



Head of the Class Attendance Policy

Policy Aims

This attendance policy ensures that all staff, parents & clients at Head of the Class are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by promoting high levels of attendance and punctuality.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by Head of the Class.
- Maintain appropriate attendance data using consistent and systematic daily records which give detail of any absence and lateness.
- Implement procedures for identifying, reporting, monitoring attendance and poor attendance, patterns of absence and persistent lateness.
- Equip pupils with the life skills needed to take responsibility for good attendance and punctuality, appropriate to the child's age and development.

Responsibilities and Procedures

Procedures for Parents / Carers

Parents/Carers are responsible for:

- Ensuring that their child attends centre regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting a Head of the Class Centre with at least two days notice, unless absence arises from unforeseen illness.
- Providing Head of the Class with details of the reason for their absence.
- Informing Head of the Class in advance of any medical appointments during tuition time.

Procedures for members of staff:

- Communicate clearly the attendance procedures to tutors, parents and pupils.
- Raise awareness to parents, carers and pupils of the importance of uninterrupted attendance and punctuality.
- Work with parents/carers, through effective communication, to improve individual pupils attendance and punctuality.
- Ensure that parents/carers have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Follow up absences and persistent lateness if parents/carers who have not communicated with the centre.



Head of the Class

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- Complete the Tutee Register on a daily basis within fifteen minutes after a session's end time, including recording of lateness or whether the absence is authorised or unauthorised (see below).
- To pass on concerns to relevant professionals such as the Designated Safeguarding Lead or Seniors if there is persistent absence or lateness.

Procedures for Safeguarding Lead and Seniors:

- Raise awareness of attendance and punctuality issues among all staff, parents and pupils.
- Work in partnership with the Education Welfare Service if necessary, so that all pupils realise their potential, unhindered by unnecessary absence.
- Review the Tutee Register on a weekly basis to monitor individual attendance.
- Provide attendance reports for progress meetings/ EHR/ Child Protection Conferences.
- Provide additional support for pupils who have been experiencing any difficulties which are preventing good attendance.

ABSENCES

All absences are recorded as either authorised or unauthorised absences on the relevant registers.

Where a child is absent from our centre and we have not received any verbal or written communication from the parent/guardian/carer, then we will make contact through phoning the parent/guardian/carer. If we are unable to make contact with the parent/guardian/carer then we will inform them this via email that the student has not attended.

Absences that are unauthorised will be charged the full session price. Please ensure you contact the centre 2 days prior to their sessions to avoid the charge. Please note that you are allowed a maximum of 3 authorised days off in addition to absences related to illnesses.

Definitions

Authorised absence

An absence is classified as authorised when a child has been away from centre for a legitimate reason and the centre has received notification from a parent or carer. For example, if a child has been unwell and the parent/guardian/carer telephones the centre to explain the absence.

Unauthorised absence

An absence is classified as unauthorised when a child is away from the tuition centre without the permission of the centre. Therefore the absence is unauthorised if a child is away from centre without good reason, even with the support of a parent/guardian/carer.