

## **Attendance policy**

West Sussex Alternative Provision College is committed to providing all pupils with an appropriate and effective education in a safe and happy environment.

Each child is welcomed, valued and respected and encouraged to respect themselves and others. We aim to empower all children to gain the essential skills both academic and social that will equip them for life.

We believe that education is essential for all. To achieve their full potential children, need to attend regularly and punctually. Non-attendance at school for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance it is essential that early action is taken.

The Governors, Executive Head Teacher and staff of all our centres acknowledge that there is a strong correlation between high attendance and pupil progress.

Our school adheres to the Department for Education (DfE) Guidance on School Attendance and apply the recommendations relating to using pupil registers and attendance codes.

### **Roles and responsibility**

The aim of the policy is to promote the most effective education for pupils at West Sussex APC. To achieve this, it is vital that pupils attend school consistently and punctually. To ensure that pupils and parents co-operate with this policy and to allow pupils to gain their full entitlement to education, parents will be informed of the requirement on attendance.

### **Parental responsibility**

Parents / Carers have a primary role in ensuring the attendance of pupils. Good examples of attendance and timekeeping by staff and parents provide role models for pupils. Parents and staff are both accountable for student attendance, and there should be regular communication between both parties, to support achievement from all students.

If parents / carers are not fulfilling their responsibility in ensuring regular attendance, the school may be left with no choice but to refer to West Sussex Pupil Entitlement: Investigating Officers. The Investigating Officers aim to work with schools and families to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted or made to pay a Fixed Penalty if these absences continue.

### **At WSAPC**

Contact between parents and School is essential to account for absences. This may take the form of letters, emails, messages or telephone calls.

Centre staff will notify parents within an hour of their expected arrival time each day if a student fails to arrive at school. Registers will be kept updated with any communication received from parents.



### **Authorised and Unauthorised absences**

It is for the school, not the parent, to decide whether to authorise any absences. The school will not authorise absences in the following circumstances:

- ✦ Where no parental explanation is given
- ✦ For extended visits overseas where no approval has been given.
- ✦ For holidays in term time (unless there are exceptional circumstances.)
- ✦ For shopping trips.
- ✦ For leisure days out including birthday celebrations.
- ✦ Where it is believed a parent is condoning an unnecessary absence.
- ✦ In other cases where it is deemed there is no reasonable explanation.

### **Leave of absence**

All requests for Leave of Absence must be made in writing to the Executive Head Teacher. In the case of absence for family holidays these will only be authorised in exceptional circumstances.

Absence for the observance of a religious festival will be authorised for a maximum of three days per school year.

Approval for extended holidays abroad, in the family's home country, will only be considered on receipt of a written request, and only then in exceptional circumstances. The Governing Body has delegated this responsibility to the Executive Head Teacher. If consent is given it will be for a maximum period of 6 weeks with an agreed return date. If the pupil fails to attend after this period, this absence will be recorded as unauthorised and will be referred to Pupil Entitlement.

### **Change of address and other contact details**

Parents must inform the school immediately if they, or the named emergency contacts have a change of address, phone number or email address. In case of emergency, we must be able to contact the parents, carers or a third named person. Parents must provide this information when they first register their child, and keep information including telephone numbers up to date. WSAPC will carry out a data health check annually.

### **School procedures**

- The school day runs from 08:30am until 2.30pm.
- All pupils MUST arrive for their provision on time, this is the time of arrival at school agreed with their Head of School.

Morning registration opens at 08:30am and will remain open to account for interventions or amended start times agreed with the Head of School. The register will be taken between 08.30am and 09.00am, any student arriving after this time will be recorded as L, unless a personalised start time has previously been agreed by the Head of School.

Afternoon registration will open from 12.00pm. The afternoon register will be taken between 12.00 noon and 12.30pm, students arriving after 12.30pm will be recorded as L, unless a personalised start time has previously been agreed by the Head of School.



Form tutors should carry out ongoing monitoring of both attendance and punctuality. First day absence calls are made by form tutors on the day of absence. The register is amended to show the reason for the absence. A message will be left on the home phone/mobile phone if we are unable to speak to parents about their child's absence.

If no contact is made with the parents by the second day a "Safe and Well" visit may be made by one of our Wellbeing & Attendance officers. If no one is at home staff will consider the need to forward our concerns on to external agencies such as social care or the police. If no progress is made, we will contact the Pupil Entitlement and Child Missing Education teams.

At WSAPC, a weekly attendance report is produced by the Wellbeing & Attendance officers which is discussed within the weekly monitoring meeting. All unauthorised absences are discussed and appropriate action is agreed at this meeting. In cases of frequent or long-term absences a decision will be made on appropriate next steps.

If a parent contacts the school to say a child is ill and will be off for a week or more the school will request a medical note to confirm this absence.

Pupils who arrive late at school because of difficulties with organised transport (taxi or minibus) will be marked as present. Where patterns of consistent late running by contractors occur, the provider will be informed.

When classes go off site during school time details must be recorded in the school office.

### **Children out of school for long periods due to ill health**

WSAPC will endeavour to ensure appropriate education continues when children have extended time out of school due to ill Health. This may include online learning through Tute and Teams or could result in a referral being made to the blended learning team.

The aim of this intervention is to work with the children to prevent any gaps in learning and allow them to successfully come back to school after the illness.

### **Child protection concerns**

If there are any Child Protection concerns these will be discussed with the Designated Safeguarding Lead (DSL) on the first day of absence. The DSL will decide on the appropriate steps.

### **Attendance intervention**

When a pupil's attendance becomes a concern the centre will request support from the Wellbeing & Attendance Officer. This intervention could include home visits, academic support, online learning, intervention timetables, 1:1 support from an attendance officer or a combination of the above.



### **Monitoring and evaluation**

The Head of School is responsible for monitoring attendance within their centre, supported by the relevant Wellbeing & Attendance officer. Attendance should be monitored on a weekly basis and ongoing concerns discussed with the senior leadership team. The Executive Head Teacher is responsible for monitoring overall school attendance and will report on this each term to the Governing Body.

#### **West Sussex APC asks all parents to consider the following:**

A whole year has 365 days  
A school year has only 190 days.

- ✦ Missing 10% or more will affect academic success;
- ✦ Attendance is an important life skill that will help a young person succeed, either at college, or to keep a job;
- ✦ A pupil who is 10 minutes late every day will miss 30 hours of learning over a school year;
- ✦ 90% attendance is equal to one day off every 2 weeks;
- ✦ Young people with over 90% attendance are more likely to gain 5 or more 4-9 GCSE's or equivalent qualifications.

| Attendance during one school year | Equals days absent | Which is approximately weeks absent |
|-----------------------------------|--------------------|-------------------------------------|
| <b>95%</b>                        | <b>9.5 days</b>    | <b>2 weeks</b>                      |
| <b>90%</b>                        | <b>19 days</b>     | <b>4 weeks</b>                      |
| <b>80%</b>                        | <b>38 days</b>     | <b>8 weeks</b>                      |
| <b>70%</b>                        | <b>57 days</b>     | <b>12 weeks</b>                     |
| 60%                               | 76 days            | 15 weeks                            |
| 50%                               | 95 days            | 19 weeks                            |
| 40%                               | 114 days           | 23 weeks                            |
| 30%                               | 133 days           | 27 weeks                            |
| 20%                               | 152 days           | 30 weeks                            |
| 10%                               | 171 days           | 34 weeks                            |



|                               |                |
|-------------------------------|----------------|
| <b>ISSUED</b>                 | June 2015      |
| <b>ADOPTED BY WSAPC</b>       | June 2015      |
| <b>RATIFIED BY GB</b>         | June 2015      |
| <b>REVIEWED</b>               | September 2023 |
| <b>REVIEW DATE (3-yearly)</b> | September 2026 |