



**HINCKLEY &  
BOSWORTH**  
EDUCATION PARTNERSHIP

## **Attendance Policy**

**2022-24**

## **Aim**

To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in school life.

## **Rationale**

Full attendance is essential if our students are to maximise their full educational potential.

Research shows that a 10% fall in attendance can result in a fall in achievement of one grade or one level e.g.

- 90% attendance is equivalent to the loss of one grade and having half a day off each week
- 80% attendance is equivalent to the loss of two grades and having one day off each week

As well as lowering student grades, poor attendance may reduce employment prospects

We aim to achieve the best attendance possible for each of our students. Any absence gives cause for concern and speedy action is essential in preventing absence from possibly becoming a persistent problem.

## **The purpose of this policy is to:**

- Ensure safer working practices so that all pupils attendance can be accounted for while being program-managed by HBEP
- Have clear procedures for the us to monitor the attendance of students and to enable the Partnership to set targets for improved attendance.
- Work with parents, students and school to improve individual attendance levels
- Set out the working arrangements with supporting services

## **Policy Statement**

Through the implementation of the Attendance Policy HBEP aim to achieve optimum attendance by:

- Encouraging providers to take prompt and accurate registers at the beginning of the morning session and once in the afternoon
- Ensuring that any Unexplained Absences are accounted for quickly via parent contact and engaging the use of school attendance officers via weekly reminder emails to chase up and account for any unexplained absences
- Monitoring and analysing cumulative attendance data
- Setting group and individual targets where appropriate
- Celebrating individual attendance

Parents are informed about attendance issues through :

- Attendance data being included in interim and full reports
- Parental correspondence home in form of a call or email/letter
- Involvement of the Attendance Officer in supporting students and families with individual attendance problem; this is triggered by school as HBEP do not have an Attendance Officer.

Staff at HBEP implement agreed procedures by:

- Promoting high expectations of attendance and punctuality for all students, by setting an example themselves
- Challenging lateness to provision

- Challenging students about unexplained absences; discussing any barriers to attendance that may exist, changing timetables where needed
- Discussing attendance issues at their weekly meetings
- Coordinator to liaise regularly with schools to trigger attendance procedures

Effective working relationship with support agencies exist by:

- Working closely to support good attendance in all provisions
- Supporting providers to encourage good attendance
- Providing regular feedback to schools about attendance concerns
- Flagging up students who are at risk of CME without delay to schools and following up on actions taken
- Discussing students with attendance issues at the Inclusion Team meeting
- Working when required, with representatives from Police, Social Care, Health Services and the Attendance Officer to promote work with inter-agency support for individual students.

### **Lesson Monitor Registration Procedures**

We use CLM to record pupil attendance and providers have direct access to record their morning and afternoon marks by 9.45am and 12.45pm respectively.

Attendance is managed through Admin Support staff, all attendance information is to go to this member of staff to ensure continuity, and registers will be updated accordingly. Admin Support staff will alert relevant staff/parents/carers immediately in order that steps are taken to locate an absent student and record reasons for absence on the 'notes' section in CLM.

If a provider is late in submitting their marks, this is chased by Admin Support staff who have an overview of the register between 9.30am and 1pm each day. Admin Support staff will liaise directly with the taxi companies and parents as part of their role in managing attendance.

Our clear expectation is that all students should be in their provision at the time stated on their timetable. All lateness should initially be reported to Admin Support staff as transport may be late and the student may not be to blame for the lateness. Students leaving sites during the school day for appointments will need to be verified in advance by a parent or carer so that the absence can be authorised.

Where there is an emerging pattern of non-attendance, Admin Support staff will inform the Coordinator so that school can be involved in the discussion about concerns and a school meeting for HBEP, school and family will be called. School will trigger any attendance proceedings as per their policy.

Where a student is at risk of CME this will be discussed directly with their base school and appropriate supporting actions agreed.