



# **ATTENDANCE POLICY**

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## **Attendance Policy**

Regular attendance is essential if students are to achieve their full potential. UniqMinds believes that regular attendance is the key to maximising the opportunities available to students so that they become confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

UniqMinds aims to meet its obligations with regards to school attendance by: -

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence
- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, schools and inclusion partnerships to support pupils as they realise their potential, unobstructed by unnecessary absence.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by us.
- Promote a positive and welcoming atmosphere and environment where pupils feel safe, secure and valued.
- Create a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- We will also support parents/ carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will try to resolve any difficulties.

This attendance policy ensures that all staff in our provision are fully aware of, and clear about, the actions necessary to promote good attendance.

## **Attendance Procedure at UniqMinds**

All students at UniqMinds will attend the sessions that have been agreed on with schools and parents/guardian.

At UniqMinds, we log pupils attendance via CRM and also inform the school/ partnership if their student is present or absent within the first 30 minutes of the session, this is so they can update the data on their attendance register and follow up on any absences in accordance with legislation:

'(1) The following particulars must be recorded in the attendance register at the commencement of each morning session and once during each afternoon session — (a) in the case of every pupil whose name is entered in and not deleted from the admission register whether the pupil is — (i) present; (ii) absent; (iii) attending an approved educational activity within paragraph' Pupil Registration Regulations 2006

'(2B) Where — (a) a person is in full-time education, (b) he receives his education partly at a school and, by virtue of arrangements made by the school, partly at another institution [For any other establishment],' 1996 Education Act.

If a pupil cannot attend a session for whatever reason the parent/guardian should inform UniqMinds ideally before the session in which the pupil will be absent, or the latest no later than 15 minutes after the session start time so this can be recorded and passed on to the school/ partnership.

**If a student is consistently absent, we will call and discuss the matter further with school/partnership and parents/guardian.**

[www.gov.uk/government/publications/children-missing-education](http://www.gov.uk/government/publications/children-missing-education)