

**QUEENSBERRY**

**ALTERNATIVE**

**PROVISION**



**ATTENDANCE POLICY**

Written by: NM  
Reviewed by: PC  
Last review: June 2019  
Next review: June 2021

### **Core Purpose**

To create a culture of high expectations around attendance and ensure that students feel supported within Queensberry AP. With a focus on celebrating high attendance figures to ensure that all students take full advantage of the educational opportunities offered to them and thus maximise their achievement. It is the expectation of Queensberry AP that all students maintain at least a 95% attendance for the programme.

### **Broad Purposes**

- To maximise attendance rates
- To comply with the relevant Education Acts and Dfe policy and Guidance

To identify the following groups:

- Poor attenders
- Students who fail to attend at all
- Those whose attendance is erratic
- Those that play truant
  
- To offer support, using the Education Welfare service, to those pupils who regularly fail to attend
- To be alert to continuing patterns of absence of individual students
- To be alert to patterns of absence among the AP as a whole
- To recognise that pupil lateness is a key issue and address the situation with both the student and home
- To have a system whereby parents are kept fully informed as to the AP's expectations and procedures concerning the AP's attendance policy
- To have a system where parents are regularly kept up to date on their child's attendance
- To reduce the possibilities of pupils being placed 'at risk' and being drawn into patterns of anti-social or criminal behaviour
- To have a system which celebrates good attendance

### **Register Procedures**

All registers at Queensberry AP are taken using a paper copy at the following times:

- AM
- PM
- Every Session

We will contact the mainstream school to confirm student attendance after 10am (following any absence calls that need to be made)

We will record the attendance of all students to include in their ENGAGE report on completion of the programme and also for internal monitoring purposes

First day absence calls will take place before 10am. Once a reason for a student's absence has been confirmed by a member of staff the following codings will be used in order to authorise or un-authorise the absence as required.

A written record of absence will be kept within the student files. This may be from a note from parent/carer (or from a list of other contacts), photocopy of appointment evidence or copy of a prescription. Medical evidence can be requested at the discretion of the Designated Safeguarding Leads if there are concerns around absence.

Register codes are as follow:

<b>Code</b>	<b>AP Meaning</b>	<b>Statistical Meaning</b>
/	Present	Present
\	Present	Present
N	No reason yet provided for absence	Unauthorised absence
L	Late	Present
I	Ill	Authorised absence
M	Medical/Dental	Authorised absence
C	Other authorised circumstances	Authorised absence
H	Annual family holiday (agreed)	Authorised absence
G	Annual family holiday (not agreed)	Unauthorised absence
V	Educational visit (college)	Present
W	Work experience	Present
B	Educated off site	Present
E	Excluded	Authorised absence
O	Unauthorised circumstances	Unauthorised absence
P	Approved sporting activity	Present
S	Study leave	Authorised absence
U	Late (after register has closed)	Unauthorised absence
J	Interview	Approved Education Activity
R	Religious Observance	Authorised Absence
T	Traveller Absence	Authorised Absence
V	Educational Visit or Trip	Approved Education Activity
X	Non compulsory school age absence	Attendance not required

### **Lateness**

Punctuality is an essential part of Queensberry AP's focus on attendance. Students who are regularly late will miss important parts of their programme. Lateness to our AP can also be an early indicator of a potential problem with school attendance.

Punctuality is monitored by the Designated Safeguarding Leads/Directors. Registration is between 9.15am and 9.45am. Students arriving after 9.45am will be given an 'L' code. When registers close at 10am, students who arrive after this point will be registered as a U (unauthorised absence). If students are persistently late (week-on week) we will have a meeting with parents/carers to discuss any issues that may be impacting their punctuality

### **Signing In and Signing Out**

Any students arriving after the end of either morning or afternoon registration must provide the reason for their lateness. Any student leaving Queensberry AP before the end of the day or school for a period of time

must sign out with the Designated Safeguarding Leads. We will record the student's name and reason for their leaving (students should provide a note or appointment card to confirm their reason for leaving site) to communicate to their mainstream school. Students should not be allowed to leave site without providing a valid reason for doing so.

### **Persistent Lateness**

Students who are persistently late we will work with the mainstream school and parents/carers to identify the reasons and work with the students and their family to resolve them