



Swift Learning - Alternative Provision Attendance Policy

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1. Purpose

The purpose of this policy is to ensure that all students enrolled at Swift Learning (AP) attend regularly and receive the necessary support to overcome any barriers to attendance. We work closely Warwickshire Councils, as well as local schools, to ensure a collaborative approach to supporting students' educational and personal needs.

2. Objectives

- **Promote Regular Attendance:** Encourage students to attend school regularly and fully engage in their learning.
- **Address Barriers to Attendance:** Work closely with Warwickshire Councils, local schools, families, and external agencies to identify and address any issues that may impact attendance.
- **Support Vulnerable Students:** Provide tailored support to students experiencing emotional, behavioural, or other challenges that affect their attendance.
- **Compliance:** Ensure alignment with the expectations of Warwickshire Councils and local schools to maintain consistent attendance practices.

3. Roles & Responsibilities

Staff Members:

- **Primary Responsibility:** A designated staff member from Swift Learning is responsible for completing the daily register for all students using the Collaborative Learning Manager (CLM) software, ensuring it is completed before 09:30 each day. The attendance data will be shared with Warwickshire Councils and local schools to monitor attendance.
- **Attendance Reports:** A staff member will maintain accurate attendance records using the CLM and submit them to Warwickshire Councils and local schools at the end of each day, ensuring timely updates.
- **Collaboration with Schools and Councils:** The staff member will work closely with Warwickshire Councils, as well as local schools, to ensure any attendance concerns are flagged early and addressed promptly.

Head of Alternative Provision (HAP):

- **Oversee Attendance Matters:** The HAP will oversee the attendance policy and support the staff in tracking and resolving attendance issues. The HAP will liaise with schools and councils if necessary and ensure consistent follow-up with students and families.

Parents/Guardians:

- Communication: Parents and guardians are responsible for notifying Swift Learning of planned absences or reasons for non-attendance (via phone, email, or text).
- Collaboration: Parents will work with the staff, HAP, and Warwickshire Councils, as well as local schools, to address and resolve any attendance issues.

4. Attendance Procedures

4.1. Recording Attendance

- Daily Monitoring: The designated staff member will complete the daily register for each student using the CLM software, ensuring it is done before 09:30. The attendance data will be shared with Warwickshire Councils and the relevant local schools.
- Late Arrivals: Students arriving more than 30 minutes late without a valid reason will be marked as late for the session.
- Absence Reporting:
 - Parents/guardians must inform Swift Learning by 9:00 AM on the first day of absence.
 - If no notice is provided by 9:10 AM, a staff member from Swift Learning will attempt to contact the parent/carer to confirm the reason for the absence.
 - 3 consecutive days of absence will trigger a welfare check and consultation with Warwickshire Councils.

4.2. Persistent Absence

A student is considered a persistent absentee if their attendance falls below 90%. The following steps will be taken:

- Step 1: A staff member from Swift Learning, in collaboration with the HAP, will contact parents/guardians to discuss attendance concerns and explore possible solutions, such as mentoring, flexible timetables, or additional support.
- Step 2: A Personalised Attendance Support Plan (PASP) will be developed in collaboration with Warwickshire Councils to address the underlying causes of absenteeism and provide appropriate support.
- Step 3: If there is no improvement, Warwickshire Councils may take further action, and external agencies (such as social services or mental health support) may be involved.

5. Supporting Attendance

5.1. Personalised Support Plans

Students with significant barriers to attendance will receive tailored support:

- **Emotional & Behavioural Support:** Students facing emotional, behavioural, or mental health challenges will have access to counselling, mentoring, or other therapeutic support.
- **Flexible Learning:** Where appropriate, the staff member and HAP will offer flexible learning arrangements, such as modified timetables or alternative educational pathways.
- **External Support:** Warwickshire Councils will coordinate additional services, such as family support workers or health professionals, to ensure that students' needs are met.

5.2. Rewards and Incentives

To encourage good attendance, Swift Learning will implement an attendance rewards system, which may include:

- **Recognition:** Certificates or recognition in newsletters for improved or consistent attendance.
- **Special Activities:** Students who show improvement or consistently meet their attendance targets may be rewarded with outings or extracurricular activities.
- **Incentives:** Prizes (e.g., books, vouchers) for students who achieve their attendance goals.

5.3. Communication with Parents and Carers

- **Regular Updates:** The staff member and HAP will maintain regular communication with parents and carers, ensuring they are kept informed of their child's attendance. This includes notifying them about any concerns, upcoming meetings, or changes in the student's attendance pattern.
- **Students in Care:** For students who are in care, we will work closely with the relevant social workers, care teams, and other professionals involved to ensure that their attendance is closely monitored and supported. Communication will be maintained with the care provider to keep them informed of any attendance issues, as well as to offer the appropriate interventions.

- Home Visits and Support: If attendance continues to be an issue, a staff member from Swift Learning or the HAP may arrange a home visit or a meeting with the parent/carer (or care team) to assess the situation and provide further support. We will work collaboratively to identify and resolve barriers to attendance.
- Collaboration with Schools and Councils: The staff member and HAP will ensure that parents and carers are informed about any involvement from Warwickshire Councils, as well as any external services or agencies providing support to the student.

6. Attendance Targets and Monitoring

- Attendance Target: The attendance target for students is set at 95% or higher.
- Weekly Monitoring: The staff member will monitor attendance on a weekly basis using the CLM and review any patterns or trends in student absence.

7. Follow-Up Actions for Unexplained Absences

If a student's absence is unexplained for 3 consecutive days:

- Initial Contact: A staff member from Swift Learning will reach out to the family for clarification.
- Welfare Check: If there is no response after 5 days, a welfare check will be arranged, and Warwickshire Councils may be involved to assess the situation.
- Collaboration with External Services: If necessary, additional support from social services, mental health professionals, or other external services will be considered.

7.1 Children Missing in Education (CME)

Students absent without explanation for 10 consecutive school days (or earlier if there are safeguarding concerns) will be referred to Warwickshire Councils as Children Missing Education.

The HAP and designated staff will provide all attendance records and supporting information to the local authority.

If there are safeguarding concerns, the DSL is immediately informed, and relevant safeguarding procedures are followed.

Efforts will be made to locate the child and reintegrate them into education with tailored support plans.

8. Behaviour Reviews and Alternative Arrangements

If attendance is affected by significant behavioural issues or other challenges, a Behaviour Review will be conducted. This process will:

- Step 1: Identify any behavioural or other personal factors affecting attendance.
- Step 2: Develop a Behavioural Support Plan in collaboration with Warwickshire Councils, schools, and external agencies to address any underlying issues.
- Step 3: Monitor the student's progress and adjust the plan as needed. External support such as mentoring or therapeutic interventions may be considered.
- Transition Plans: For students with chronic attendance issues, the staff member and HAP will develop transition plans in collaboration with local schools and Warwickshire Councils to identify the most appropriate educational pathway.

9. Review and Evaluation

This policy will be reviewed annually in consultation with Warwickshire Councils, as well as parents, students, and staff. The review will ensure that the policy remains effective and aligned with local authority guidelines and feedback.

Conclusion

Regular attendance is vital for the success of students at Swift Learning. By collaborating with Warwickshire Councils, local schools, and families, we ensure a holistic approach to overcoming barriers and supporting students in reaching their full potential.