



Attendance Policy VI.1

<u>Last reviewed:</u>	<u>August 2021</u>
<u>Next review date:</u>	<u>August 2022</u>
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This policy is based on the following DfE guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/268940/alternative_provision_statutory_guidance_pdf_version.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

Clover learning Community seeks to provide a small nurturing environment where all students feel valued and welcome. For a student to achieve their full potential, attendance is essential. Clover learning Community will consistently work towards improving every student's individual attendance and every opportunity will be used to communicate to students and their parents/carers the importance of regular and punctual attendance.

We will actively encourage staff, parents/carers and students to maximise the learning experience in order to allow all young people to reach their full potential. Therefore, it is essential that we have well established and clear procedures for involving parents/carers relating to school attendance. Parents/carers have the primary responsibility for ensuring that students of compulsory school age receive a suitable education; staff at Clover Learning Community aim to support parents and carers to meet these responsibilities through direct regular liaison / or liaison with the placing partner (commissioner).

Due to the complex nature and needs of our alternative provision students, Clover Learning Community understands that attendance may not be good, or even satisfactory, when students start their placements with us. Therefore, attendance is a key area of improvement for such students. The attendance pattern of every student is robustly monitored and reviewed on a weekly basis.

Daily attendance is monitored for both morning and afternoon sessions using the registers required by the commissioners using our service.

The Learning Lead will:

- Keep accurate AM and PM registers of attendance
- Monitor registers and identify gaps in attendance and liaise with placing partners
- Consult commissioners regarding any reasons given for student absence
- Promote the high priority of attendance and punctuality within Clover Learning Community
- Address any concerns about internal truancy
- Implement a credit system to promote high levels of attendance and punctuality
- Monitor and evaluate attendance on a weekly basis
- Ensure parents/carers (and commissioners) are aware of any attendance issues and agree improvement strategies

Teaching staff will:

- Liaise with the Learning Lead over issues of concern and monitor effectiveness of action
- Help and assist Clover Learning Community in working towards achieving good attendance targets
- Oversee the administration of daily registers for students in your sessions
- Monitor the attendance of targeted groups
- Provide feedback to relevant stakeholders

Directors will:

- Review the attendance policy at least annually
- Monitor its implementation
- Monitor progress against the organisation's targets
- Monitor progress against national strategies

Students will:

- Be ready to meet with their key workers / teachers and actively take part in their learning for the day
- Ensure parents/carers provide explanations for all absences
- Accept and support any sanctions agreed with the learning community where the organisation's expectations have not been met

Parents/carers will:

- Ensure and support regular and prompt attendance to all provision
- Provide an explanation for absences
- Work with Clover Learning community (or placing partners) to support strategies to improve attendance and punctuality where relevant