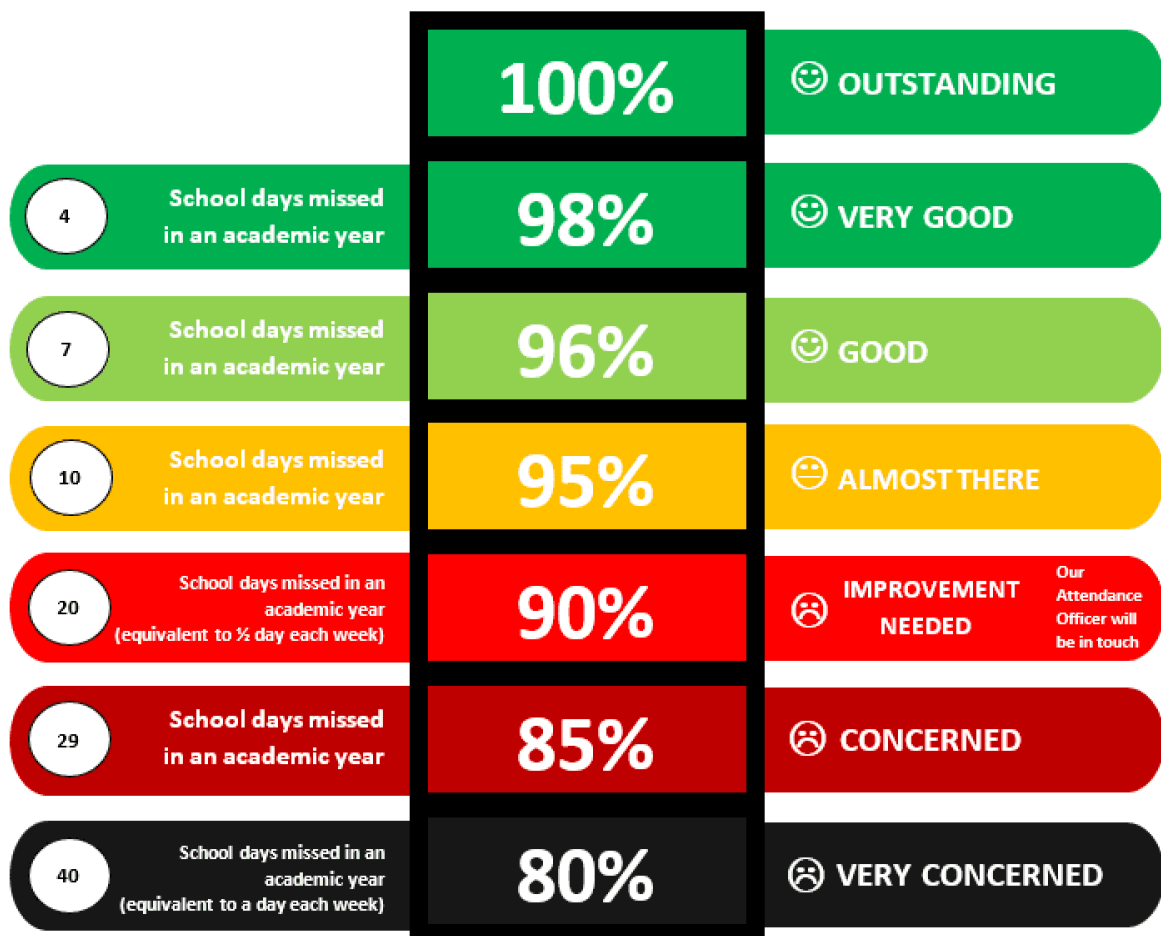


Attendance Policy

Good attendance is key to empowering minds, enriching lives.

Days off education add up to lost learning and growth.

175 Non-Education Days A Year -
175 days to spend on family time, visits, holidays,
shopping, household jobs and other appointments.



Attendance Policy

Guiding Principles

Young people are entitled to formal education from the age of 5, and it is important that they receive this entitlement to benefit their present and future lives and society's economic and social well-being. Pupils who leave year 11 must continue in education or training until at least their 18th birthday.

Local authorities are legally responsible for ensuring that registered pupils of compulsory age regularly attend education. The Government also prioritises reducing unnecessary absences from education.

Many students referred to Vibrance are more vulnerable and have more significant needs than most of their mainstream counterparts. This means that they may have more genuine absences from education for medical reasons or experience more important social needs than others. Our educators are responsible for doing all we can to encourage and support regular and frequent attendance.

Parents and carers are responsible for ensuring their children attend education. We at Vibrance are committed to ensuring that families understand how important this is. We prioritise conveying to parents/carers and students the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that strong links and communication systems need to be established whenever there are concerns about attendance.

If problems affect a student's attendance, we will investigate, identify them, and strive, in partnership with parents/carers, students, professionals, and social workers, to resolve them as quickly and efficiently as possible.

Responsibility of Parents/Carers

Parents are responsible for the following:

- Ensuring their child attends their allocated sessions at Vibrance regularly — absence should only happen when a child is significantly ill and therefore unfit to participate or if there is an unavoidable/unforeseen reason or circumstance causing a difficulty/period of difficulty.
- Arranging all non-emergency medical appointments outside of regular education hours or during holidays.
- Providing medical evidence for any frequent absence attributed to illness.
- Keep us updated if your child has any extended period of absence.
- We will always have your current contact numbers, including all telephone numbers, childminder details, and emergency contact details.

Reporting absences

- All absences must be reported daily by ringing or texting 07900969421 by 9am.
- Registration closes at 10.15am, and arrival after this time will be marked

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Reviewed: August 2024

Review date: July 2025

Attendance Policy

as late.

- If you know your child will be absent, please inform us beforehand. The provision does not authorise unexplained absences.
- Absences of 5 or more days must be supported by medical evidence. The aim is to prepare students for progression to Key Stage 4, further education or employment.
- Absence of 5 or more days without supporting medical evidence will not be authorised.
- Holidays during term time will not be authorised.
- Any unauthorised absence may be subject to a Penalty Notice from the Local Authority.

Responsibilities of Vibrance

- Students will have an agreed timetable for attendance.
- We will follow up on unexplained absences by contacting parents/carers and the professionals involved from the first absence session.
- Parents/carers and professionals will be regularly informed of all concerns regarding punctuality and attendance. Vibrance will include a student's attendance rate on their weekly and end-of-term reports.
- Vibrance and the professionals involved monitor attendance statistics.
- Targets are set annually for overall Vibrance attendance figures. The current target is 96%.
- Parents, carers, students and staff will be regularly reminded of what constitutes an authorised and unauthorised absence.

Responsibilities

Vibrance and the professionals involved monitor the attendance of the students.

This includes:

- Reporting absence rates and unauthorised absences to the Local Authority.
- Entering into correspondence with parents/carers where levels of absence are unacceptable.
- Authorising absence during term time where an application has been made in advance and where they are satisfied that there are exceptional circumstances to justify the request.
- Obtain written evidence of absence from parents/carers where required, such as appointment cards, medical certificates, or a letter from the GP.
- Sanctions for persistent lateness and non-attendance.

Attendance Policy

Punctuality

- All lateness is recorded daily. The number of minutes late and the reason for lateness, if known, will also be recorded. This information will be reported to the referring school/agency weekly.

Missing from Education

- Please see what is missing from the education policy.

Stages concerning attendance

Stage 1	Attendance has dropped – verbal contact with school/Parents/Carers	Monitor attendance for 2 weeks
Stage 2	Attendance has not increased – verbal contact to discuss next stage	Monitor attendance for 2 weeks
Stage 3	Warning letter relating to attendance	Monitor attendance for 2 weeks
Stage 4	EHAF	

- Once stage 2 is reached, attendance is monitored every two weeks. If attendance drops again, we will proceed to the next stage.
- During Stage 2, a face-to-face meeting will be offered. In this meeting, we will discuss ways to improve attendance and make a plan. This plan is then monitored over two weeks and reviewed at an agreed-upon date.