

ATTENDANCE POLICY

PURPOSE

The purpose of this policy is to ensure that all those affected understand the importance of Education and their roles and responsibilities. Regular attendance at Cornerstone Vocational Training (CVT) is essential to ensure uninterrupted progress and to enable learners to extend their potential. The attendance pattern for all learners is monitored weekly, with CVT seeking to work actively with home providers, parents and carers to ensure regular attendance.

SCOPE

The aim of this policy is to encourage learners to attend CVT: subsequently they will be able to take advantage of the educational opportunities available.

Parents/carers have the primary responsibility for ensuring that children of compulsory school age (i.e. 5 to 16-year olds) receive a suitable education either by regular attendance at school or otherwise. CVT aim to support and encourage parents/carers to meet these responsibilities.

OVERVIEW

CVT expect all learners enrolled onto our programmes to attend their agreed provision timetable, whether it is shared provision with the school/another alternative education provider or on full time respite with CVT. We do all we can to encourage regular attendance and put in place appropriate procedures to support this.

We know that poor attendance can seriously affect each learner:

- Attainment in school/AEP
- Relationships with others and their ability to form lasting friendships
- Confidence to attempt new work and work alongside others.

Persistent absence affects life chances and CVT have a duty to protect education; we will challenge any unauthorised absence.

PARENTAL RESPONSIBILITY

Parents/carers have a legal obligation to ensure children attend regularly and on time.

AUTHORISED AND UNAUTHORISED ABSENCES

Absence will be classified by CVT, not parents/carers. An absence is classed as authorised when a child is away from CVT for a legitimate reason and CVT has received notification from a parent or carer. For example, if a child has been unwell and the correct medical evidence is received the CVT will make the absence authorised and mark with an I code (illness). Other occasions CVT will mark a C code (authorised absence) include, attending the wedding of a family member, family bereavement or to attend court (these examples are illustrative and not meant to be exhaustive).

Unauthorised absences are those, which CVT does not consider reasonable and for which no authorisation has been given. Examples include:

- Parents/carers keeping children off school unnecessarily e.g. to go shopping, to care for a sibling, a learner's/parent's/sibling's/relative's birthday
- Truancy/refusal
- Absences that have never been properly explained
- Illness without medical evidence
- Holidays in term-term (in **exceptional** circumstances home providers may agree term time holiday).

ABSENCE WITHOUT REASON

When a learner is absent, the Centre Manager will record the absence in the register. As part of our safeguarding procedures, CVT will contact the home provider if information has not been received regarding the reason for the absence. This will happen every day of nonattendance where no call has been received informing us of absence and reasons why.

Home providers will be contacted and inform of absence without reason via:

- Wirral – The Local Authorities Alternative Education Portal

ILLNESS AND MEDICAL APPOINTMENTS

When a learner is unwell, parents/carers should contact CVT before 9:30am on the first day of absence. A call must be made for each subsequent day of absence. Parents/carers must provide a reason for absence. When a learner is absent due to illness or a medical appointment, evidence is required. This can be an appointment card, letter, prescription, prescribed medication packs or boxes with child's name printed on them. Learners will be marked with an O code (unauthorised) until

evidence is received, once received the mark will be changed to a M or I code (medical appointment or Illness)

When CVT are concerned about the amount of provision missed due to illness we may share information with external agencies (this is not a definitive list but could include relevant health services, the Early Help Team, social care). Parents/carers should ensure that every effort is made to make or arrange medical appointment outside hours of provision.

HOLIDAYS

Learners absence during term time can seriously disrupt learner's continuity of learning. Parents should avoid booking a family holiday in term time. Parents do not have an automatic right to withdraw learners from CVT/school for a holiday and in law, must apply for permission in advance. Holidays can only be authorised by the home provider and only in exceptional circumstances.

ARRIVAL TIMES

All learners MUST arrive for their provision on time, this is the time of arrival at school agreed with the Centre Lead or Director at the learner induction meeting. If learners arrive 5-60 minutes after their provision start time, they will be marked with an L code (late). If they arrive after 60 minutes of their provision start time, they will be marked with an U code (late after register has closed). In circumstances such as bad weather or transport difficulties, CVT may keep the register open for a longer period. If a start time has been agreed at induction that is later than when the register closes learners will be marked with a N (No reason yet provided for absence) until they arrive for their session – at which point the mark will be changed to / (present) if they have attended on time, U (late -if they are within 5-60 minutes late for their agreed start time) or O, (unauthorised) if they fail to attend. Where late start times have been agreed there will be an on-going dialogue between the CVT, the school and parent to work towards attending at the usual times. Persistent lateness may lead to a fixed penalty notice and instigated by the home provider.

CORNERSTONE VOCATIONAL TRAINING'S MANDATORY PROCEDURE

1. Key Principles

CVT will follow up unexplained absence on the first morning. This is a positive pro-active measure, which demonstrates vigilance, care and concern for our learners and determination to build an effective partnership with parents/carers. Unauthorised absence is an indicator of disaffection and early intervention can prevent problems from becoming worse.

2. Implementation

2.1 Learners

Learners will be encouraged, where appropriate, to:

- Establish regular attendance.
- Inform teachers if there is a problem that may lead to absences.

2.2 Parents/Carers

Parents/Carers will:

- Encourage attendance. Inform CVT on the first day of nonattendance.
- Liaise closely with the Centre Manager regarding concerns about attendance or punctuality.
- Discuss planned absences with the CVT/home provider in advance.

2.3 Staff

Staff will:

- Encourage attendance.
- Ensure that learners are registered accurately and efficiently.
- Ensure that learner attendance and lateness is monitored.

- Liaise closely with parent/carer regarding concerns about attendance or punctuality.
- Contact parent/carer on the first day of absence.
- Report attendance concerns to Head of Department at the home provider.

This policy will be reviewed by Brendan Bell every year or sooner if necessary.