



Student Attendance Policy

POLICY TITLE:	Student Attendance Policy
Persons Responsible for Policy:	Deb Sherring – Head of ALP Tor Jones- DSL
Date due for review:	08-07-2023
Review date:	08/07/2024

MIAG is fully committed to safeguarding the welfare of all children in its care

Miag recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a young person is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of young people.

This document outlines MIAG's commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of young people is the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Young people have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with young people, parents/carers to promote the welfare, health and development of their young person.

The purpose of MIAG is to re-engage students with their learning, staff work with young people and families in a holistic way to help them to overcome barriers to participation. MIAG endeavours to offer flexible personalised programmes that support re-engagement. However, as students are of compulsory school age, attendance is monitored, by both MIAG, home schools and the Commissioning Body and appropriate steps will be taken if students and parents are not adhering to legal requirements regarding their child's attendance.

The aims of this policy are:

- To ensure a safe and supportive environment for all students
- To encourage maximum student attendance recognising and valuing high attendance rates



- To encourage students to take full advantage of their opportunity for educational achievement by attending regularly
- To recognise the factors which can detrimentally affect student attendance and work in partnership with parents/carers and designated support services to address problems

Key principles and issues:

- To promote an ethos whereby parents/carers are encouraged to work with MIAG where there are issues with attendance.
- To provide an efficient and effective system for monitoring attendance
- To report regularly to parents/carers about student attendance and provide opportunities for public recognition of outstanding attendance – linked intrinsically to MIAG reward system.

Practice and procedures:

MIAG staff will ensure that information entered in their roll call and registration is accurate and completed in good time. SLT contact home schools daily.

Daily attendance:

1. Attendance registers are to be completed by staff daily. SLT contact home schools, parents and LA with attendance concern. CPOMS daily updates for attendance along with student file.
2. Monthly registers will be saved
3. MIAG will telephone for information on the first day of an absence in the event of a parent/guardian not providing a valid reason, the outcome will be shared with the home school.
4. Attendance will be reported to professionals as a concern on the initial absence.

Promoting good attendance:

Students are made aware of their responsibility to achieve a high attendance rate to ensure good progress during their programme. Students with excellent attendance (over 94%) and significant improvements, and young people with good attitudes to learning whilst attending will be eligible for rewards such as trips, rewards vouchers and/or certificates. The government states that 94% or more is necessary for a learner to achieve their potential.

Home Visits:

Miag staff transport students, which promotes good attendance. The actions around home visits in relation to attendance are as follows:

First day If we have not been able to contact the parent or carer to ascertain the reason for absence, and leave a calling slip, dated, and signed.

If the child is subject to a Child Protection plan or is at immediate risk and we have not been able to contact the parent / carer. If we have contacted the parent or carer and there remains a concern, we will contact relevant Commissioning Body/Social Services



All actions will be recorded on CPOMS.

Staff discuss attendance with students and impact on their wellbeing and progress.

SLT attend professional's meetings.