



Island Learning Centre

ATTENDANCE POLICY AND PROCEDURE (Students)

Date Adopted: April 2019

Review Date: March 2021

Aims and Expectations

At the Island Learning Centre (ILC) we aim to support all of our young people to ensure they access a broad and balanced curriculum that provides them with the best possible learning opportunities and experiences. Excellent levels of attendance are critical to ensure positive outcomes for all students on academic, personal, social and emotional levels.

There is much research that shows that students with attendance rates of over 90% are nearly twice as likely as those with less than 60% attendance rates to secure good grades at GCSE. Employers often cite good attendance and punctuality as some of the key skills they look for in their workforce. The ILC believes passionately that if a child 'attends today they will achieve tomorrow'. Attendance is therefore one of the Centre's highest priority

In order to improve and sustain levels of attendance on entry to the ILC, we are committed to:

- Providing a welcoming, safe and caring environment in which every learner is valued.
- Having high expectations and targets for attendance
- Celebrating and rewarding good levels of attendance.
- Building and maintaining effective partnerships between the centre, parents/carers and wider professionals and agencies.

All parents/carers and the ILC, sign a Home School Agreement at their child's Admissions Meeting, which outlines our joint responsibility with regards to attendance.

The ILC expectations of young people are:

- Young people will attend school regularly.
- Young people will arrive on time, appropriately dressed and ready for the day – "Ready, Respectful and Safe".

The ILC expectations of parents and carers are:

- Parents and carers will support and encourage students to attend the ILC regularly.
- Parents and carers will contact the main reception between 8.30am – 9.00am if their child will be absent on that day.
- Parent and carers will ensure their child is appropriately dressed, punctual and prepared to engage at the ILC.
- Parents and carers will provide evidence of any unavoidable appointments or meetings (in school, time) that will mean a student will be absent.
- Parents and carers will provide a note to the centre on the day the child returns to school following an absence (e.g. illness).

Students, parents and carers can expect the following from the ILC:

- Regular, efficient and accurate recording of attendance and time keeping.
- Responsive contact from the ILC if their child fails to attend.
- Regular contact with other professionals involved in the care of the young person.
- A solution focussed and supportive approach to dealing with any attendance issues.
- Reward systems to encourage and celebrate good attendance.

Rewarding and celebrating good attendance

- Registers will be completed accurately each day.
- Attendance will be monitored by the Admin Team and Deputy Head on a daily basis and contact home will be made if a child does not arrive and parents/carers have not called by 9.30am.
- Certificates will be given to students half termly for improved attendance, or attendance above 90%.
- These celebrations will be shared with parents/carers, host schools and other relevant professionals.
- Termly rewards or prizes for 100% attendance.
- The Deputy Head will meet with the Education and Inclusion Service (formerly the education Welfare Service or EWS)) where there are attendance concerns.
- The Deputy Head will have half termly reviews with all students, parents/carers and wider professionals and attendance will be reviewed and discussed as part of this process.

Lateness

It is very important to be punctual and to arrive at the ILC on time. A positive start to the day is conducive to a successful day. When students arrive between 9.00am and 9.30am, they will be marked as late. Arrival after 9.30am will result in a mark of unauthorised absence for the morning.

Medical appointments

Evidence needs to be provided to the ILC Admin Staff so that these incidences can be authorised. Where possible we respectfully request that appointments are made outside of school hours.

Responding to non-attendance and the procedure for lateness

- If no note or telephone call is received from parents or carers, the ILC Admin Staff will make contact via the details we have. For this reason, it is essential that

parents/carers do make sure that the details we hold are accurate and you notify us of any changes.

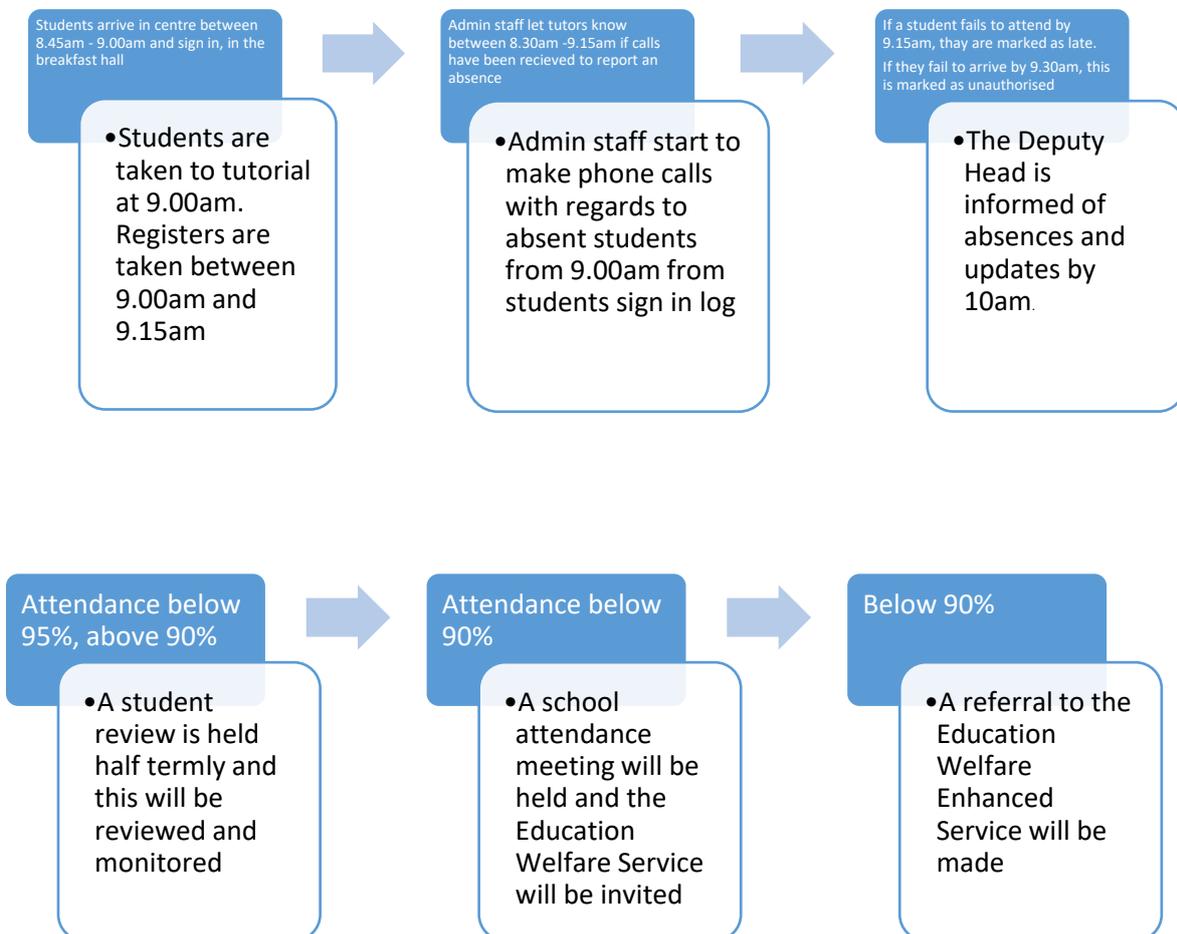
- If there is no response when we contact parents/carers and the student is open to the Education and Inclusion Service or Social Care, these professionals will be contacted
- If non-attendance continues or lateness is persistent, if the student is open to the, Education and Inclusion Service, the designated officer will be contacted for support and guidance. This may include a home visit and/or a school attendance meeting.
- If a student is not open to the Education and Inclusion Service (EIS), the ILC's family Liaison Officer will make a home visit and this may be followed up by a referral to them EIS and a school attendance meeting will be arranged.

Parental requests for holiday during term time

The ILC is part of the Isle of Wight local authority and therefore operates the same approach to this as other Island mainstream schools and settings. We respectfully request that no holidays are requested or taken during term time. A leave of absence can only be granted by the Head teacher in exceptional circumstances.

The application must be made in advance, in writing to the Head Teacher with reasons why the request satisfies the 'exceptional circumstances' criteria. When holidays are taken that do not fall into this category, the absences will be recorded as unauthorised.

Daily attendance procedure



In addition to this procedure:

- Attendance will be celebrated every half term with those that improve and sustain their high attendance being acknowledged and rewarded.
- At the point of admissions, the Attendance Policy and Procedure will be shared with parents and carers.
- All new students are shared with the Education and Inclusion Service so that information can be shared if they are open cases to support improved attendance and parent/care engagement.