

**Attendance Policy**

**Statement of Intent**

MFYP Ltd recognises that punctual and regular provision attendance is an essential precondition of educational and social inclusion and a prerequisite to effective learning.

It notes that for a significant number of children poor attendance is a direct cause of their social exclusion and under achievement. MFYP Ltd is therefore committed to improving levels attendance and punctuality.

 We aim to do this by:-

-    Promoting the value and importance of regular attendance;

-    Reducing all forms of unjustified absenteeism, especially levels of persistent absenteeism (PA).

-   Encouraging and valuing high attendance rates.

-  Recognising the external factors that influence pupil attendance and working in partnership with parents, Education Welfare Officers (EWO)/Attendance Advisory Services and other relevant services to deal with any issues.

Defining expectations with students and their parents to provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

**Responsibilities**

Parents and MFYP Ltd teachers and support staff share the responsibility for ensuring that attendance rates at MFYP Ltd are maximised and that rates of unauthorised absenteeism are kept to a minimum.

*MFYP* Ltd *are responsible for:*

-     supporting the attendance of pupils, responding to difficulties and issues which might lead to non-attendance and encourage parents to take an active role in the education of their children;

-     setting up effective networks for liaising with other involved agencies and services such as EWO, Social Care, Connexions, the Police, Health, etc;

-     identifying clear procedures to identify and follow up all absence and lateness reintegrating long-term absentees and pupils who may, for specific reasons, have been on a reduced timetable;

-     recognising the crucial importance of early intervention and provide appropriate strategies;

-    having regular structured meetings between MFYP Ltd staff and the Education Welfare Officers;

-    ensuring that regular meetings and reasonable steps are identifying a key senior member of staff with overall responsibility for attendance;

-    ensure that good practice is identified and disseminated;

-    help create an ethos and culture which encourages good attendance, addressing school-based causes of poor attendance such as bullying, racism, an inappropriate curriculum, etc.

It is a legal requirement that MFYP Ltd :

-    maintain computerized attendance registers in accordance with the relevant regulations advised by the local authority;

-    monitor persistent absenteeism (PA) as a discrete category of absenteeism;

-    accurately record and monitor all absenteeism and lateness;

-    clearly distinguish between absence which is authorised and absence which is unauthorised according to criteria laid down by the DCSF;

-    submit termly absence returns;

-   targets to reduce absence and submit these targets in accordance with the relevant regulations. taken before a referral is made to the EWO;

*Parents*

Parents can do a great deal and are responsible in law for ensuring and supporting the regular and punctual attendance of their children. Parents should:-

-    take an active interest in their child’s education and work;

-     attend meetings at the provision;

-     be aware of letters from MFYP Ltd which their child brings home;

-     ensure that their child arrives at MFYP Ltd on time each day;

-     ensure that their child only misses education for reasons which are unavoidable or justified, such as illness or days of religious observance;

-     always notify the provision as soon as possible – preferably before 10am on the first morning - of any absence;

-       confirm this in writing when the child returns to school;

-       avoid booking family holidays during term-time;

-       talk to us if they are concerned that their child may be reluctant to attend.

*Pupils*

-     Pupils should ensure that they attend education regularly and on time;

-       Pupils should attend all lessons punctually;

-       Pupils should not leave the premises without permission.

**EWO Referrals**

MFYP Ltd will first undertake a number of steps to address a pupil’s non-attendance.  These would include:-

-       action by the class teacher/form teacher;

-       action by the Head of Year (secondary) or Head or Deputy Head (primary);

-       contact with parents – will send a sequence of 3 letters of concern to the parents before formally involving the EWO.

Referrals may be made when:-

-       a pattern of irregular attendance has developed;

-       a period of entrenched non-attendance has begun;

-       communication by MFYP Ltd to the parents has met with little or no response;

-       there is evidence of a lack of parental co-operation in ensuring a child’s regular attendance;

-       a pattern of post-registration truancy is persisting despite MFYP Ltd’s efforts to prevent it;

-       a pupil is withdrawn from MFYP Ltd by the parents who are moving to another area;

-       a pattern of persistent lateness has developed;

-       there are child protection concerns;

-       there are specific and identifiable welfare issues which are preventing a pupil from accessing education.

 **Evaluation and Review**

This policy will be evaluated at the end of each term by the senior Management team and formally reviewed in April 2010

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**ATTENDANCE PROCEDURES**

Any child who is absent from education at the morning or afternoon registration period must have their absence recorded as being authorised or unauthorised. Only the team leader or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

 **REGISTRATION**

**MORNING REGISTRATION WILL TAKE PLACE AT THE START OF SCHOOL AT 9:30AM. THE REGISTERS WILL REMAIN OPEN FOR 30 MINUTES.**

**LATENESS**

Any pupil arriving between 10-10.30am will be marked as late. Any pupil arriving after that will be marked as unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed where they will be marked as ‘late after registration’. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

If a student has 3 late marks a letter is sent home. Pupils arriving after the registration period has ended but before the end of the first lesson period will be treated for statistical purposes as present, but will be coded as “U” Late after registration.

**FIRST DAY ABSENCE**

Parents are expected to call the provision to explain absence. If no call is received by 10.30am, the school will telephone the parents. The receptionist will fill in a call sheet and a letter will also be sent of asking for written reason from the parents to explain absences. A copy of the letter is filled in the student file.

**THIRD DAY ABSENCE**

If the student has 3 unauthorised absences a letter is to be sent home to the parents to find out if there are any concerns or issues as to why the student has not been attending. First of all they will be marked in the register as “ not yet had a reason for absence” (N) and then after 3 days their mark will change to unauthorised if no contact has been made from/ with the parents after the letter has been sent out.

 **Continuing Absence**

 *Part- time students*

On a weekly basis MFYP Ltd will email copies of absence/lateness letters sent to parents to the provision, and we will ask education to arrange a meeting with the parents to discuss any issues i.e. lateness, illness or absences. We continue throughout this time to send letters to parents.

*Full- time students*

We send letters home to parents and continue to monitor continuous patterns. After sending 5-6 letters we refer it on to the education department (children’s services) who will address the situation.MFYP Ltd will include details of the action that they have taken.

**Frequent Absence**

It is the responsibility of MFYP Ltd attendance administrator to be aware of and bring attention to any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. If this is unsuccessful we will refer to the referral schools’ Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the Attendance Advisory Officer.

**A Welcome Back**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

**Promoting attendance**

MFYP Ltd will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education.

**Holidays in term time**

Holidays during term time are discouraged. Parents will be reminded of the effect that absence can have on a pupil’s potential achievement. MFYP Ltd will consider authorising absences only in very exceptional circumstances. Parents must apply in advance for permission.

**The registration system**

MFYP Ltd will use a computerised system for keeping the school attendance records. The following national codes will be used to record attendance information:

|  |
| --- |
| **Absence and Attendance Codes** |
|  |  |
| / | Present (AM) |
| \ | Present (PM) |
| B | Educated off site (not dual registration) |
| C | Other authorised circumstances |
| D | Dual registration (attending other establishment) |
| E | Excluded (no alternative provision made) |
| F | Extended Family Holiday (agreed) |
| G | Family holiday (not agreed or days in excess) |
| H | Family Holiday (agreed) |
| I | Illness (not medical or dental etc. appointments) |
| J | Interview |
| L | Late (before registers closed) |
| M | Medical or Dental appointments |
| N | No reason yet provided for absence |
| O | Unauthorised Absence |
| P | Approved sporting activity |
| R | Religious observance |
| S | Study Leave |
| T | Traveller absence |
| U | Late (after registration closed) |
| V | Educational visit or trip |
| W | Work experience |
| X | Non-compulsory school-age absence |
| Y | Forced and Partial Closure |
| Z | Pupil not on roll |
| # | School closed to all pupils |
|   |   |
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|   |   |
|   |   |

**Communicating Attendance to Schools and Referral Agencies**

We email schools and referral agencies on a daily basis letting them know who is absent or present that day. Some schools are emailed weekly depending on their stated preferences.

**Illness**

If no contact has been received from a parent to explain the reason for illness, a letter and a call will be made by MFYP Ltd on the first day of a pupils illness and the child is marked as “I” with telephone confirmation from a parent but if after 3 days no contact has been made, the student will be marked down as unauthorised.

**Exclusions**

If a student is to be excluded, a telephone call followed by a letter is sent home to inform the parents that their child has been excluded, for how long and the reason. A meeting will then be arranged between MFYP Ltd, parent and the student to meet with MFYP Ltd Disciplinary committee to discuss the permanent exclusion, in line with DCSF guidance.  The Administrator prepares supporting information for this meeting (any incident reports, attendance reports or letters).

**Other authorised absences.**

This usually includes meetings with other schools, colleges or other referral agencies or exams. (C)

**Medical**

We usually only mark the students down as (M) Medical when a medical note is provided by a parent to prove that the child has attended a medical appointment.

 **Pre Referral Meeting to Attendance Advisory**

Letters are continuously sent to the parent of PAs, but if there is a constant pattern in a student’s attendance or lateness then they will be brought to the attention of Gar-Ming Hui, Attendance Advisory Service and/or the school after 3 - 4 letters. A Pre Referral meeting will be scheduled after 5 - 6 letters have been sent out with Attendance Advisory. If no improvements have been made then an official referral will be made to EWO.

**Meetings**

A file is created containing call sheets, attendance logs and letters that have been sent home to parents throughout the period of absence/lateness.

**Where are the letters filed?**

The letters that are sent out are filed in the student’s file along with any other documents they have.

**Where do the copies of the letters go?**

A letter is sent to parent/s, a copy is filed in the student’s file and another copy is sent to the school. If the student is being referred to the Attendance Advisor, then copies of the letter will also be sent to him.

 MFYP Ltd

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