

SGE Attendance Policy

1. Aims

Our attendance policy enables us to provide a consistent practice and a provision wide approach to maintaining excellent attendance. We believe it is the joint responsibility of parents, learners and all staff members to ensure that regular attendance underpins the highest possible levels of success.

We actively seek the full co-operation of families/carers to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

In order for a student to gain maximum benefit from their time with us, it is imperative that regular attendance is maintained throughout provision times at SGM. Unavoidable absence will occur on occasions, but if an absence is prolonged, then a work package will be delivered remotely via our Microsoft Teams for Education learning platform, under the supervision of the learner's tutor.

This policy is supported by our policies on safeguarding and student induction.

2. Procedure for reporting absences

Parents are asked to inform SGE as early as possible on the morning of the first day of an unexpected absence – by contacting the provision by phone on 01626 200456 or by e-mailing attendance@simplygreat.education. Parents are encouraged to give some indication of the likely length of absence where this is possible. It would be appreciated if parents/carers could phone in at regular intervals, e.g., every three days, if the absence continues for a length of time.

The Attendance Registrar will always endeavour to make telephone contact with parents on the first day of absence if no communication has been received from home. Where staff have concerns regarding absences, they should follow SGM's safeguarding procedures.

- Telephone SGM: 01626 200456
- Send an email to attendance@simplygreat.education

Attendance Policy (Staff)

3. Provision action in following up on an absence

The attendance register is completed per the agreed arrival time as stated in the initial package proposal between SGE and the commissioning organisation.

The following steps will be taken if the learner is not in attendance.

- The tutor will report the absence any absences to the daily manager.
- The daily manager will check any absence notifications via email.
- The daily manager will either delegate or follow up personally on the task of contacting the parents/carers of the absentee.
- The provision register will be marked according to parent/carer response or lack thereof:

∧: Present in school/= am \= pm
L: Late arrival before the register has closed
J: At another educational establishment
C: Leave of absence authorised by the school
H: Holiday authorised by the school
I: Illness (not medical or dental appointments)
M: Medical or dental appointments
G: Holiday not authorised
O: Absent from school without authorisation
U : Arrived in school after registration closed
X: not attending in the circumstances relating to coronavirus
Y: Unable to attend due to exceptional circumstances
#: Planned whole or partial school closure
R: Remote Access

- If parents or cares cannot be reached, the Designated Safeguarding Officer (DSO) will be informed, and the absence will be reported to the commissioning organisation. The DSO will follow up on any concerns regarding safeguarding.

4. Tutors and support staff

As part of provisions commitment to high standards, our tutors and support staff will:

- Ensure that they follow the correct systems for recording attendance and that attendance is taken daily.
- Tutors will actively monitor lateness. Parents will be notified to discuss any potential support
- Report any non-attendance immediately to the provision manager.
- Be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families and care staff.
- Ensure that the provision's teaching and learning experiences encourage regular attendance and that learners are taught the value of high attendance for their own personal progression and achievement.
- Work with external agencies to support learners and their families who are struggling with regular attendance.

Attendance Policy (Students) - Reviewed 21st April 2022

TPM