



Attendance Policy

Regular and punctual attendance is important. Students need to attend regularly if they are to take full advantage of the educational opportunities available to them by law. BlueWhale Training recognises its responsibilities to ensure students are in the provision and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all students referred to us, and this policy is made available to all referral partners, parents/ carers. This policy has been written to adhere to the relevant Children Acts, Education Acts, KCSiE, Children Missing in Education Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although, parents / carers have the legal responsibility for ensuring their child's good attendance, we will work together with other professionals and agencies to ensure that all students are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Students who are persistently late or absent soon fall behind with their learning. Students' who are absent frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

Aims and Objectives

This attendance policy ensures that all staff at BlueWhale Training are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 90% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by all.
- Work in partnership with referral partners, students, parents/ carers and staff so that all students realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which students feel safe, secure, and valued, whilst encouraging a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, in promoting good attendance.
- We maintain and promote good attendance and punctuality through:
- Raising awareness of attendance and punctuality issues with referral partners, staff, students and parents/ carers.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their son / daughter attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good attendance and punctuality appropriate to the students' age and development.
- Maintaining effective means of communication with referral partners, parents/ carers, students, staff relating to attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor

attendance and persistent lateness.

- Supporting students who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance.

Definitions

Authorised absence

- An absence is classified as authorised when a student has been away from BlueWhale Training, for a legitimate reason and the school has received notification from a parent / carer or referral partner. For example, if a child has been unwell and the parent telephones to explain the absence.
- Only the referral partner can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

Unauthorised absence

- An absence is classified as unauthorised when a student is away from the provision without permission.
- Therefore, the absence is unauthorised if a student is away from the provision without good reason, even with the support of a parent/ carer.

Procedures

BlueWhale Training, will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all referral partners, students and parents/ carers.
- To have consistent and systematic daily records which give detail of any absence and lateness. The designated contact within the referral partner will be emailed every day by 9.30am, with details of their students attendance or non attendance, if a pupil is marked non attendance at 9.30am and they subsequently arrive later, a further email will be sent to the referral partner to notify them of the late attendance.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with referral parents to improve individual's attendance and punctuality
- To refer to the referral partner any student whose attendance causes concern and where parents/ carers have not responded to initiatives to improve.

Responsibilities

All members of staff have a responsibility for identifying trends in attendance and punctuality.

Registration

BlueWhale Training is open for registration between 8.30am and 9.30am. This time is sufficient for all students to arrive. Any student arriving after 9.30am will be admitted to BlueWhale and communication of late attendance will be notified to the referral partner.

All attendance records are documented Daylite software. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

Absences

Referral partners, parents/carers should contact the school on the first day of their child's absence. When notifying us of absence it is important that full details of reason for absence are communicated to us.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from all parties with reasons for the absence. This information is used to determine whether the absence is authorised or unauthorised.

Where we have not received reasons for a students' absence, then will inform the referral partner who will be expected to follow up the notification.

Children Missing in Education

BlueWhale Training will notify the referral partner of any student who fails to attend regularly after making reasonable enquiries, or has been absent without our permission for a continuous period of 5 days or more. We will notify the referral partner of any pupil/student who is to be deleted from the admission register because s/he ;

- Has been taken out BlueWhale Training by their parents and is being educated outside the school system (e.g. home education);
- Has ceased to attend BlueWhale Training .
- Displaced as a result of a crisis e.g. domestic violence or homelessness;
- Has been certified by a medical officer as unlikely to be in a fit state of health to attend before ceasing to be of compulsory school age, and neither s/he nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return at the end of that period; or
- Has been permanently excluded.

We will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'

Monitoring Attendance

BlueWhale Training, has the responsibility for ensuring that all of the attendance data is accurately recorded within the attendance software. This is disseminated weekly and half termly to referral partners.

Signed:



Ben Hayes - Company Director - August '22

Review Date: August '23