

# Conquest Centre

# Attendance Policy

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|------------------------|----------------|
| Policy Owner           | Centre Manager |
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## **1. Attendance register**

Conquest Centre run individual sessions throughout the day, and student group sessions 10am – 2pm.

The mentor facilitating the session has the responsibility for keeping an accurate record of attendance on Montyzooma. This means they must:

- Check that all students have signed in on arrival
- Assist with signing in if necessary
- Check the correct attendance has been recorded on completion of their session notes
- Remind students to sign out at the end of the session
- Assist with signing out if necessary
- Record in their notes if the student is late and by how much

Any student attending offsite visits of any form as part of a Conquest Centre session must still sign in on Montyzooma on their arrival at Conquest Centre prior to signing out for their visit, and mentors must note on the reception board where they are going and when they are due back.

**Attendance records on Montyzooma form the basis of the Centre's session register.**

## **2. Unplanned absence**

The commissioner (e.g. the school) and/or the student's parent/carer must notify us on the first day of an unplanned absence prior to 9am or as soon as practically possible (see also section 7).

Parents / carers / commissioners can leave a voice mail message out of hours on the Conquest Centre answer machine clearly stating the student's name and the reason for absence. This is then picked up by the administration team on arrival.

It is the commissioner / parents' responsibility to notify the taxi company.

If the reason for absence is known by us, we will record it, however if it is unknown we will report this back to commissioners. If the reason for absence has been reported by the parent / carer, Conquest Centre will report this back to the commissioner.

## **3. Lateness and punctuality**

Where there have been persistent incidents of lateness, mentors will have a discussion with the student / commissioners / parents / carers advising them of the concerns and where appropriate provide opportunities for support and advice to address these issues.

#### **4. Following up absence**

All unexplained absence is treated as a potential safeguarding concern. Conquest Centre will make first-day contact with parents / carers and / or commissioners and escalate concerns in line with safeguarding procedures, including informing the Designated Safeguarding Lead (DSL) and, where appropriate, the student's social worker. A high proportion of our students are:

- Looked After Children
- Subject to Child Protection or Child in Need plans
- Experiencing EBSA or mental health difficulties
- Identified as having SEND

It is therefore vital that attendance is monitored, and the reasons for unexplained absence quickly and effectively identified.

If a student is absent and Conquest Centre has not received any verbal or written communication from the commissioner / parent / carer, the Conquest Centre mentor responsible will:

- Contact the commissioner / parents / carers to check the reasons for the student's absence on the first day of absence.
- Where appropriate, inform the social worker of the absence.
- If no contact with the parents / carers or commissioner is able to be made, the mentor will inform the Designated Safeguarding Lead and follow safeguarding procedures as appropriate.
- Record any contacts made and all notes on Montyzooma.
- If absence is severe or persistent, a multi-agency discussion will be requested to attempt resolution, scaled as follows:
  - Stage 1: Mentor discussion with Centre Manager
  - Stage 2: Parent / commissioner meeting
  - Stage 3: Attendance plan
  - Stage 4: Multi-agency involvement
- When students have an illness that means they will be away for a long time, or a repetitive absence, we will do all we can to support the student to return.

#### **5. Reporting to commissioners**

Commissioners will receive regular communication on attendance through the allocated channels relating to individual students. This will usually take the form of daily session reports sent from mentors to commissioners using Montyzooma.

Attendance is reviewed weekly by mentors and discussed with leadership where concerns arise. Persistent and severe absence is reviewed at least half-termly.

## **6. Strategies for promoting attendance and reducing persistent absence**

Conquest Centre uses the following definitions in line with DfE guidance:

- Persistent absence: 90% or below
- Severe absence: 50% or below

**Where attendance remains a concern despite support, this will be reviewed with the commissioner to determine the most appropriate provision.**

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and students.
- Ensuring that parents and commissioners have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping students with the life skills needed to take responsibility for good attendance and punctuality appropriate to their age and development.
- Maintaining effective means of communication with parents, students, staff and commissioners on attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and / or persistent lateness.
- Supporting students who have been experiencing any difficulties at home and / or at school which are preventing good attendance.
- Using trauma informed practice and approaches to promote attendance.
- Developing individual attendance plans and reintegration strategies where appropriate.
- Developing and implementing procedures to follow up non-attendance.

## **7. Attendance monitoring**

Attendance is logged on Montyzooma and a clear overview is available to mentors.

Attendance is reported to commissioners through weekly session reports and termly progress reports.

The commissioning school retains overall responsibility for statutory attendance recording and legal intervention. Conquest Centre is responsible for accurate session recording and timely reporting.



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Attendance data is used to identify patterns, inform support strategies and contribute to wider safeguarding and pastoral planning.

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