



## **Attendance Policy**

This Attendance Policy is for our educational SEND provision supporting pupils with a reduced school timetable, flexi-schooling and home education, including action to be taken for non-attendance or failure to arrive at the provision.

### **Purpose**

This policy outlines the attendance expectations for pupils accessing the Accepting Behaviour provision. Regular attendance is crucial for pupils' academic and personal development. This policy aims to ensure consistent attendance and effectively address non-attendance issues with the schools SENDCO/headteacher.

### **Scope**

This policy applies to all pupils, parents, schools, and administrators involved in the alternative SEND provision program.

### **Attendance Expectations**

#### *Regular Attendance*

Pupils are expected to attend all scheduled timetable sessions and activities. If they cannot be due to anxieties, then a staggered approach will be offered, allowing time to engage.

#### *Punctuality*

Pupils should arrive on time for each session. If they cannot be due to their complex needs, manager will allow them the time needed to be ready for the session.

#### *Engagement*

Active participation in educational activities is encouraged, especially activities the student is intrinsically motivated to do.

### **Reporting Attendance**

#### *Daily Log*

Brackley STEAM Park will maintain a daily attendance review for each pupil and follow the aims set in the individual SEED plan.

#### *Parental Notification*

Parents and referral schools must notify the manager of any planned absences and provide a reason.

#### *Unplanned Absences*

In the case of illness or emergencies, parents must inform the manager as soon as possible, ideally before the start of the session.

## **Monitoring and Addressing Non-Attendance**

### *Documentation*

All communications and system records of absences will be documented in the pupil's referral plan, which will be sent termly to the Local Authority/school that accesses our provision.

### *First Instance*

Upon the first instance of absence or lateness, the manager will contact the school/parent to see if everything is ok and if they require our support. We will also reinforce the importance of attendance if this approach is required.

### *Second Instance*

If a student has re-occurring absences, the manager will arrange a meeting with the school/parent and pupil to identify any underlying issues and develop an action plan.

### *Third Instance*

A third absence will trigger a formal review involving the school/parent, pupil, manager, and to reassess the pupil's needs and the effectiveness of the action plan.

### *Final Steps*

Continued non-attendance despite interventions may result in consideration of additional alternative educational arrangements. However, as we specialise in this area, we would first expect to find a way past the barriers to learning before ceasing our referral.

We will support this process if required and help the family find other support solutions.

### *Emergency Protocol*

If contact cannot be made and there are concerns for the pupil's safety, we will contact local authorities/school or child protective services as per safeguarding procedures.

## **Responsibilities**

Pupils: Attempt to attend all scheduled sessions punctually and participate actively. Parents:

Notify the manager of absences and provide valid reasons.

Managers: Monitor attendance, maintain system records, communicate with referral school/parents, and implement interventions for non-attendance.

## **Review and Updates**

This policy will be reviewed annually and updated as necessary to reflect best practices and legal requirements changes. The review process will consider feedback from pupils, school/parents, and managers.

## **Approval and Review.**

This policy was approved by the manager Harvey Sharman and is reviewed/updated yearly.