



Attendance Policy

Reviewed	Date of Next Review	Responsibility
October 2023	October 2026	Principal

Our Mission:

'To enable young people to live and work without barriers'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

Introduction

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond college, and are often specific to individual pupils and families. By working together, the college, learners and their families can jointly take responsibility for encouraging good attendance. Young people with SEND can often require different approaches to access education, but the need for good attendance remains a priority.

We believe that a clear and realistic attendance policy is essential in establishing a positive culture across the Fairfield Trust (FT) that underpins the achievements and successes of all our learners. We understand that there is a direct relationship with attendance and achievement and absence will impact on progress. It has been noted that poor attendance can impact on welfare, poor mental health and also contribute to increased safeguarding concerns.

Monitoring and follow up

As a College, we have high expectations and encourage learners to aim for 100% at all times, but recognise that this is not always possible. We monitor attendance regularly and will follow up absence with families and guardians. We hope that families and guardians will help us to reiterate the importance of good attendance and encourage our learners to attend college.

We record attendance twice daily and an electronic system called SchoolPod is used. The register is open for 10 minutes a.m and p.m after which it is closed and attendance recorded and then reports re generated that follow up absence and also prepare fire lists in case of evacuation. Late students must report into Reception to let them know they have arrived. Learners are expected to be at the College site from 0900-15.00 hours and arrive on time to all timetabled sessions. If learners arrive late to the college, they must let Reception staff know they are on site.

Learners with poor attendance will receive communication from the college with an opportunity to discuss the situation and look at how we can help. It is acknowledged that some absences cannot be avoided, such as medical appointments or serious/long term illness. However, the absence can still impact on progress and will need to be discussed. In our meeting, we will explore how we can ensure that learners are successful and agree any follow up actions to catch up on missed work; accessing remote learning or additional tuition. On a termly basis, we will be recognising and celebrating those with good attendance.

Holidays

Please note: The academic year is 38 weeks, broken into 3 long terms. The additional 14 weeks are designated as holiday periods. Holidays taken during term time, for whatever reason cannot be authorised.

By order of the board.

Graeme Athey
Principal

October 2023