



lifeworks

Learning disability champions

Lifeworks Charity Limited

Lifeworks College Attendance Policy V3.1

September 2024

Notice to staff using a paper copy of this guidance, the Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.

Owner: Head of College

| Contents | | Page |
|-----------------|---------------------------------------|-------------|
| 1.0 | Equality, Diversity and Inclusion | 3 |
| 2.0 | Introduction | 3 |
| 3.0 | Purpose | 3 |
| 4.0 | Scope | 3 |
| 5.0 | Definitions | 3 |
| 6.0 | Responsibilities | 3 |
| 7.0 | Attendance policy aims | 4 |
| 8.0 | Monitoring Attendance | 4 |
| 9.0 | Attendance Expectation | 4 |
| 10.0 | Reporting Attendance | 4 |
| 11.0 | Late Arrival/Non-arrival of a Student | 5 |
| 12.0 | Authorised Absence | 5 |
| 13.0 | Persistent Absenteeism | 5 |
| 14.0 | Patterns of Absenteeism | 5 |
| 15.0 | Absenteeism Escalation | 5 |
| 16.0 | Long-term Medical Absence | 6 |
| 17.0 | Holidays in Term Time | 6 |
| 18.0 | Monitoring compliance | 6 |
| | Policy Information Chart | 7 |

1.0 Equality, Diversity and Inclusion

1.1 Lifeworks is committed to encouraging equality, diversity and inclusion among our workforce and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The Charity, in providing services, is also committed against unlawful discrimination of service users or the public.

2.0 Introduction

2.1 Welcome to Lifeworks Further Education College, a specialist college for young people with learning disabilities who have completed their compulsory schooling, who may have additional physical disabilities and associated medical needs.

3.0 Purpose

3.1 Lifeworks College is committed to providing high quality education and student success. To achieve these, we must maximise student's learning opportunities by:

- Setting high expectations for attendance at all sessions.
- Working in partnership with students, parents/carers to ensure good attendance, embedding a culture of reliability and commitment.
- Monitoring and taking action to improve attendance.

This policy is to ensure a fair and equal process for attendance expectations and to ensure consistent practice by staff. Additionally, to ensure that students/parents/carers are clear of their rights, roles and responsibilities.

4.0 Scope

4.1 This document sets out the principles and practice of the Attendance Policy that applies to all Lifeworks College students, and staff management of this process.

5.0 Definitions

5.1 *ILP* is the student Individual Learning Plan.

6.0 Responsibilities

6.1 Responsibilities of College

The Head of College has a responsibility to ensure that all staff work in partnership to support the College to fulfil its duties and responsibilities in relation to attendance in the following ways:

- Provide an education suitable to each student's aptitude and ability.
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from students.
- Work collaboratively together and with other agencies to assist them in fulfilling their statutory duties.

6.2 Responsibility of College staff

- Registers are auditable documents and must be maintained in a timely and accurate fashion.
- Accurately completing the register on the day of attendance
- Noting in the register any absences
- Following up absence with the student when they next meet
- Reporting any persistent issues to the Deputy Head of College
- Promoting good punctuality and attendance through their own behaviour and teaching standards
- Update student ILP with notes and actions

6.3 Responsibility of Parent/Carer

- Ensure regular attendance of students
- Promote a good attitude to learning, by ensuring that any student in their care arrives punctually, in appropriate dress and willing to work to fulfil the expectations of the College with regard to rules and behaviour and learning
- Inform the College of any absence and the reason before the start of the College day
- Work in partnership with College and other agencies in the best interests of the student. This includes informing College about significant influences and changes in the student's life which may impact on learning and attendance.

7.0 Attendance policy aims

- To safeguard students and ensure they receive their right to education
- To improve and maintain levels of attendance consistent with established targets
- To ensure that there is common and consistent practice amongst staff
- To raise parents'/carers' and students' awareness of the importance of good attendance and of the impact attendance has upon achievement

8.0 Monitoring Attendance

- A register is taken at the start of every session. This document is a digital register on a secure portal and available for inspection.
- Any prolonged periods or patterns of absence will be monitored and any concerns raised with the SEN 0-25 Team of the placing local authority at the earliest opportunity. A meeting will be called with parents to discuss the ongoing suitability of placement. This meeting may be combined with the annual EHCP review if absenteeism is affecting achievement of outcomes.
- All students' attendance is monitored and recorded on a termly and annual basis, and as part of the College Quality Assurance programme of activities.

9.0 Attendance Expectation

- There is a high expectation on students to attend College every day.
- We aim for all students to attend over 90% of their sessions.

10.0 Reporting Attendance

- Many placing local authorities request half-termly updates of all students' attendance at College. These are requested by email. A copy of the email should be stored for future reference.

11.0 Late Arrival/ Non-arrival of a Student

- Students are expected to be at College by 9.00am every day.
- Sometimes there may be an individual arrangement made for attending placements close to home
- If a student hasn't arrived in College or at the work placement by 9.15am (or other agreed time) a phone call will be made to the parent/carer to check the reason for lateness/absence. If there is a genuine reason for absence this will be recorded in the register.
- An attempt will be made to make contact throughout the day until contact is made.
- In the event of no contact being made throughout the day social care will be informed
- As the majority of students are transported, the College is aware of lateness not being within the student's control in many cases, hence, the phone call is to confirm that attendance is expected. The contact numbers for taxis are held at College. A phone call should be made to these numbers if no reason for lateness is known by the parent/carer.

12.0 Authorised Absence

- An authorised absence is when the College is informed of a genuine reason for absence, eg illness, family commitments, appointments and holidays.
- This will be agreed with the College prior to absence if possible or before the start of College on the first day of absence.
- This information can be given in writing, by text or email, or by phone from the parent/carer to College staff.

13.0 Persistent Absenteeism

- A student becomes a 'persistent absentee' when they miss 20% or more College time within the academic year for whatever reason. Absence at this level is most likely to cause considerable damage to any students' prospects and we need parents/carers fullest support and co-operation to minimise absence from College.
- We will monitor all absence thoroughly.
- Any student who has less than 80% attendance in any term or is at risk of moving towards that level will be invited to a meeting with the local authority 0-25 Team. These students' absences will continue to be tracked and monitored carefully.

14.0 Patterns of Absenteeism

- If a pattern of absenteeism is recognised in a student's absence and no reasonable reason is given by parents/carers, a letter will be issued and sent Special Delivery to the family address to request contact. A copy will be sent to the 0-25 Team and further advice sought for them if absenteeism persists.

15.0 Absenteeism Escalation

- If a student has not attended College for 2 consecutive days and no contact has been made with either the student or their family, if the student has a named social worker they should be informed.
- If there is no named social worker, the College Designated Safeguarding Lead will escalate this through appropriate channels.

16.0 Long-term Medical Absence

- If a student is off for more than a week a medical certificate is required from their doctor and should be forwarded to College as soon as possible.
- College will keep in contact with parents/carers to monitor recovery.
- College will provide relevant distance learning materials if appropriate.

17.0 Holidays in Term Time

- The College actively discourages parents/carers from taking students on holidays or trips during College term time
- For those students still in compulsory education, there should be no holidays taken during term time
- If it is deemed necessary to take holiday in term time, then agreement must be made for permission from the Head of College in advance of the planned holiday

18.0 Monitoring compliance

This policy will be monitored and reviewed through:

- Quality Assurance process
- Termly Course Performance Reviews
- The College Self-Assessment Report and Quality Improvement Plan

Policy Information Chart

| | |
|---|---|
| Title | College Attendance Policy |
| Document purpose/summary | This document is to ensure that there is clear guidance on the expectations for attendance and to ensure common and consistent practice amongst staff |
| Owner | Head of College |
| Policy Department | Service Area Specific: College |
| Ratification date | September 2024 |
| Review date and frequency | Every 2 years, or earlier if there is a change in evidence or legislation |
| Consultation process | SLT, college staff |
| Ratified by | CGC |
| Target audience | All Lifeworks College staff, students and parents/carers |
| Circulation | Electronic: Intranet Written: Upon request to the Policies Administrator Please contact the Policy Administrator if you require this document in an alternative format. |
| Equality analysis checklist completed | Yes |
| References/sources of information | The Education and Skills Act 2008 https://www.gov.uk/school-attendance-absence |
| Associated documentation/cross referenced policies | Complaints Procedure Equality & Diversity Policy Student Code of Conduct Admissions Policy |
| Supersedes document | V3.1 |

Executive approval is subject to the understanding that the policy Owner has followed the organisation process for policy ratification.

Document Review History

| Version no. | Type of Change: Major, minor, none or taken out of use | Date | Author of change | Description of change |
|-------------|--|----------|------------------|-----------------------|
| 1.0 | New document | Jan 2016 | Head of College | New document |
| 2.0 | Major | Jan 2020 | Head of College | Update |
| 3.0 | Minor | Sep 2022 | Head of College | Update format/ review |
| 3.1 | Minor | Sep 2024 | Head of College | Updated wording |