

# Attendance Policy and procedures

**Approved by:** Chris Kenny

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**Next review due by:** 21/10/2025

Previous review 08/02/2024

## Additions

**Attendance Officer in place 01/09/23**

## Attendance Policy and procedure

DevonPathways operates a 5-hour session between 9.30 and 2.30. The mentors are required to pick up and drop off the mentee from their home address or school. Mentors are to ensure strict adherence to the times specified. It may be possible with the agreement of the parent/carer, school, mentor assigned and DevonPathways leadership to alter the duration, start time or finish time of the sessions.

### Reporting Student Attendance

DevonPathways records the attendance of staff and the young people they work with.

Staff are required to complete the attendance by texting the attendance officer 07546982151 at the start of the session when the mentee has been picked up and at the end of the session when their mentee has been dropped to the home address.

If the mentor does not report attendance, then the attendance officer will request confirmation. If mentors do not report attendance, then it is a safeguarding risk for themselves and the young person. Repeated occurrence of failing to report attendance may be treated as a performance/disciplinary issue and the guidance laid out in the staff handbook will be followed.

If a student is unable to attend mentors will attempt a welfare check and ask to have eyes on.

If a mentor attends the home and the young person refuses to attend or is not ready, the mentor will arrange to call back at a later time. If the young person still refuses to attend, then mentors will again attempt to agree a later pick up. Refusal to attend will result in an absence mark. Mentor should attempt to get eyes on as a welfare check.

In some circumstances it may be agreed that mentors leave and do not attempt welfare checks.

Mentors should wait in their vehicles for the young person to attend.

### Dropping Mentees at Home

DevonPathways mentors will not drop the mentee at a different address without the written approval of parent/guardian. If this written approval has been presented by the mentee the mentor is required to verbally confirm either face to face at pick up or by contacting the number of parents/carers on the referral form. The mentor is not to use the number presented by a young person without checking number presented on the referral form. If the mentor is unable to confirm with a parent/carer, then their line manager must be informed. The mentors will return the mentee to their home address as specified on the referral form. If the parent/carer is not at the address and the mentee is unable to access the premises the mentor will stay with the young person. The mentor line manager and referring body will be informed.

It is preferable that the mentor try to speak face to face to the parent carer at pick up and drop off. The mentor as a minimum must ensure that the young person enters the house.

If the mentee is of primary age, then the mentor must hand over the mentee to a parent carer in person.

## Reporting Attendance to referring Bodies

Each referring body has a different requirement for reporting attendance.

DevonPathways will adapt its service to meet the requirement of the referring body.

## Persistent absence from sessions.

Mentor will seek to speak to parents carers re the reason for absence

If persistent absence continues the Chief Operating Officer (COO) will Contact family and arrange a meeting. If the student is

- 1 day a week 2 absences in 4-week period will trigger a home visit
- 2 or 3 days a week 3 absences in a 4-week period will trigger a home visit.

Prior to the home visit mentors and COO will refer issue to referring body.