Attendance Policy

Seven Springs Education

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1. Aims

We are committed to supporting schools with meeting their obligations with regards to students' attendance by:

● Promoting punctuality and good attendance as well as reducing absence, including persistent absence

● Acting early to address patterns of absence

2. Roles and responsibilities

2.1 The Senior Leadership Team

The Senior Leadership Team is responsible for monitoring attendance figures for the whole organisation on at least a termly basis.

The Senior Leadership Team is responsible for:

- The implementation of this policy at the organisation
- Supporting staff with monitoring the attendance of individual students
- Reporting concerns about attendance to schools
- Working with the Designated Safeguarding Lead (DSL) in monitoring repeated absences that may require escalation

2.2 Tutors

Tutors are responsible for:

- Recording attendance for every lesson
- Longer term monitoring of attendance in their classes, and the attendance of individual students
- Reporting concerns about attendance to the DSL e.g. unexplained absences, repeated absences, persistent lateness

3. Recording attendance

3.1 Attendance register

All students will be placed onto an attendance register in our system. We will take attendance each lesson and mark whether a student is:

- Present
- Present (Late)
- Absent
- Unable to join due to technical issues

Schools will receive access to attendance records through our School Portal for teachers.

Auto-generated summarised attendance records can be delivered to schools every week or as stipulated in the service contract.

We will keep every entry on the attendance register for 3 years from the date on which the entry was made.

3.2 Unplanned absence

Parents/carers must notify their child's school of any unplanned absences at least 24 hours before the lesson start time or as soon as practically possible.

Unplanned absences will be handled as agreed upon in the service contract with the school. This may mean rescheduling a class where possible if we receive more than 24 hours' notice.

The child's school may follow up on any absences recorded and follow their attendance procedure and policy.

3.3 Planned absence

Attending a medical or dental appointment will be counted as authorised absences as long as the child's parent/carer notifies the school 48 hours in advance of the appointment.

Planned absences will be handled as agreed upon in the service contract with the school. This may mean rescheduling a class where possible.

However, we encourage parents/carers to make medical and dental appointments out of school hours and Seven Springs Education's class hours where possible. Where this is not possible, the student should be out of classes for the minimum amount of time necessary.

Additionally, we encourage schools to check that students are available for the full duration of classes booked.

The school should also apply for other types of absence as far in advance as possible of the requested absence.

3.4 Lateness and punctuality

Students are expected to join the class up to 5 minutes before the lesson start time.

Students who are late by 15% of the lesson time or more will be marked as 'Present (late)' in the system.

The school may receive reports of repeated lateness from Seven Springs Education where there is concern.

3.5 Following up absence

Where any child we expect to attend a lesson does not attend, or stops attending, the organisation will:

- Inform the child's school through auto-generated summarised attendance records or as agreed in the service contract with the school. The school should follow up on the absence with the child's parent/carer to ascertain the reason
- Ensure proper safeguarding action is taken where necessary

3.6 Reporting to parents

In termly student reports, we will provide a record of the number of attended and 'missed' classes for the past term.

4. Authorised and unauthorised absence

4.1 Approval for online class absence

In the case of an expected absence from an online class, parents should inform the school at least 48 hours in advance of the lesson's start time. If notice is received less than 48 hours before the lesson's start time, the student will be marked as absent.

4.2 Reducing persistent absence

Where there is persistent absence, we will work with the school to reduce this by:

- Following up on a student's absences to ascertain the reason, by email or direct message
- Ensuring proper safeguarding action is taken where necessary

5. Strategies for promoting attendance

To promote attendance, we will provide:

- Online confirmation of class bookings, with dates and times of lessons.
- An online timetable accessible to parents and students with dates and times of booked classes.
- Follow-up if frequent absences occur.

6. Attendance monitoring

We monitor students' attendance and absences on a weekly basis. In addition, auto-generated summarised reports will be provided to schools through the School Portal for monitoring.

7. Monitoring arrangements

This policy is reviewed and approved annually by the Senior Leadership Team.

8. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Records Management, Retention and Disposal Policy

These can be viewed on our website.