



MARSH HOUSE STUDIO

Policy & Procedure Document

Attendance Policy 23-24

Our commitment to the attendance of all students including our obligations, responsibilities of parents and expectations of students.

Marsh House Studio

Introduction

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. Marsh House Studio will strive to promote an ethos and culture which encourages good attendance and where each student will feel valued and secure. Poor attendance will be managed with effective monitoring, recording and information being shared within expected timeframes so that attendance strategies can be followed and issues addressed.

Purpose

1. To monitor the overall attendance of students at Marsh House Studio.
2. To outline the framework that defines roles and responsibilities in relation to attendance.
3. To promote awareness among students and their carers/parents with regards to attendance.
4. To assist the Education Welfare Service in carrying out their function.

Responsibility

The Senior Leadership Team at Marsh House Studio has overall responsibility for student attendance; this includes ensuring that referral agencies and parents are notified of non-attendance.

Teaching staff regularly monitor the attendance and punctuality of students by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions. This information is shared with Schools/LA/Referral agencies at the end of each day and summarised in weekly progress reports.

Role of Parents

Parents have a legal duty to ensure that their child regularly attends education. **It is a parent's responsibility to inform Marsh House Studio of the reason for a student's absence on the first day of absence by 9.15am.** If the absence is likely to be prolonged, this information should be provided to enable Marsh House Studio to assist with homework or any other necessary arrangements which may be required.

Students are expected to be in education at 9.30am for registration and the beginning of classes. It is the responsibility of parents to ensure that their child is punctual. Lateness is recorded at registration and on the child's attendance record.

If the child appears reluctant to attend school, parents are expected to discuss the matter promptly with Marsh House Studio staff or Referrer, to ensure that both the parent(s) and child receive maximum support.

Role of Students

Each student at Marsh House Studio is expected to attend punctually and regularly as per their agreed timetable. If they have any concerns or issues that may affect their attendance, they should speak with a member of staff before attendance becomes an issue.

Holidays

Marsh House Studio discourages holidays during term time due to the impact they have on students' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised. This will usually be a decision for the commissioner of the student to take and therefore any requests for holidays during term time will be deferred.

Procedures for Managing Non-attendance are as follows: -

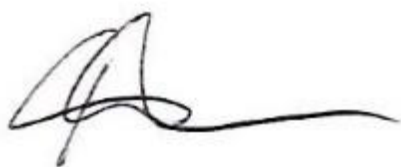
- Parents must contact Marsh House Studio by 9.15am on each day of non-attendance.
- Where a student has not attended and a Parent has not contacted the Marsh House Studio, **Parents** and **Key workers** will be contacted by 10am to notify them of the unauthorised absence.
- Non-attendance is then recorded on an ER1 form (provided by ACE) with the date, any action taken and any follow up action required.
- After six entries into the ER1 form, the ER1 form should be sent to the student's Keyworker and a 'Provider Absence Concern Letter' must be issued to the parent(s).
- For **ACE Students** refer to the **ACE attendance strategy** which accompanies this document

It is the duty of all parents; under the provisions of section 7 of the Education Act 1996, to ensure that their children attend school (education provider) regularly, regular attendance also meaning punctual attendance. Failure to comply with this Act may render you liable to prosecution in the Magistrates Court, where if you are found guilty of an offence, the maximum fine is £2,500 (aggravated offences) for each parent, Community Orders and / or 3-month imprisonment. In certain circumstances it may be necessary for the local authority to apply for an Education Supervision Order for your child in order to secure regular school attendance.

Relevant Acts and Regulations:

- The Education (Pupil Regulation) (England)(Amendment) Regulations 2011
- The Education (school day & School Year) (England) Regulations 1999
- Education Act 1996/2002/2005/2011
- The Children Act 1989

Approved by - Michael Ross (Director)



Signed –

Date – 28/06/2023

Review date – 27/06/2024