

# Attendance Policy

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**Approved by: Graham Chambers**

Triple Skillz in the Community Ltd will endeavour to provide an environment where all learners feel valued and welcome. For a learner to achieve their full potential attendance is essential. We will consistently work towards improving every learner's individual attendance and contact. Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

Triple Skillz acknowledges the importance of monitoring absence and acknowledge that children who fail to attend their provision regularly are placing themselves at greater risk of either offending or of becoming the victims of offending by others. It is a belief that children should attend the provision regularly and punctually because school is where they learn, and school is where they are safe.

We will actively encourage staff, parents/carers and students to maximise the learning experience in order to allow all young people reach their full potential. Therefore, it is essential that we have established clear procedures for involving parents/carers relating to school attendance.

Because of the nature of the learners that we work with Triple Skillz in the Community Ltd we accept that attendance may not be good or even satisfactory when a learner starts their provision with us. Our overall target is 75% attendance and 80% not including students who are missing. Attendance is a key area for improvement and every student's attendance and participation is reviewed monthly

Daily attendance will be monitored using the registers required by LCC or the organization using our service.

## **The Education Manager will:**

- Monitor daily logs and rotas, identify gaps in attendance and liaise with the Service users regarding and incomplete or inaccurate daily logs.
- Consult lead agency with any concerns regarding the reasons given for absence.
- Keep accurate AM and PM records of attendance.
- Make attendance and punctuality a high-profile issue within the organisation.
- Address any concerns about internal truancy.
- Implement a system of rewards e.g., certificates, postcards, merits etc to promote high levels of punctuality and attendance.
- Regularly check and monitor attendance through daily logs.
- Ensure parents/carers are made aware of issues and agree strategies for improvement e.g letters of

Updated 04.08.24.

concern, meetings etc. (Education Manager)

**Tutors will:**

- Liaise with the Managing Director over issues of concern and monitor effectiveness of action
- Help and assist the organisation in working towards meeting attendance targets
- Oversee the administration of daily logs
- Monitor the attendance of targeted groups
- Provide feedback to relevant stakeholders

**Manager will:**

- Review the attendance policy annually
- Monitor its implementation
- Monitor progress against organisation targets
- Monitor progress against national strategies

**Learners will:**

- Be ready to meet with their tutors and actively take part in their provision for the day. • Ensure parents/carers provide explanations for all absences.
- Accept and support any sanctions given by the school where the organisation's expectations have not been met.

**Parents/Carers will:**

- Ensure and support regular and prompt attendance to all provision.
- Provide an explanation for absences

**Lateness:**

Poor punctuality is not acceptable. Students who are late disrupt their own progress and the learning of others.

**How we manage lateness:**

Start time at triple skillz is 9.30.

**Triple Skillz – Late Procedures:**

Registers are marked within the first 30 minutes of the start of the day.

At 10.00 am the registers will be closed. In accordance with the regulations, if your child arrives after that time, they will receive a late. The young person's time of arrival will be documented with the respective school or partnership. The school or Partnership will then decide whether the young person has arrived in time to get a morning mark or not.

Poor punctuality will be monitored, staff will work with students to improve their punctuality. If no improvement is noted, then staff will contact parents in order to try and improve the young person's punctuality.

**Triple Skillz Child absent Procedure:**

Once the registers are closed at 10am, if a young person is absent, a member of staff will attempt to contact parents or carers via text message or a phone call to try and ascertain a reason for the absence.

Depending on the reason an update may be given to the School or Partnership, this can be done via CLM  
Updated 04.08.24.

or email. In certain situations, a phone call to the young person's key worker may be needed.

Poor attendance will be monitored, staff will work with students to improve their punctuality. If no improvement is noted, then staff will contact parents in order to try and improve the young person's attendance.

Should a young person's poor attendance continue the Triple Skillz will work along side the school/partnership in an attempt to improve the young person's attendance. This may include but is not restricted to the following:

- Organising transport to and from education
- Putting in place a part time timetable.
- Assigning the young person an outreach worker
- Changing days at provision
- Changing courses or activities in an attempt to engage the young person

### **Triple Skillz - Children Missing or Absconding from Education Procedure:**

Due to the nature of young people who attend Triple Skillz it may sometimes arise that a learner will leave the site without permission. Prior to this occurring every effort will always be made to de-escalate and deter a young person from leaving site and staff on site are trained in de-escalation techniques in order to facilitate this. However, this may not always be possible and therefore the following protocol needs to be taken should a young person leave site:

If a staff member is present:

- The staff member present should follow the young person at a distance and attempt to encourage them to return to site.
- The staff member should have a mobile phone on their person and contact the centre manager or education manager to inform them of the situation and then continue to keep them informed of any development while following the young person.
- The Centre manager or Education Manager will give verbal advice throughout. Extra staff may be deployed if available to help encourage the young person to come back to site.
- Should the young person keep walking or refuse to return for over 15 minutes then the parent/carer and School or Partnership will be informed of their refusal to engage within Education and steps will be followed around this. The absence will be reported to the police if the young person is considered vulnerable, and this is agreed by all parties.

No staff member is present to follow, or should a staff member discover that a young person is not on site as expected, or if they are following and lose sight of them are they are to:

- Inform The Centre Manager or Education Manager immediately.
- Complete a search of the Centre taking no more than ten minutes.
- Staff are to search the local area on foot or by car to try and gain sight of young person.
- Should the young person not be sighted, a call will be made to the young person's parent/carer and school or partnership to inform them of the situation and agree next steps.
- Should the parent/carer or school/partnership wish for a report to be made, the Centre Manager or Education Manager is to call the non-emergency Police number 101 and complete a concern form including the Police incident number within the contents.
- On return a debrief must be held with the young person to explore reasons for leaving site, support that can be put in place to reduce risk and any concerns they had while off site.
- Parent, carers and school/partnership will be informed when a young person is returned to site. The Police will also be informed should they not be aware.

Updated 04.08.24.

- The young person's risk assessment may require updating

Alternative Provision attendance is subject to various Education Laws and this organisational Attendance Policy is written to reflect these laws and the guidance produced by the Department for Children, Schools and Families.

Triple Skillz in the Community Ltd will review its systems for improving attendance at regular intervals to ensure that it is achieving its targets.