eid (agreed with the Head Teacher beforehand)
- Exceptional family circumstances, such as bereavement
- Going to other establishments for visits, interviews or examination

Unauthorised Absences

- Looking after brothers, sisters and others
- Shopping
- Celebrating a birthday
- Sleeping in
- One child is ill, so all are kept off
- Holidays in term time will not automatically be sanctioned

Policy/ procedure for: Attendance

RECORD OF CHANGES

DATE	AUTHOR	PROCEDURE	DETAILS OF CHANGE
December 2022	Compliance Lead & Finance & Admin Lead	V2 Annual Review and Update	Amendments to Covid sections to reflect updated guidance

EMPLOYEE RECORD OF HAVING READ THE POLICY

Title of Policy: Attendance

I have read and understand the principles contained in the named policy.

PRINT FULL NAME	SIGNATURE	DATE