



Negotiated Education Project

ATTENDANCE POLICY

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One of the key tasks of Negotiated Education Project is to maximize attendance rates. The goal of regular attendance is actively pursued by Negotiated Education Project. Attendance is a key indicator of attitudes learning and is a sign that Negotiated Education Project are engaging students.

It is understood that Negotiated Education Project and parents work in partnership to encourage the regular attendance of students and that whilst parents are primarily responsible for ensuring that their children attend Negotiated Education Project, Negotiated Education Project is responsible for supporting attendance.

Parents are regularly reminded that an unjustified absence is not acceptable. Parents are required to support the Negotiated Education Project Behaviour Support Plan and to sign the Negotiated Education Project Contract in support of their children.

NEGOTIATED EDUCATION PROJECT SUPPORTS ATTENDANCE THROUGH:

Close liaison with parents, we ring parents/carers every morning to check young people are on their way into Negotiated Education Project

Clear policies on absence and by clearly defining our expectations of students and parents at interview

Close monitoring of student's attendance at registration am and p.m.

Working closely with the Educational Welfare Officer.

Rewards (attendance certificates, letters home, vouchers at end of term presentation.

AN INDIVIDUAL APPROACH

Where it is found that a student is regularly not attending or arriving late:

- Attendance monitoring is instigated, with the student's active involvement (i.e., they report to reception on arrival and sign in an "attendance register").
- Meetings with parents/carers, student, staff, APT staff and EWO encourage a team approach and help isolate any factors that may contribute to poor attendance.
- Realistic and specific targets are set, that are reviewed with all involved.
- Tangible rewards may be negotiated.
- Social awards such as certificates, praise and attention are combined with a consistent, firm and respectful approach from all staff.

COMMUNICATION

The student and Parent(s)/Carer(s) are informed of attendance policy and expectations at the initial interview.

- If attendance is foreseen to be an issue, individual targets will be negotiated
- Attendance expectations are highlighted in the student and parent/carer contracts.
- Posters display attendance policy, expectations and targets.
- The above points also include punctuality.

GOOD PRACTICE INDICATORS THAT RELATE TO GOOD ATTENDANCE

- Teachers are seen to be interested in young people and to enjoy their company;
- Classrooms are orderly;
- The curriculum is matched to the students' needs and abilities;
- Lessons are well prepared and offer a range of teaching styles;
- Students have regular, good feedback on their work;
- There are a range of both formal and informal rewards;
- Sanctions are fair, proportionate and understood;
- Uniformity and consistency exist amongst staff are acceptable/unacceptable behaviour;
- Staff are alert to slippage's in individual attendance;
- Staff are alert to critical points of transition.

ATTENDANCE PROCEDURES

1. MONITORING

- A register is taken am and pm
- Lateness and poor attendance is monitored.
- Performance indicators are set relevant to each student's attendance history and a whole Project contract is signed with the NEP MANAGER.
- Attendance is analysed weekly, monthly and annually.
- The attendance policy is highlighted with students, parents/carers at the initial interview.
- Recognition and rewards are given to those who attend and whose attendance is improving.
- Repeated lateness will result in the student catching up with work during breaks.
- Personal attendance registers may be used to heighten individual student awareness of patterns of attendance.

2. ABSENCES

FORESEEN ABSENCE

Parents must inform Negotiated Education Project in writing of any future, expected absence, and gain assurance from Negotiated Education Project that the reason given for absence is authorized. Permission cannot be granted for those absences considered to be authorized and parent should be left in no doubt of this.

UNFORESEEN ABSENCE

Where possible, parents should inform Negotiated Education Project of child's reason for absence on the first day of absence. In any case, parents must inform Negotiated Education Project within three days of their child's illness, and, where possible, the date of intention to return should be given.

All absences should be explained in writing either before or when the student returns to Negotiated Education Project. Where the parents fail to contact Negotiated Education Project during or following a student's absence, Negotiated Education Project will contact the parents either by telephone or by letter, to secure an explanation of absence.

After an absence of more than three days or where Negotiated Education Project feels it necessary, the APT support worker/EWO will be asked to visit the house of the absent student.

Where it is suspected that a student is truanting from Negotiated Education Project, either with or without a parent's permission, Negotiated Education Project will pursue all available measures to ensure the students immediate return to Negotiated Education Project .

At all times Negotiated Education Project remains aware of, and takes into account, communication difficulties (such as language etc.) and adopts, as necessary, strategies to overcome these difficulties.

3. REASONS FOR ABSENCE

ILLNESS

Genuine illness constitutes an authorised absence. It should always be supported by a letter from parents. Long term absences should be investigated and confirmation of illness sought through a medical certificate.

If a student is absent for a prolonged period or Negotiated Education Project notices a pattern of absence emerging, parents should be involved into Negotiated Education Project to discuss the problems. The EWO will also be consulted.

CARING FOR FAMILY

Here we should apply our discretion as to whether or not we grant leave of absence. Children should not be allowed to habitually take on responsibilities in the home at expense of Projecting.

Where circumstances are exceptional and genuine, consideration should be given to authorising leave until other arrangements can be made. A time limit for the absence should be set.

SPECIAL OCCASIONS

Negotiated Education Project will exercise its discretion as to whether or not to grant leave. Only truly exceptional circumstances should be sanctioned (Birthdays are NOT considered to be a special occasion).

In considering individual cases Negotiated Education Project will have regard for the following:

- the nature of the event
- its frequency (i.e. whether or not the event is a one-off)
- whether advance notice was given
- to overall pattern of attendance for the child

FAMILY BEREAVEMENT

Negotiated Education Project will respond sensitively to request for leave of absence. Where, however, the student is absent for more than the agreed period, early contact should be made with the family, and the APT staff.

WORK EXPERIENCE

If a student is found, during the period of work experience, to be absent from the work experience location without a good reason, the absence should be treated as unauthorised.

STUDY LEAVE

Where this is granted it constitutes an authorised absence.

APPOINTMENTS- MEDICAL & DENTAL

These are discouraged in Project time. Students are expected to return promptly to the Project and resume studies on completion of the appointment. If a student fails to return from a morning appointment and misses afternoon registration without adequate explanation, the afternoon absence should be treated as unauthorised.

RELIGIOUS FESTIVALS

Students are allowed leave for a day set aside for a religious observance. Application for more than one day must be made in writing in advance otherwise the absence will be regarded as unauthorised.

HOLIDAYS IN TERM TIME

Negotiated Education Project may grant leave for the purpose of an annual family Holiday. The period should not extend beyond two weeks in a year. Continuity is important and isn't encouraged that people do this.

EXTENDED HOLIDAYS

Only in exceptional circumstances may the amount of leave granted exceed more than two weeks in any year. No parent can demand leave of absence for the purpose of a holiday, as a right. We would strongly discourage such holidays. The onus is on the parent to show why his or her child should be treated differently from the norm. All the circumstances of each individual request should be taken into account. Blanket approval will not be given.

The following should be taken into consideration before granting leave or otherwise;

- the nature and purpose of the trip
- duration of the trip
- circumstances of the family
- distance of the trip
- overall attendance of the child

Where such absences are sanctioned they constitute authorised absences. Where parents keep a child away in excess of the agreed time or take the child away, without permission in advance of the holiday, the absence should be treated as unauthorised.

4. LATENESS

This should be actively discouraged. Attention is being paid to emerging patterns of late arrival, is monitored and may provide grounds for prosecution.

5. PERMISSION TO LEAVE DURING THE DAY

No child may leave Negotiated Education Project during Project hours, once registered unless he/she has gained permission from the Programme Manager or from the senior tutor.

Every child must also sign the off-site book as they leave the Project during the day.

- All students must bring a note or medical appointment card which must be shown
- to the Programme Manager.
- Children, absent during lessons, must report back to the Worker if they
- return to Negotiated Education Project.
- No students are allowed out at lunch time.

IF A CHILD IS ILL, the manager/class tutor should be notified immediately so that the necessary agencies and other people can be alerted.