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**|** **Attendance Policy**

**This policy was reviewed:**

**Date:** August 2024

**By: John Coates**

**Policy will be reviewed:** August 2025  **Frequency of review:** Every 1 year

Note: This document uses the most current Government information and guidance at the time of writing. It may change according to Government policy.

As an Alternative Education Provider, 1st With Education understands that often young people referred to our service are often having difficulties in school and possibly at home. 1st With Education understand that everyone: parents/carers; schools and the Local Authority, want children to get on well in their education – academically, socially and personally, like the majority of children and young people. With this in mind 1st With Education believe that this can only be achieved through regular attendance when any irregularities can be discovered and addressed.

**Absences - Authorised/ Unauthorised**

1st With Education accepts that in the case of most absences, there will be a valid reason and need to be informed of this reason at the first possible opportunity (ideally on the first day of absence). In the case of an unauthorised absence (one which 1st With Education has not been informed of or given a valid reason for) we will make reasonable efforts to contact the parent/ carer in the first instance. If 1st With Education is unable to obtain a valid reason for the absence, the referrer will be informed. On the third day of unauthorised absence, the referrer may need to take follow up action.

**Punctuality**

1st With Education accepts that in some cases, punctuality can be affected by circumstances outside of our control. However, it is the expectation that the student will be on time to all scheduled sessions. If the student is going to be late for any reason, then 1st With Education will need to be informed immediately. Attendance will be taken for each session, including the start and end time of the session.

**Daily Reporting of Attendance**

1st With Education will report attendance daily to the referrer via email stating if the student attended their scheduled session as well has start and finish times of the session. If the students failed to attend their session 1st With Education will report the reason why the student was unable to attend.