# River Bourne Community Farm Education

# Attendance Policy

**Aims**

At The River Bourne Community Farm Education we are committed to meeting our obligations with regard to attendance through our provisions ethos.

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure support is in place to encourage good attendance

**Roles and responsibilities**

**The Alternative Provision Lead**

The Alternative Provision Lead is responsible for:

- Implementation of this policy
- Monitoring absence data and reporting it to the home schools
- Supporting staff with monitoring the attendance of individual students
- Liaising with the home schools to address any concerns
- Building positive relationships with parents and implementing interventions to support attendance.

**All Staff**

All staff are responsible for:

- Recording daily attendance accurately
- Reporting concerns about attendance to the Deputy Head or Head

**Recording attendance**

**Attendance register**

We will keep an attendance register and place all students onto this register.

We will take our attendance register at the start of the first session of each day and it will mark whether every student is:

- Present
- Absent due to illness or medical
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

The register will be taken at 09:00am & 09:30am Monday to Friday and again at 12:00pm & 1:00pm Monday to Friday.

**Unplanned absence**

The student's parent/carer/school/school must notify the provision by email or phone on the first day of an unplanned absence as soon as practically possible.

We will mark absence due to illness as authorised unless the provision has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the provision lead will contact the parent/carer/school to establish if there is a concern or worry that is preventing the student from attending. We will also contact the home school and notify them of our concern.

**Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer/school notifies the provision in advance of the appointment.

Parents/carers should contact the provision by email or phone.

However, we encourage parents/carers to make medical and dental appointments out of the provision hours where possible. Where this is not possible, the student should be out of provision for the minimum amount of time necessary.

**Lateness and punctuality**

A student who arrives late will be marked as late, using the appropriate code, unless it is due to transport issues.

**Following up absence**

Where any student we expect to attend the provision does not attend, or stops attending, the provision we will:

**On the first occasion:** follow up on their absence with their parent/carer/school to ascertain the reason, by phone call or email.

**On the second consequent occasion:** Contact the home school and ask for their support.

**On the third consequent occasion:** Attempt to arrange a face-to-face visit at our provision or at the student's home address.

**Reporting to parents/carers**

Students' attendance data is shared with parent/carer/school and home school in the weekly feedback reports. It is also shared during EHCP, LAC and other meetings with parents/professionals.

**Strategies for promoting attendance**

The River Bourne Community Farm Education utilises a number of strategies for promoting attendance such rewards and positive praise.

**Appendix 1: attendance codes**

**The following codes are taken from the DfE's guidance on school attendance.**

**/ , Present (am) , Student is present at morning registration**

**\ , Present (pm) , Student is present at afternoon registration**

**L , Late arrival , Student arrives late before register has closed**

**C , Authorised leave of absence , Student has been granted a leave of absence due to exceptional circumstances e.g. funeral**

**I , Illness , The River Bourne Community Farm Education  has been notified that a student will be absent due to illness**

**M , Medical/dental appointment , Student is at a medical or dental appointment**

**N , Reason not provided , Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)**

**O , Unauthorised absence , The River Bourne Community Farm Education  is not satisfied with reason for student's absence**

**X Not expected to be here**