

September 2022

## Student Attendance and Absconding Policy



**OUR  
HISTORY  
THEIR  
FUTURE**

Date of issue: September 2022

A handwritten signature in black ink, appearing to be "C.A.", written over a faint circular stamp.

Signed:

Review Date: September 2023

## TIME OFF FOR DEPENDENTS POLICY ISSUES AND UPDATES

PAGES	ISSUE	DATE
Full review and write of document	1	16/09/2020
Annual review 4-5, punctuality update and removal of schooling guides	1	26/07/2022
Annual review – 6 – Unexplained absence: added designated safeguarding lead	1	26/07/2022
Annual review – 7 – unexplained absence: role of Employability Lead and Engage Manager added	1	26/07/2022
Annual review – 8 – Persistent late comers removed.	1	26/07.2022

The following policy has been approved by the Senior Leadership Team and the Board of Trustees.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Board of Trustees: 15/09/2022

Board signatory: Jon Drown

Planned review: September 2023

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At Northampton Saints Foundation, we provide daily attendance reports at 10am, if students for any reason miss this registration schools/colleges will be made aware, following this if they arrive, we will also re-notify school. This policy applies to all children engaging in our Engage programme with the Foundation.

Northampton Saints Foundation encourages all parents/carers to work in partnership with the Foundation in order to improve attendance and punctuality.

### **Aims & Objectives**

This attendance policy ensures that all staff and trustees of the Foundation are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensure high levels of attendance and punctuality.
- Achieve a minimum of 95% for all pupils
- Those with known Health issues that impact on attendance we look to maintain their levels of attendance and work where possible by various interventions and support
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception age children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the partner professionals involved in attendance so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

### **Northampton Saints Foundation's expectations on parents, carers or guardians**

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

### **Punctuality**

It is the parent/carers responsibility to ensure student arrive on time to the respected programme, as below,

To ensure students arrive to the programmes on time, engage hubs will open the facilities at 9.15am ready for the programme to commence at 9.30am. This is sufficient time for all pupils to arrive and be ready for the start of the programme.

All students who do not arrive to the programme by 10am will be reported to the necessary school recorded as absent to the programme.

Should the student arrive after 10am, recorded as late for both Foundation programme and school associated to the student.

For all 16+ programmes, if student has not arrived by 10am, parents, carers, guardians and partnering college to be informed of absence.

If student arrives after 10am on all 16+ programmes, parents, carers, guardians and partnering college to be informed and recorded as late.

Should students continue to arrive to the provisions late, positive relationship and behaviour process to be implemented.

### **Absences**

It is the parent/carer's responsibility:

- To notify the Foundation on the first day of absence before 9:30am or as soon as possible. Parents can report an absence by telephoning the Foundations office/programme lead or by email.
- To provide medical evidence where possible, on the students return to the programme.
- To ensure that as far as possible, medical appointments are arranged for outside education hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend before/after the appointment.
- To liaise with the Foundation as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

Parents/carers of children for whom we do not know the reason for absence will be contacted after 10.00am on the threshold of absence.

### **Illness/Medical absences**

In addition to the points above, if a child is repeatedly absent due to illness, the Foundation/school may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc.

The Foundation/school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday.

### **Absence for Holidays**

Parents/carers are expected to take the students/young people on holiday during the school/college holidays to minimise the impact of missing education, we will not approve any holidays.

If there are exceptional circumstances, parents/carers must complete a leave of absence request form in advance of the trip (ideally at least 4 weeks prior) which is to be given to the school/college. These requests will be considered on a case-by-case basis by the Co-Heads of the school and college, and they will use their discretion whilst applying government recommendations.

It is the parent/carer's responsibility:

To obtain a leave of absence form from the school/college.

To complete and submit the form in advance of the period of absence (ideally 4 weeks prior).

To inform tutor or supporting staff of planned absence from the courses.

### **Absence for Other Reasons**

Absences for reasons such as religious observance (up to 2 days per year) or close family bereavement may be authorised by the Co-Heads/Foundation Leads. These requests must be discussed with the school, college and Foundation. Absences for close family members' weddings or funerals will be limited to one day's authorised absence, if granted.

It is the parent/carer's responsibility:

- To inform the office, in writing, of the need for leave in circumstances which are known in advance.
- To inform the school, college and Foundation as soon as possible when sudden circumstances occur which prevent a family bringing a child to school, so that the appropriate code can be recorded in the register.

### **Unexplained Absence**

When a child is repeatedly absent and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority.

Regular monitoring is carried out by Employability Lead and Engage Managers who also are Designated Safeguarding Leads. Children who have repeated unauthorised absences, holidays or

otherwise, will be contacted by the above leads or Designated Safeguarding Lead and may be invited into an attendance meeting to discuss absences and any appropriate support.

#### **Role of the Employability Lead**

- To investigate absence which exceeds more than 10%, and to hold meetings with these parents as required.
- To investigate lateness which exceeds more than 5%.
- To investigate any unexplained absence which exceeds more than 5 consecutive days.
- To contact parents, carers or guardians of the young persons to understand and make aware of unexplained absence.
- To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.
- To instruct tutors and HITS officer of the programmes to record and report all contact and unexplained absence of the young person.
- To ensure partners and training providers of the course have been notified and recorded as a safeguarding concern as per Safeguarding Policy.

#### **Role of the Engage Manager**

- To investigate absence which exceeds more than 10%, and to hold meetings with the schools.
- To investigate lateness which exceeds more than 5%.
- To investigate any unexplained absence which exceeds more than 5 consecutive days.
- To contact schools of the young persons to understand and make aware of unexplained absence.
- To ensure a record is completed and all unexplained absence is reported to the schools.
- To ensure all unexplained absences are reported to the Designated Safeguarding Lead and logged as per Safeguarding Policy.

#### **Children Missing in Education**

If a child is absent (unexplained) for at least 5 consecutive days, the Employability Lead and Engage Manager will be notified. A home visit may be carried out and a meeting will be organised as per Positive Relationships and Behaviour Process. All unexplained absence to be logged on to the safeguarding timeline and if there is no communication the child will be referred to missing pupils.

