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## Attendance Policy

### Aims

- To highlight the importance of good attendance and punctuality and keep the issues at the forefront of day-to-day practice.
- Work in partnership with the commissioners and parents/carers to promote good attendance.
- Use data effectively to identify students with attendance issues and put strategies into place to support them.

A child missing from education will be addressed through the Missing from Education and Safeguarding Policy

### Parents/Carers

Parents/carers/commissioning lead (as identified in the SLA), are responsible for ensuring that their child attends regularly, punctually, properly dressed, equipped and in a fit condition to learn.

Parents/Carers/ Commissioning Lead will be informed promptly of any concerns which may arise over a child's attendance. Parents /Carers should avoid, if at all possible, making medical/dental appointments for their child during school hours. Students whose attendance is a cause for concern will be placed on the YMCA Manchester Education Department 'staged system' (see relevant section in this policy).

YMCA Manchester Education Department Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all staff. YMCA Manchester Education Department will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents/carers/commissioners of service. Staff will respond to all absenteeism firmly and consistently.

### Attendance Procedures

The intention of the system is that parents/carers/commissioning lead whose children continue to cause concern will move through different stages, which offer support but also take necessary action if required.

Tutors will produce end of day reports that will be sent to the lead commissioners outlining the cause of concern. Students may be placed on the staged system (see table below).

There may be a multi-disciplinary Attendance Meeting called where the 'big picture' in terms of attendance will be discussed. Actions agreed will be tracked, followed through and reported on at the following Attendance Meeting. Students will basically be monitored on a monthly basis. Those moving onto Stage 2 will be on 'medical evidence' and no more absences will be authorised without 'reasonable excuse'. Parents/carers with children who have ten or more unauthorised absences may be issued, from the commissioning service, with a Fixed Penalty Notice. The lead tutor will keep a database, recording which letter parents/carers have received. This will avoid duplication.

Type of letter	What does it mean?
Stage 1	There is a general concern about your child's attendance and this letter is designed to alert you to this. Attendance will be monitored monthly
Stage 2	This means your child's attendance is becoming a concern – it is persistently below 85% or shows no signs of improvement. Attendance targets will be set with both the commissioners of service and the student and parents/ carers and if there is no improvement, further action (for example the commissioners of service may choose to issue a Fixed Penalty Notice. Further absences will not be authorised without medical evidence (this can include a prescription or medicinal packaging).
Stage 3	It is clear that all of the strategies outlined above have failed to improve the attendance of your child and there is no 'reasonable excuse' for absences. At this stage, you will be notified in writing that the matter is being formally referred to the commissioners and further proceedings will be instigated.

## Punctuality

Good punctuality is also vital in a student's education. This sets the tone for the day and prepares students for the world of work, where poor punctuality is not tolerated by employers. It is the parents'/carers' responsibility to ensure their student is punctual.

Persistent lateness due to parents'/carers' own circumstances is unacceptable and will be reported to the lead commissioners and will be addressed at the Attendance Meeting. However, we do realise that there are times when students will be late due to no fault of their own. It would be helpful if parents/carers would send a note on such occasions, explaining why their child is late. YMCA Manchester will then take this into consideration.

Students are expected to be in school by 9.30am, unless other arrangements have been agreed. If students arrive in school after 9.30 am, they are late and will be marked accordingly on the register.

### Reporting Absence

Parents/carers are expected to contact YMCA Manchester daily to report absence. On the child's return to school, a note should be given to their tutor explaining why they were absent. It is vital that absences are reported, as unreported absences are classified as unauthorised.

### Reporting Absence

At YMCA Manchester we are concerned about our students' safety and well-being, we ask that all referring agencies and/or parents/guardians notify the YMCA Manchester's Education Team by phone the morning the student is absent by 10:00am. Failure to do this will result in the student receiving an unexcused absence.

### Looked After Child (LAC)

If a LAC student leaves the premises early, then call his care home or guardians.

### Young Carers

We realise that being a young carer is an immensely challenging situation. This is taken into consideration when dealing with attendance and punctuality issues. Support will be offered by the YMCA Manchester whenever possible.

### Students Missing from Class/Leaving the Premises

This is monitored by the Lead Tutor. In this situation the lead commissioners will be informed immediately. Where there may be a safeguarding concern the safeguarding procedure will be implemented (see Safeguarding policy).

### Types of Absences:

- **Excused:** An absence due to illness, doctor's appointment, or serious illness or death of a family member. Where we have been notified by the referring agency that the student will be absent.
- **Explained:** An explained absence (not an absence due to illness, doctor's appointment, serious illness, or death of a family member) is when a referring agency, parent/guardian takes the student out of school with the YMCA education team prior knowledge and approval. Students will be required to obtain assignments for classes to be missed and an assignment form completed before leaving the school. The assignments will be due on the day the student returns to school. Failure to follow this policy will result in the absence being recorded as an unexcused absence.
- **Extra-Curricular Activity Absences:** Students are allowed 10 activity absences. Activity absence is any absence that is school related or school sponsored. Extra-curricular activities include, but are not limited to, field trips, competitive events, and student activities.
- **Truancy:** A student who leaves school without parental consent or is absent from school on a regular basis without school authorization or has a high rate of absenteeism shall be reported to the referring agency.
- **Excessive Absences:** In the case of excessive absences the YMCA will work with the referring agency to implement disciplinary or additional services to address the issue.

- **Unauthorised Absence:** An unauthorised absence is any absence that the commissioning lead has not given permission for or where an explanation has not been provided by the parent.

### **YMCA Manchester Attendance Procedures**

<b>Attendance Category</b>	<b>Action Taken</b>	<b>Monitoring Procedures</b>
95/100%	Attendance certificates. Class Dojo points.	Tutor monitors fluctuations in attendance.  Send 'Stage 1' letter if there is a general concern as a means of highlighting the issue
85/95%	Attendance certificates.  'Stage 1' letter if persistently below 85%  Text messaging service when absent	Tutor monitors fluctuations in Attendance.  Phone call if student slips below these percentage boundaries  Student placed on concern attendance monitoring list  If attendance deteriorates, move on to 'Stage 2'
75 – 85% Persistent Absence	'Stage 2' letter if persistently below 85%  Mitigating circumstances- send 'Stage 1' letter immediately  Text messaging service when absent  Medical evidence needed	Remain on concern attendance monitoring list as a priority case  If attendance deteriorates, send 'Stage 3' letter and invite to attendance meeting
75 - 65%	Monitor closely – priority cases  Text messaging service when absent  Medical evidence needed	Remain on Stage 3 if attendance fails to improve  Review progress against attendance targets set in meeting  Constant monitoring, even if attendance improves slightly If attendance deteriorates, liaise with commissioning service to establish next steps

## Appendix 1 – Attendance Meetings

### What is the purpose of the meetings?

- To offer a coordinated response to the issue of attendance
- To appreciate the 'wider picture' environmental issues that may be impacting on the student's attendance
- To involve all parties in the discussion about attendance
- To deploy people effectively through a 'joined-up' approach
- To implement strategies to address any emerging issues

### Who attends the Attendance Meetings?

- Head of Services
- YMCA Lead Tutor
- Lead Commissioner
- Social Worker
- Parent/Carer

### What is the format?

- The meeting is designed to bring everyone involved in attendance together.
- Key data will be shared.
- Actions will be agreed.
- The meeting will be 'business-like' and will last no more than 40 minutes.

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**Figure 1: Reporting Procedures for Absconding and Absence**