



# SENSES Learning Hub

# **Attendance Policy**

Created: 26.03.24

Review date: 18.08.26

Dawn Oughtibridge (Director)

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John Fox (Director)

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Any provision's education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the educational provision's staff should work in partnership to make education a success and to ensure that all children have full and equal access to all that the provision has to offer. As an alternative learning provision, we will encourage parents and carers to ensure that their child achieves maximum attendance and that any barriers that prevent this are identified and removed promptly. As parents/carers, it is their responsibility to ensure that their children arrive at the educational provision and return home safely. Senses Learning Hub will take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances

### **Aims of this policy**

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education possible in order to maximise learning.
- Enable pupils to progress smoothly, confidently and with continuity through our provision and report to students' on roll school.
- Make parents/carers aware of their legal responsibilities.
- Ensure attendance meets Government and Local Authority targets.

Expectations We expect all students will:

- Attend the provision every day they are expected to do so

- Attend the provision punctually
- Attend appropriately prepared for the day
- Report promptly to a member of staff any issues that may affect their attendance

**We expect that all parents and carers will:**

- Ensure regular provision attendance and be aware of their legal responsibilities
- Ensure that their child arrives at the provision punctually and prepared for the school day
- Ensure that they contact the provision on each day of absence or if known in advance; whenever their child is unable to attend the provision.
- Contact the provision promptly whenever any problem occurs that may keep their child away from the provision.
- Notify the provision of any home circumstances that might affect the behaviour and learning of their child.
- Notify the provision immediately of any changes to contact details.

**What schools, parents/carers and students can expect that Senses Learning Hub will:**

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Provide a sympathetic response to any child or parent's concerns.
- Keep regular and accurate records of attendance and punctuality, monitor individual child's attendance and punctuality.
- Contact a child's on roll school that their student has arrived at SENSES Learning hub on the agreed days.
- Contact parents and a child's on roll school when a child fails to attend and where no message has been received to explain the absence.

- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the provision can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Encourage good attendance and punctuality through a system of reward and recognition
- Regularly inform the students on roll school and parents of the % attendance of all pupils
- Make initial enquiries regarding pupils who are not attending regularly.

## **Punctuality**

Student punctuality is crucial as lateness causes disruption to pupil's learning and to that of the other pupils in the provision. It is therefore paramount therefore that all pupils arrive at SENSES Learning Hub on time. For students in the provision the doors are open from 8.45 am until 9.00 am, at 9.00am the morning session starts. The afternoon session starts at 1.00pm. In dealing with late arrivals to the provision: Staff will sign in late students. Students arriving between 9.00am and 9.45am will be given an 'L' code with late minutes logged. Students arriving after 9.45am will be given a 'U' code with late minutes logged. Persistent lateness by a student will be dealt with by the Directors and the students home school. Students' attendance and punctuality will be recorded on their report and will be passed on to their home schools as necessary.

## **Students leaving during provision's hours**

During school hours provision staff are legally in loco parentis and therefore must know where the pupils are during the school day:

- Pupils are not allowed to leave the premises without prior permission from the provision, parents/carers and the home school when appropriate.

- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time.
- Parents/carers are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- Pupils must be signed out on leaving the premises and be signed back in on their return.
- If a pupil leaves the site without permission their parents/carers and the child's school will be contacted. Should we be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.

### **Attendance Codes**

'L' - Late

'U' - Late after 9.45 am, after the register has closed

'/' - Present

'C' - Circumstances

'I' - Illness

'H' - Unauthorised holiday by the commissioning school/authority

### **Children who abscond**

We actively work to provide a secure, safe environment, a provision where children want to come to enjoy learning with others as part of a caring community. We recognise that it is highly unlikely that a child will try to abscond from our setting but these procedures are in place to ensure we are ready to deal with this eventuality should it occur.

To abscond is to 'leave without permission'

Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other education settings owe a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the school day and during school led activities.

At our provision, the door is alarmed, so we know if someone leaves the building.

Should a student arrive at SENSES Learning Hub, but is found to be absent from the provision without authorisation the procedure is as follows:

Staff member to inform all other staff..

Director to organise a search of the building and known places that the student may have gone to.

If the student is not found then all available staff to complete a more thorough sweep of the provision and the grounds.

Staff to phone the police when a thorough search has been done, if the student is not found.

Staff to contact parents/carers and the commissioning school to inform them of the situation. Every attempt to make contact with parents to be recorded.

The search will be extended beyond the provisions building and grounds if the student is not found on the premises.

Any staff who leave the provision will take a mobile phone.

Once the student has been found, parents/carers and the commissioning school will be contacted.

A written report will be made.

Upon their return to the provision, and when the student is calm, they will meet with the Directors so that the reasons for absconding may be discussed in detail. At this point a decision will be made as to the appropriateness of further actions.

### **Pupils who abscond from SENSES Learning Hub, but remain on the grounds of the provision.**

In these circumstances, staff will not pursue a student or force them back into the building.

Staff will use their judgement, knowledge of the student and assessment of the students safety in deciding what to do.

The demeanour of the student will need to be taken into account. If the student is upset or angry, care should be taken in approaching them.

In all cases, staff should not place themselves in situations of potential danger of injury.

## **Students who return to SENSES Learning Hub after absconding the provision**

Students who abscond will do so as a result of a specific incident which may have taken place at school, at home, at SENSES Learning Hub or on the way to the provision.

For those who return to the provision either by their own choice, with parental support or following intervention by a member of staff, thought should be given to their welfare. They are likely to be in need of support, understanding and perhaps some time apart from their peers.

Where a student attempts or is seen to be leaving the premises without authorisation, the following procedure will be followed:

- A member of staff will alert the Directors.
- A member of staff who knows the student well and has a good relationship with them, will try to persuade the student to stay on the premises, as active pursuit may encourage a student to leave the site and may also cause panic, possibly putting themselves at risk. Staff will not chase but will try to keep the student in sight at a distance.
- The Directors may request additional staff to join the search in a vehicle, taking a mobile phone to keep in contact.
- SENSES Learning Hub will contact the student's parents/carers. The call or attempted calls will be recorded.
- A staff member of SENSES Learning Hub will call the police to log the incident and make a log of the call.
- The commissioning school will be informed of the current situation.
- If the searching staff member loses sight of the student, they must contact SENSES Learning Hub giving details of their location and the clothes that the student is wearing.
- If the student has left the immediate vicinity of the grounds and is no longer visible then the Directors will make a decision as to how to take matters further.
- If the student returns of their own volition, parents/carers, the police and the commissioning school will be informed.
- Upon their return, and when the student is calm, they will meet with the Directors so that the reasons for absconding may be discussed in detail. At this point a decision will be made as to the appropriateness of further actions.

## **Parents and Carers**

Parents and carers of students are responsible for supporting the work of SENSES Learning Hub and encouraging their children to keep to all procedures and policies.

Once SENSES Learning Hub has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the provision with subsequent procedures and actions. This could include coming in to help secure the safety of their child as well as meeting with the Directors in order to agree to subsequent actions.



## Monitoring and Evaluation

Each incident will be monitored and evaluated. Individual risk assessments for students may be appropriate.

### Review Log

Review date	Completed by who
18.08.25	John Fox and Dawn Oughtibridge