



# Primary Tutoring Services



## ATTENDANCE POLICY

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# ATTENDANCE POLICY

ABC Primary Tutoring was formed to provide a complementary/ alternative education provision for children who for whatever reason, are unable to access the mainstream school environment. ABC Primary Tutoring shares the main goal with parents/ carers and educational services of providing children with access to education structured in a way which is tailored to them.

ABC Primary Tutoring recognises that it plays a key role in the educational attendance of the child, based upon the following key responsibilities and requirements:

- Sensitivity to the needs of the child and the family
- Tailored teaching to the needs of the child.
- Regular reporting on progress
- Child-centred and consistent approach with frequent outside agency liaison.
- Attendance at review meetings
- Importance of child involvement and child's voice
- Assistance of the creation of a reintegration programme as soon as appropriate.

ABC Primary Tutoring is also aware that attendance and engagement in learning sessions in any environment are influenced by certain factors:

- The development of a trusting relationship with the child in which the child feels safe. This may not have existed previously, and is a key factor in the child's progress; academically or otherwise.
- The current mental wellbeing and existence of other external factors impacting on and influencing mental health. Hours of engagement with ABC Primary Tutoring are regularly reviewed to suit the needs of the child at that time.
- A child's self-esteem and self-worth as a significant contributor to education engagement. Children who may view themselves and their right to education access as unimportant need support in the development of a trusting relationship and building of self-esteem before academic learning can take place.

For the child to gain benefit from ABC Primary Tutoring, it is vital that attendance is both regular and punctuated. During the term dates set by Essex County Council, attendance is expected unless the reason for the absence is unavoidable.

Children beginning with ABC Primary Tutoring have sessions of a minimum of half an hour per day in order for routines and relationships to be established. Length of sessions will be regularly reviewed as part of the engagement plan. Absence from sessions has an impact upon the structure, routine and pace of future sessions and therefore can impact upon both progress and effectiveness of school reintegration. Ensuring regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## Recording attendance

If a child is not on roll at a school, ABC Primary Tutoring will record attendance until the child is on roll at a school or another educational provision. For pupils who are kept on roll with the

intention of returning to school, ABC Primary Tutoring will record attendance until the time when ABC Primary Tutoring's engagement with the child ceases.

As in a school, the attendance of children ABC Primary Tutoring work with is closely monitored. If attendance becomes a concern, support towards full-time attendance will be offered where this is appropriate.

### **Authorised and unauthorised absence**

Every half-day absence from school has to be classified by schools as either authorised or unauthorised. ABC Primary Tutoring records absence with the reason given by the parent using the same criteria as a school. Information about the cause of any absence is always asked for on the first day of absence.

Authorised absences are mornings or afternoons away from school for a good reason, such as illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority initiating legal proceedings.

### **School Attendance and the Law**

**There is no longer any entitlement in law for pupils to take time off during the term to go on holiday.** In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school". The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.

ABC Primary Tutoring believes that a leave of absence should not be taken unless there are reasons considered to be exceptional by the Local Authority, irrespective of the child's overall attendance. We will consult the referring school/agency about any intentions for a leave of absence.

### **Absence Procedures**

**If the pupil is to be absent from a session, the parent/carer must follow the following procedures:**

- Contact Jo Leggett (ABC Primary Tutoring) on the first day of absence before 09:00. Telephone 07958 079749 and use voicemail or text if there is no answer. If a phone call or text is not possible, an email is a sufficient method of contact; however this may not be picked up before travelling to the session location. Any expenses for travel made unnecessarily will be charged for, therefore advance warning is preferred.
- Make contact with ABC Primary Tutoring before 09:00 on every further day of absence.
- If absences persist in conjunction with the referring agency, we refer to the Local Authority to request a formal School Attendance Meeting if attendance deteriorates.

### Home based session

- If no one answers the door at the agreed arrival time, we will wait for up to 10 minutes. After this time, we will make contact on the phone numbers provided and wait locally for a further 15 minutes.
- If there is no contact from the parent/carer within this time, the referring agency will be contacted.
- It will not be assumed that the pupil is safe unless the parent/carer or any other agreed contact has provided an acceptable reason for the absence.

### Community setting-based session:

- We will telephone or text the parent/carer on the first day of absence if we have not heard by 9.15 am or 15 minutes after the agreed session start time.
- If we do not speak to the parent/carer, we will begin calling all contact numbers provided in order to gain an explanation for the absence. If we still have not been able to ascertain where the child is, we will make a home visit and follow the home-based session procedures above.
- If we are still unable to get a response, we will report it to the police as the pupil will then be classed as a 'missing child'.

## **Punctuality**

ABC Primary Tutoring believes that punctuality is a sign of responsibility, commitment and mutual respect. Whilst it is the expectation that the child will be on time to all scheduled sessions, ABC Primary Tutoring accepts that in most instances, lateness to sessions is caused by circumstances outside of our control. We also recognise that encouraging children to engage in an alternative education provision, particularly in the early stages, can be challenging. Therefore we promote an ethos of openness and consistency of approach to provide a safe and supportive environment with clear expectations and mutual respect.

Any lateness, together with a reason, will be recorded and included in weekly reports the referrer. Should persistent lateness occur, follow-up action may occur and any necessary adaptations to the child's engagement plan may be made.