



Policy Review Record

Policy Written on	Policy Written By	Policy approved by the Board of Directors on	Review Date
May 2021	Sarah Cox	8th June 2021	June 2022
June 2022	Sarah Cox	14th June 2022	June2023
01.08.23	Sarah Cox	5th September 2023	September 2024
02.07.24	Sarah Cox	03.07.24	July 2025

The Melton Learning Hub Attendance policy

The Melton Learning Hub will endeavor to provide an environment where all learners feel valued and welcome. For a learner to achieve their full potential attendance is essential. We will consistently work towards improving every learner's individual attendance and contact. Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

We will actively encourage staff, parents/carers and students to maximise the learning experience in order to allow all young people reach their full potential. Therefore it is essential that we have established clear procedures for involving parents/carers relating to school attendance.

Because of the nature of the learners that we work with The Melton Learning hub we accept that attendance may not be good or even satisfactory when a learner starts their provision with us.

Our overall target is 75% attendance and 80% not including students who are missing.

Attendance is a key area for improvement and every student's attendance and participation is reviewed monthly

Daily attendance will be monitored using the registers required by LCC or the organization using our service. .

Registers are sent within 10 minutes of the start of each session. The register will be sent to the person from the commissioning body we have been advised to contact. The register is completed using OFSTED compliant codes.

Lateness- If a student arrives late an email will be sent to the commissioning body immediately. Due to the nature and distance some students travel it is acknowledged some students will be delayed in taxi's. Working together if a student fails to arrive on time the commissioning body will contact the taxi company to establish their location. Once the student arrives a confirmation email will be sent to the commissioning body.

Manager will:

- Monitor daily logs and rotas identify gaps in attendance and liaise with the Service users regarding any incomplete or inaccurate daily logs.
- Consult Lead agency with any concerns regarding the reasons given for absence

- Keep accurate AM & PM records of attendance
- Make attendance and punctuality a high profile issue within the organization to comply with the requirements of KCSIE 2024 which recognizes the dangers of poor attendance and its links to safeguarding and CCE issues.
- Address any concerns about internal truancy
- Implement a system of rewards e.g. certificates, postcards, merits etc. to promote high levels of punctuality and attendance.
- Regularly check and monitor attendance through daily logs
- Ensure parents/carers are made aware of issues and agree strategies for improvement e.g. letters of concern, meetings etc. (Behaviour Manager)

Tutors will:

- Liaise with the Education Lead and Case Intervention manager over issues of concern and monitor effectiveness of action
- Help and assist the organisation in working towards meeting attendance targets
- Oversee the administration of daily logs
- Monitor the attendance of targeted groups
- Provide feedback to relevant stakeholders

Manager will:

- Review the attendance policy annually
- Monitor its implementation
- Monitor progress against organisation targets
- Monitor progress against national strategies

Learners will:

- Be ready to meet with their tutors and actively take part in their provision for the day.
- Ensure parents/carers provide explanations for all absences.
- Accept and support any sanctions given by the school where the organisation's expectations have not been met.

Parents/Carers will:

- Ensure and support regular and prompt attendance to all provision.
- Provide an explanation for absences

Absconding

If a student absconds during the day staff will endeavor to follow the student. In all cases the commissioning body will be informed the student has left site. Parents will be contacted and encouraged to contact the student and get them to return to site.

If a student is a CCE or CSE risk then the police will be notified within 10 minutes that they have left site and we consider them missing. Parents and commissioners will be notified immediately.

For other students if they are off-site and staff are not with them the police will be called after 1 hour. The police will determine if they consider the student missing or a truant. In either case the Melton Learning Hub will record and share the incident number.

Exclusion and re-integration

The Melton learninghub understands that from time to time students might be subject to a period of exclusion from the centre. When this happens it is essential that we support the students return to centre. As such a re-integration meeting will always be held with a member of the management team, the student and a parent/carer and or scholl representative.

This meeting will allow a clearing of the air and a re-affirming of expectations around behaviour at centre.

At the end of the first day staff will call home to tell parents and carers how the first day went. We encourage parents and carers to do the same with the centre. We always welcome feedback.

Alternative Provision attendance is subject to various Education Laws and this organisational Attendance Policy is written to reflect these laws and the guidance produced by the Department for Children, Schools and Families.

The Melton Learning Hub will review its systems for improving attendance at regular intervals to ensure that it is achieving its targets.

This policy contains within it the procedures that the organisation will use to meet its attendance targets.

