

# Trinity Specialist College

## Attendance Policy and Procedure for Learners



<b>Policy reviewed</b>	1st October 2024
<b>Date for next review</b>	2nd October 2025
<b>Signed by Chair of Trustees:</b>	Liz Garnham

### **Purpose**

Trinity Specialist College is committed to providing all learners with an appropriate and effective education in a safe and happy environment.

Each individual is welcomed, valued, respected and encouraged to respect themselves and others. We aim to empower all learners to gain the essential academic and social skills that will prepare them for adulthood.

We believe that education is essential for all. To achieve their full potential learners, need to attend regularly and punctually. Non-attendance at College for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance, it is essential that early action is taken.

The aim of the policy is to promote the most effective education for learners. The trustee's, senior leadership team and staff acknowledge that there is a strong correlation between high attendance and learner progress.

### **Roles and Responsibilities**

At Trinity Specialist College, the senior leadership team and staff are responsible for monitoring attendance. It is vital that learners attend College consistently and punctually by complying with the policy.

### **Authorised and Unauthorised Absence**

It is for the College to decide whether to authorise any absences. The College will not authorise absences in the following circumstances:

- Where no learner/parental/carer explanation is given.
- For extended visits overseas where no approval has been given.
- For holidays in term time (unless there are exceptional circumstances).
- Where it is believed a parent/carer is condoning an unnecessary absence.
- In other cases where it is deemed there is no reasonable explanation.

### **College Procedure for Reporting Absence**

- Teachers should contact the College Manager to check if they have received any messages to say that the learner will not be in.
- If no messages have been received, then the learner is expected to be in college at the nominated time of 09:30 am.
- If the learner is not on site at the 9.30am, staff are to re-check with the College Manager on their whereabouts.
- If parents or carers are bringing the learner in and they are not here by 10:00am, then they should be called to check on a likely arrival time.

- For all learners arriving by taxi or bus, the driver or guide must communicate names of learners they have transported to a member of staff.
- Drivers and travel guides must not leave the site until all learners have been safely accounted for.
- If they are unaware of the reason for absence the staff member should contact parents/carers.

### **Safeguarding Concerns Procedure for Reporting Absence**

- If there are any Safeguarding concerns these will be discussed with the designated safeguarding officers, Jodie Diver and Amy Sturdy on the first day of absence. The designated safeguarding lead will decide on the appropriate steps.
- Contact designated safeguarding officers and College Manager if the learner is not in college and there has been no contact from family.
- The College Manager will contact parents and carers to establish why the learner is not in college, find out the reason for absence and the proposed date of return.
- College Manager to inform pathway staff as to reason for absence.
- If the college cannot make contact with the parents/carers or the learner, the college will continue to try and make contact at regular intervals throughout the day. If no contact has been made by 3.30pm a home visit/safe and well check will be completed by a designated safeguarding officer and a staff member from the learner's pathway.
- If the Designated Safeguarding Officer is still unable to make contact and there is no response at the home address this is recorded on My Concern and actioned accordingly.
- If a learner cannot be located, and they have arrived and been signed in at college by a member of staff, they should be presumed missing, and the College manager and designated safeguarding officer must be informed immediately.
- The Designated Safeguarding Lead and College manager will then take responsibility for the situation and the Missing Persons Procedure will be instigated.

### **Long Periods of Absence due to ill health**

If a Learner is absent for long periods due to Health needs the Remote Learning Policy would be followed.

### **Attendance Plans**

Where a Learner's attendance falls below 90% the College will decide on the next step when an Attendance Plan or an alternative support plan will be created.

### **Monitoring and Evaluation**

The Designated Safeguarding Officer and Data Lead is responsible for monitoring attendance within College on a weekly basis and reporting concerns to the Principal. The Principal is also responsible for monitoring overall attendance within the College and will report each term to the Trustee's Board through the position statement.