

REBUILD • REINTEGRATE • REDISCOVER



REBOOT
EDUCATION

A Social Enterprise

ATTENDANCE POLICY

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Person responsible for this policy:	Paul Arch
Policy author:	Paul Arch
Date Approved by Directors:	January 2024
Date Reviewed:	January 2025
Date of next Review:	January 2026
Policy displayed on website:	Yes

Directors Signatures:	<i>Paul Arch</i> <i>Viv Hunt</i>
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Updates made:	Date:
3.2 updated to reflect that we use an online register that automatically informs schools or the pupils attendance mark.	January 2025
6.1 updated to reflect that our provision is now open 5 days a week (Monday to Friday).	January 2025



REBUILD - REINTEGRATE - REDISCOVER

1. Scope

This policy relates to pupils' attendance at an alternative education provision provided by **Reboot Education**.

2. Introduction

- 2.1: Reboot Education is committed to providing an efficient education to all pupils attending our provision and embraces the concept of equal opportunities for all.
- 2.2: We will endeavour to provide an environment where all pupils feel valued and welcome.
- 2.3: For a child to reach their full educational achievement, a high level of attendance is essential at both their named school and agreed sessions at Reboot Education. We will consistently work towards a goal of all children attending our provision achieving 100% of their agreed sessions. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

3. Reboot Education Procedures

- 3.1: All children attending sessions are expected to arrive at our provision between 9.20 and 9.30 am.
- 3.2: A member of the Reboot Education team will complete our online register, which will then automatically email each individual school between 9.30 am and 9.45 am to confirm that a pupil has arrived or is absent. If the pupil is absent, they will call or email the school for the pupil to inform them of the reason for non-attendance that day.
- 3.3: Reboot Education will keep a register for each session (day of provision) and will provide a summary of attendance for each pupil as part of our end of term/ placement reporting procedures.

4. Absence from Reboot Education

- 4.1: Safeguarding and the welfare of our pupils is the top priority of Reboot Education. To this end, we will ensure that contact is made with all of our pupils who are absent from their sessions (directly or via their parents/carers or mainstream schools).
- 4.2: Parents/carers are expected to contact Reboot Education's office as soon as it's reasonably practical whenever their child is unable to attend.
- 4.3: If no information regarding the absence of a student has been received and the student is not present at their expected arrival time, then a phone call will be made promptly to the parent/carer to check the reason for absence. If contact via phone call is not successful, Reboot Education will follow up via other methods, e.g. sending a WhatsApp message to parent/carer or contacting the other emergency contacts as listed for the student and by contacting the attendance led at their mainstream school.
- 4.4: Reboot Education will ensure that all contact (successful or otherwise) is recorded in the pupil's records.
- 4.5: Where there has been no response, or explanation, the directors of Education will ensure nominated staff continue to ascertain the whereabouts of the student. If all methods of contact have been unsuccessful a further conversation will take place with Reboot Education's safeguarding led who will determine next steps in co-ordination with the pupils' mainstream schools' safeguard led. Reboot Education's Safeguarding led will also consider whether a Multi-Agency Referral Form (MARF) is completed.
- 4.6: If a pupil's attendance at Reboot Education slips below 90%, Reboot Education may initially arrange a meeting with the parents/carers, mainstream school and other professionals (as appropriate) expressing concerns about levels of attendance, offering support and creating a plan to improve attendance.



5. A Welcome Back

5.1: It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed activities and brought up to date on any information that has been passed to other pupils.

6. Session Times

6.1: Reboot Educations' session times are Monday to Friday, 9.30 am to 2.30pm.

6.2: Pupils can attend no more than 3 sessions per week.

6.3: All sessions are run during mainstream schools' term times only.

APPENDIX 1: ATTENDANCE REPORTING

In line with government guidance from 1st January 2024 the following codes will be used to record attendance at Reboot Education.

ATTENDANCE RECORDING	ATTENDANCE CODE
PRESENT: Attending AM session	/
PRESENT: Attending PM session	\
ATTENDING a Medical or Dental appointment	M
ATTENDING a host school or OFFSITE educational activity without a Reboot Education staff member.	B
LATE ARRIVAL	L
ABSENT: Where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code I (illness – NOT medical or dental appointment).	I
ABSENT: Leave of absence authorised by the Mainstream School.	C
ABSENT: Excluded	E
ABSENT: Holiday authorised by the Mainstream School.	H
ABSENT: Religious observance Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.	R
ABSENT: Holiday not authorised by the mainstream school.	G
ABSENT: Reason for absence not yet provided.	N
ABSENT: Absent from school without authorization from the mainstream school.	O
ABSENT: Not required to be in school This code is used to record sessions that non-compulsory school age children are not expected to attend.	X
Unable to attend due to exceptional circumstances This code can be used where a pupil is unable to attend because: <ul style="list-style-type: none"> • The school site, or part of it, is closed due to an unavoidable cause; or • The transport provided by the school, or a local authority is not available and where the pupil's home is not within walking distance; or • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. 	Y