



ATTENDANCE POLICY

Turning Heads directors are responsible for ensuring that those benefiting from us or working with us are not harmed in any way. The directors of Turning Heads have a legal duty to act prudently, and this means that they must take all reasonable steps within their power to ensure that no one is harmed. It is particularly important where beneficiaries are vulnerable persons or children in the community.

This policy applies to all those involved in Turning Heads, including, but not exclusively, administrators, volunteer drivers, parents, young people, and third party suppliers.

For a student to reach their full educational achievement a high level of attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all feel valued and welcome. Every student has a right to access the education to which he/she is entitled. Parents and tutors share the responsibility for supporting and promoting excellent attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance. Every opportunity will be used to convey the importance of regular and punctual attendance. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find routines, work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring to employment or training

Turning Heads will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. If absence is frequent or

continuous, except where a person is clearly unwell, staff will discuss with parent/carers the need and reasons for the absence and will encourage them to keep absences to a minimum. A note or explanation from home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with Turning Heads**.

Responsibilities of Staff:

- Ensure that all students are registered accurately;
- Promote and reward good attendance at all appropriate opportunities;
- Communicate any concerns or underlying problems that may account for absence.

Responsibilities of Students:

- Arrive on time.
- Take responsibility for being registered.

Responsibilities of Parents and Carers:

- Make sure that any absence is clearly accounted for by phone on the first and subsequent days of absence (before 9.30am), or by email or letter if a phone is unavailable.
- Discuss with the tutor any planned absences well in advance.
- Support Turning Heads with their aim for 100% attendance each year.
- Avoid taking their son/daughter out for non-urgent medical or dental appointments.
- Only request leave of absence if it is for an exceptional circumstance.

3. Recording Attendance

Legally the register must be marked twice daily for students. This is once at the start of the day (9.00am) and again for the afternoon session at 1.15pm.

What should I do if my child is absent?

A student not attending Turning Heads is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

- Contact us before 9.30am on the first day of absence by telephone or email with an explanation of the absence.

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the student is not seen and contact has not been established with the named parent/carer then the Local Authority is notified that the student is 'at risk of missing'. Children's Services staff will visit the last known address and alert key services to locate the child. Help us to help you and your child by making sure we always have an up to date contact number.

All our persistent absentee pupils and their parents are subject to an Attendance Plan or home school contract.

Request for Leave of Absence

There are no rules on these as personal circumstances vary. There is, however, no legal entitlement for time off in college time to go on holiday **and in the majority of cases holiday will not be authorised.** Parents/Carers wishing to apply for leave of absence need to write to Turning Heads explaining reasons for absence.

If term time leave is taken without prior permission from Turning Heads, the absence will **be unauthorised** and if the number of sessions absent hits the thresholds set down in Torbay Council's Code of Conduct parent/carers will be issued with a fixed-penalty fine or other legal action in accordance with the code.

Appointed Person

An appointed person should be made known to members, volunteers and parents alike; as the designated person to whom concerns should be addressed. If the concern is about this designated person, please report to **Alan Tilley, Turning Heads.**

The appointed person at Turning Heads is:

Name: Alan Tilley Contact number: 0781777739

Reviewed: 1 February 2022

Next Review: 1 February 2024