



Attendance Policy

DATE CREATED: October 2023

DATE REVIEWED: N/A

SIGNATURE:

DATE OF NEXT REVIEW: October 2024

This policy will be reviewed annually and updated in line with any new recommendations or legislation as it is made available.

Key Personnel			
Role	Name	Tel.	Email
Education Officer	Natasha Sawyer	01225 751675	education@larkrisefarm.org.uk
Designated Safeguarding Lead (DSL)	Lucy Allen	01225 751675	asstmanager@larkrisefarm.org.uk
Deputy DSL(s) (DDSL)	Jane Wallis	01225 751675	vicechair@larkrisefarm.org.uk
Farm Manager	Wendy Self	01225 751675	manager@larkrisefarm.org.uk

Children's Social Care referrals: Multi-Agency Safeguarding Hub (MASH):	0300 456 0108
Vulnerable Adults Social Care referrals: Multi-Agency Safeguarding Hub (MASH):	0300 456 0111
Out of hours:	0300 456 0100

If you believe a learner is **at immediate risk** of significant harm or injury, you **must** call the police on 999.



This policy applies to all staff, volunteers, students and commissioners of Larkrise Community Farm (LCF). LCF is committed to ensuring that students, parent / carers and commissioners understand the importance of attending their Alternative Provision (AP) placement. Absence can have a detrimental effect on a student's progress towards agreed outcomes and limit opportunities for learning and growth. At LCF we are determined to meet our obligations with regards to AP attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Acting early to address patterns of absence
- Ensuring regular contact with students in order to safeguard their well-being
- Ensuring open and regular communication with the commissioner of the placement to safeguard students well-being
- Providing every opportunity for our students to secure meaningful outcomes and reach their full potential

This policy meets Wiltshire County Council's (WCC) quality assurance guidance for Wiltshire Approved Alternative Provisions (WAAP) regarding monitoring student attendance and taking action where this falls below 85%.

Targets

We aim to support students to achieve 100% attendance for the duration of their placement with LCF where possible. Our expectation is for all students to achieve attendance above 75% over a 6 week term. Where a student falls below this threshold we will inform the commissioner and work with all key stakeholders to promote improved attendance in the following 6 week term.

Our minimum expectation is for all students to achieve at least 50% attendance over a 6 week term. Where a student falls below this threshold we will inform the commissioner and work with all key stakeholders (parents / carers, Social Worker, Lead SEND worker, commissioner etc.) to determine if continuing the placement is in the best interest of the student.

Targets are calculated based on the student's scheduled sessions at LCF. Sessions are 2.5 hours each and run from 09:30-12:15 and 13:15-15:30 Monday to Friday excluding Bank Holidays.

Roles and responsibilities

Promoting good attendance is a shared responsibility.

LCF will:

- Be aware of student attendance and notify Natasha (Education and Business Development Officer) or Lucy (Business Manager) of any absent students promptly at the start of each session.
- Follow up where any student is more than 15 minutes late with a phone call to the commissioner (or parent / carer where appropriate) to confirm attendance for the day
- Record and monitor attendance on a daily basis
- Review student attendance at the end of a 6 week term in line with our targets and take action accordingly
- Deal sympathetically with any problem a student may have which is causing attendance / punctuality to decline
- Contact the commissioner weekly with attendance data to help them meet their attendance monitoring requirements in line with the Department for Education's (DfE) guidance
- Act swiftly to reduce absence, in particular persistent absence through support and open communication with key stakeholders
- Involve other external agencies if we believe there could be wider safeguarding issues surrounding the child

Parents / carers will:



- Encourage their child to attend their scheduled sessions at LCF
- Inform LCF no less than 14 days in advance of any planned absences such as medical appointments or holidays
- Inform LCF of any problems which might affect their child's attendance
- Inform LCF on the day of any unplanned absences from illness or unavoidable circumstances
- Co-operate with LCF and the commissioner if their child's attendance falls below 75% over a 6 week term

Commissioners will:

- Encourage their student to attend their scheduled sessions at LCF
- Inform LCF no less than 14 days in advance of any planned absences such as medical appointments or holidays
- Inform LCF of any problems which might affect their students attendance
- Inform LCF on the day of any unplanned absences from illness or unavoidable circumstances
- Co-operate with LCF and the parent / carer if their student's attendance falls below 75% over a 6 week term
- Accept that absences without 14 days notice will result in the session still being charged
- Accept that attendance that falls below 50% over a 6 week term may result in termination of the placement

Students will:

- Always attend their scheduled sessions at LCF unless prevented by a specified illness or unavoidable circumstance

Absences

Unplanned absence

The student's parent / carer or commissioner must notify LCF on the first day of an unplanned absence by 9:30 am or as soon as practically possible. LCF can be contacted via phone, on 01225 751675 or via email to education@larkrisefarm.org.uk. If students are absent with no contact LCF will contact the commissioner (or parent / carer where appropriate) by phone to confirm the absence.

Unplanned absences will be charged to the commissioner at the usual rate.

Planned absence

The student's parent / carer or commissioner must notify LCF no less than 14 days prior to a planned absence confirming the dates effected and the reason for absence. LCF can be contacted via phone, on 01225 751675 or via email to education@larkrisefarm.org.uk.

Planned absences will not be charged.