



# **Himmat & Ummid Independent School**

## **Attendance Policy and Practice**

**2017**

## **Purpose/Background**

Himmat & Ummid considers the promotion of good attendance as a key priority in terms of raising the achievement of all learners. We are committed to working in partnership with learners, parents/carers, referring schools, the local community and relevant agencies in order to ensure that we continue to improve the attendance of all our learners.

### **Policy objectives**

Raise the learner attendance percentage level at the centres to agreed national levels by:

- Ensuring the punctuality of learners
- Reducing the number of learners with persistent absence
- Reducing the percentage of unauthorised absences
- Demonstrating a year on year capacity to improve attendance
- Reducing the number of fixed term exclusions
- To clearly identify the first and last day of formal attendance at the centres

This attendance policy will interlink with other policies, including safeguarding, anti-bullying and curriculum.

### **Practice and procedures**

Himmat & Ummid has high expectations of learners and provide them and their parent(s)/carer(s) with information on their progress and clear detailed steps for improvement.

### **If a child is absent**

When a child is absent, the administrator will record the absence in the register in line with the Education (Pupil Registration) (England) Regulations 2006.

Parents/carers should make every effort to let the centre/Key Worker know why their child is not attending, at the earliest opportunity. Should no contact be made by parents/carers, the centre staff/Key Worker will try to contact the parent/carer for an explanation as to why their child is absent.

If there is any doubt about the whereabouts of a learner, the school will contact the parent/carer straight away, in order to check on the safety of the learner.

Regular telephone calls and letters will be sent regarding improving attendance to parents.

If the level of attendance does not improve, the centre will then contact the Link Education Social Worker to review or instigate the attendance plan.

We would ask where possible that all medical appointments be made outside centre hours.

### **Requests for leave of absence**

We believe that learners need to attend the centre for all sessions, so that they can make the most progress possible. However, we do understand that in exceptional circumstances there are times when a parent/carer may legitimately request leave of absence.

We expect parents to take their family holiday in the normal school holiday periods. Legislation states schools can give up to 10 days leave of absence **only** in exceptional circumstances and are at the discretion of the Head of Centre. In the case of a Looked After Child, the child's respective Social Worker is the only person who can request such leave during term time.

## **Enforced Closure of Himmat & Ummid**

The Education (Pupil Registration) (England) (Amendment) Regulations 2010 regulation 6(5) allows for the closure of a school in exceptional circumstances:

Examples of circumstances in which learners could be unable get to school because of serious disruption to travel caused by:

- a weather-related emergency, such as snow or flooding,
- a natural disaster, such as the impact on air travel of a volcanic eruption,
- a health-related emergency, such as restrictions on travel in certain areas related to a foot and mouth outbreak,
- travel disruption caused by the rationing or non-availability of fuel,
- In the case of a learner for whom transport to school is provided by the school or a local authority, and whose home is not within walking distance of the school, that the transport is not available.

## **Key strategies for improving attendance**

- To provide a stimulating and accessible curriculum, which ensures personalised learning is successful.
- To secure and analyse individual learner attendance data to inform the behaviour target setting process.
- The views of each learner and their parent(s)/carer(s) will be sought regarding their attendance and, this will also inform the behaviour target setting process.
- To ensure accurate attendance records are kept and analysed to determine the necessity to develop attendance improvement targets for specific learners.
- The centre will manage multi-agency networks which support the attendance improvement targets for individual learners.
- To ensure clear communication and guidance to learners and parents/carers regarding the importance of good attendance and the implications and consequences of absence.

## **Roles and responsibilities**

### **The Headteacher will ensure that:**

- A senior member of staff will lead on attendance and the monitoring of all learners with individual attendance targets.
- All statutory requirements are met.
- Reports on learner attendance are submitted to the Management Committee
- Centre staff/Key Workers take account of the views of their learners, parent(s)/carer(s) and that necessary multi-agency networking takes place.

### **The Management Committee will ensure that:**

- The Attendance Policy is effectively delivered.

This policy will be reviewed annually

Reviewed 15/03/2017

Joanne watts, Rahat Khan

Review due on 15/03/2018 reviewed