**Monitoring attendance**

We monitor attendance daily and take registers every session. Individual, class and whole school attendance is monitored closely by a team of staff including; Attendance Administrator, Attendance Officer, Senior Leaders and the Headteacher.

***Please note it is the responsibility of the parents to provide appropriate contact details and notify us of any change of address.***

**Pupil Attendance Policy**

Regular school attendance is essential if a child is to make the most of the educational opportunity we offer to them. At The Tutorial Foundation we take seriously our responsibility to monitor and promote the regular attendance of all our pupils. We recognise that regular attendance is necessary for students to fulfil their academic potential, for building and maintaining positive relationships with staff and the development of friendship groups within school.

The school will endeavour to provide an environment that is conducive in educating every individual pupil. School attendance will be positively supported and the promotion of good communication and co-operation between all parties involved will be paramount. The school has a statutory responsibility to keep and maintain an up to date admissions register and to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions (Education Pupil Registration regulation 2006). The attendance register has to record whether a pupil is present, engaged in an approved educational activity off site or absent. If a pupil is absent the register must record whether the absence was authorised or unauthorised.

**We aim to raise and maintain levels of attendance by:**

* Providing a positive and welcoming atmosphere in which pupils’ feel safe, secure and valued and where pupils’ spiritual, moral, social and cultural development (including the fostering of British Values) is promoted.
* Offering a carefully differentiated and relevant curriculum
* Regular opportunities to celebrate and reward pupils’ successes and achievements
* Raising awareness of the importance of good attendance
* Ensuring that attendance is monitored effectively and reasons for absences are recorded and followed up promptly and consistently

**What is expected of the pupils:**

* To respect themselves and others
* To do all they can to attend school regularly and punctually
* To inform a trusted adult if they feel that they are being bullied
* To encourage friendship and a sense of belonging

**What is expected of the Parents and Carers:**

* They have a legal responsibility to ensure that their children attend school regularly. If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned
* To keep requests for their child to be absent to a minimum
* To offer a reason for any period of absence, preferably before the absence or on the first day of absence
* To work closely with the school and the LEA to resolve any problems that may impede a child’s attendance
* To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special /exceptional circumstances
* To be aware of curriculum requirements and be especially vigilant with regard to attendance during important academic times such public examinations

**What is expected of the School:**

* To create a school ethos that pupils want to be part of
* To meet the legal requirements set out by Government
* To give a high priority to punctuality and attendance
* To follow procedures that enable the school to identify, follow up and record unauthorised absence and patterns of absence with effective monitoring and intervention
* To consistently record authorised and unauthorised absences within the guidance of the 1996 education act
* To encourage open communication channels between home school and all other agencies involved in the welfare of the student
* To follow procedures leading to a formal referral to the EWO
* To adequately provide for pupils with difficulties and ensure the appropriate delivery of the curriculum

**School Procedures for Recording and Monitoring Attendance**

**Daily Procedure**

1. Registration is taken by the administration office between 9.00 and 9.15.
2. Once completed, if there are any absences, the administration staff will phone to ascertain where the pupil is and if they will be attending lessons that day.
3. Initially the first point of contact is called and if the pupil is unwell or unable to attend for some other, authorised reason, then a record is made in the register and the teachers notified.
4. If the pupil is delayed, then an estimated time of arrival is confirmed and the teachers notified.
5. If it is not possible to reach the relevant contact, then the second point of contact is called and so on, until all the available contacts have been tried, and if possible messages left.
6. If after a reasonable length of time, it is still not possible to get in touch with the pupil, then it will be assumed that it is an unauthorised absence and the register will be marked accordingly.
7. Individual registers are kept for pupils so that we can report to various outside agencies such as the YOT and schools for instance.

**Recording**

An up to date admissions register is kept on the school database in accordance with the 2006 regulations.

The administration staff keep a daily register recording who is present and absent from school for the morning and afternoon sessions. This is individually recorded for each student according to their attendance hours. The core hours are from 9:00 until 14:00. A number of students receive on and off site education outside of these hours and the register is kept accordingly. (Codes for attendance and absence are used as set out at the foot of the register page).

Students arriving late are marked in as late as they enter the front door via the intercom entry system. All staff need to be aware that any child arriving late MUST register at the office for purposes of fire regulations.

If a student has not arrived one hour after the start time of their day a phone call is made to the parent or carer on the contact number provided to the school. If a reason for absence is given this is recorded in the register. Where a carer cannot be reached a message is left where possible.

Reasons for absence may be offered verbally by phone. The school may then decide if it wishes to

authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 1996 Education act, which identifies the following reasons as acceptable reasons for an authorised absence.

* The child is ill or is prevented from attending by unavoidable cause
* The child lives over a certain distance from the school and either the LEA has failed to make suitabl arrangements to register the child at a nearer school or the LEA has failed to make suitable transport arrangements
* The child is absent on days exclusively set apart for religious observance in their particular faith
* The child is absent ‘with leave’. This refers to leave being granted by the school not by the parent, and would normally relate to no more than 10 school days in any 1 year.

**Monitoring**

The Head Teacher and admin staff review the attendance of all the pupils on a weekly basis. A reason for a period of absence is always required. The school will contact parents/carers who have not offered a reason or where the absence is persistent and prolonged.

After three days’ absence a letter will be sent to the parents/carers of any pupil identified as having attendance problems informing them of the school’s concerns and offering support to resolve any problems that may be impeding a child from attending. A copy is kept in the student’s personnel file.

If, after 7 days, no response is received a second letter is sent (and copy retained on file as above)

The pupil’s attendance will then be closely monitored and if after a two week period there appears to be no improvement a third letter will be sent (copy on file as above) and/or the parents/carers of the pupil will be invited to a meeting with the head teacher to discuss the issue and hopefully resolve any issues preventing the pupil from attending.

Following this if the attendance of the pupil does not improve the school will inform the LEA who will follow statutory procedures.

The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Education Welfare Service (EWS) the Local Authority provides support to schools and parents to fulfil their legal duty. The EWS is the enforcement agency of the LEA and as well as providing guidance and support through its officers may take a parent to court for not fulfilling their duty under section 444 of the Education act 1996. The court may fine the parent and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order.

**Departure from the premises**

**Authorised**

Our pupils may be allowed, with consent, to leave the premises to return home for a “cooling off” period or in the case of ill health AFTER contacting the carer/parents to inform them of the reason for the pupil’s departure.

**Unauthorised**

All unplanned/unauthorised departures from the premises by any pupils are followed by contacting the parent/carer to inform them of the student’s departure from the premises.

Such departures are recorded in the attendance register.

**LEA and LAC reporting**

An electronic copy of the register is emailed to the LEA’s weekly for their records and LAC student’s attendance is logged daily by phone call with the relevant social services.

**Strategies used to promote good attendance and punctuality**

* The tutors will ensure that the curriculum is delivered within a culture of Inclusion and in such a way that pupils feel that they have and can succeed
* A caring and nurturing environment will be provided in which students feel safe and valued
* Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals
* Pupil attendance figures will be published with the termly academic reports
* The monitoring procedures will be strictly adhered to

**Confidentiality Policy**

**Statement of intent**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education.

**Aim**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

**Methods**

To ensure that all those using - and working in – The Tutorial Foundation can do so with confidence, we respect confidentiality in the following ways.

• Parents have ready access to the files and records of their own children but do not have access to information about any other child.

• Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

• Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know" basis.

• Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.

• Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

• Students on recognised qualifications and training, when they are observing at The Tutorial Foundation are advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the Tutorial Foundation, which is to the safety and well-being of the child. Please see also our policy on child protection.

**Holidays in Term Time**

The Tutorial Foundation follows Government Guidelines and does not authorise any holidays taken in term time. Where there are exceptional extenuating circumstances permission must be sought in writing from the Headteacher.

Policy Sign off and review

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|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low | 13.01.16 |
| **Reviewed by** | Marion Veal | 24.10.2019 |
| **Next Review By** | Julia Low | 31.10.2020 |