



## **Attendance and Missing in Education policy**

### **Statement of Intent**

One of our basic principles at YDA is to celebrate success, we pride ourselves on the excellent attendance of our students. Good attendance is fundamental to a successful and fulfilling school experience. The school actively promotes 100% attendance for all students. School staff are committed to working closely with parents who equally have a legal duty to make sure their children attend regularly, to ensure as high a level of attendance as possible, to this end, it is desirable that parents/carers should be the first line of contact whenever a child is absent from school. It is the parents/carers responsibility to contact the school on the first and subsequent day's the child is absent.

### **Children missing in Education**

Parents/Carers should inform the school if their child is no longer planning to attend and provide the school with the new contact details and intended new school details when known. Where a child is missing from education, Local Authority guidance will be followed, by the school completing a Child Missing in Education referral for the following circumstances: • If the whereabouts of the child is unknown and the school have been unable to locate him/her. • The family has notified the school that they are leaving the area but no student file has been requested by another school. Where a student is not where they are expected to be the school will take prompt action to ensure their safety, or to contact parents, carers or other agencies if necessary.

### **The School**

We have clear and robust strategies in place to manage and promote regular attendance and will :

- Keep a daily register of attendance.
- Notify parents when we are worried about their child's attendance.

### **The Parents**

In order to manage and promote the regular attendance of their child parents will work in partnership to:

- Understand their legal responsibilities by ensuring regular school attendance with regard to the Section 444(1) and 444 (1A) Education Act 1996 and Section 36 of the Children Act 1989.
- Understand their responsibility to keep the school up to date with at least 2 emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance 20212
- Impress on their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
  - Establish effective communication with the School and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Contact School on the 1st day of absence informing the reason for absence and when the child is expected to return.
- To provide the school with daily morning updates if their child has a prolonged absence from school.
- Provide the School with any medical appointment cards and where possible make appointments out of school hours. If this is not possible parents should ensure that children attend prior to or following their appointment.
- Attend any meetings called by School and partner agencies to discuss attendance

### **Important documents**

Before students join we ask that the following forms are completed:

- Registration form
- Emergency contact form: This advises the school of at least three emergency contact details for each child and the mobile phone of the child if they have one. The forms also inform the school of the different routes the child may take too and from school. For children under the age of 14 parents are asked who will be responsible for collecting their child and no other person will be allowed to do so without the agreement of the parent.

\* Travel form

### **Before registration**

If a student is going to be absent from school, it is essential that the parents/carer :

- contacts the school before 8.30 am to advise the school of the absence
- Parents/carer must continue to contact the school every morning that their child is away from school confirming their absence.

- If in the event a student does not arrive by the start of class (8.45am) and the school has not been notified of an absence the school will contact the parent/carer to establish where the student is.
- If it has been established the student should be at school. The school will attempt to contact the student and check with public transport to establish if there are any delays on their travel route.
- The school will keep in close contact with the parents/carers.

### **After registration**

- If the school has not been able to directly communicate with anyone on the emergency contact form and an hour has passed, the school will contact the Police on 101 to report the child missing and share any information with them necessary to keep the child safe.
- If the student has not been contacted after 15 minutes and if after another 45 minutes no contact has been made with the student, then the school will contact the Police on 101.
- The safeguarding lead will continue to try and contact those on the emergency list and will follow the advice of the Police and the local safeguarding board as to its next step.
- The school will keep two or if possible three contact numbers for each pupil.

### **Lateness**

There are times due to travel or other circumstances where lateness is unavoidable. Students who are late on a regular basis not only miss essential learning time but can arrive worried which then has a knock-on effect to their own mental health. The school will never 'tell a student off' for being late as we appreciate that sometimes this is unavoidable, we will however for 'on going' lateness need to discuss the reasons behind this with the parent / carer to see how best the school can support them.

### **Holidays**

Term dates are published well in advanced. Parents must arrange family holidays and other appointments outside of these times. The school is happy to excuse students for reasons of special religious observance or medical reasons. All other absence will only be permitted in exceptional circumstances and must be made in writing to the Directors. Without agreement from the Directors students will be marked absent from education and this will affect their attendance record.

Policy written by	Kerry Williams
Approving body	SMT
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