



## Equine Learning CIC (ELCIC) Attendance Policy

As we are an alternative provider we work in partnership with schools, Flexible Learning and other organisations to ensure that attendance policies are met.

### AIMS AND PURPOSE:

- Equine Learning recognises that it is the legal responsibility of parents/carers to ensure their children attend the school and / or provision where they are on roll.
- Equine Learning believes that regular attendance is the key to enabling students to maximise the learning and personal development opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- ELCIC values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.
- Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of ELCIC improvement, supported by our policies on safeguarding, bullying and behaviour.

### We ask all students to:

- Arrive by 9am, appropriately prepared for the day, and wait in the car park with parents / guardian's / taxi drivers until they are collected by a member of the Equine Learning team
- Attend ELCIC on each agreed day for the agreed time usually until 3pm.
- Inform a member of staff of any problem or reason that affects their attendance at ELCIC.

### We ask all students' parents/carers to:

- Ensure their children attend every day unless they are too ill to attend.
- Ensure their children arrive on time, prepared and equipped for the day.
- Inform ELCIC on 07504 249969 by 9.00 am on the day, if their child is going to be absent.
- Park in the main car park by the wooden cabin office to drop off and collect students at the designated times.
- Ensure students are collected by ELCIC staff at the start of the day and collected from ELCIC staff at the end of the day.
- Understand that the stables operate a closed site during education programme hours – 9am to 3pm and that they must not visit the stables without permission during these times. All visitors must report to the ELCIC office and call the number on the board outside the office if the office is closed or empty.
- Call the Education Programme Supervisor on 07504 249969 if they wish to discuss an issue or need to communicate with their child during education hours. Students are not permitted to have their mobile phones at ELCIC.
- Communicate with ELCIC about their children's progress and attend meetings when required.

Equine Learning will:

- Provide students with appropriate learning, therapeutic horsemanship sessions, personal development and education where required.
- Respond to concerns raised by both students and parents/carers in a prompt, fair and proper manner.
- Follow the procedures of ELCIC in dealing with attendance issues.

Procedures

Clarity about who does what and when is important as this avoids confusion. Monitoring attendance performance at ELCIC will be monitored in a number of ways:

- Registration AM and PM daily
- Individual students' attendance may be included in reports to parents.

Categorising absence

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by ELCIC and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.

Absence will be categorised as follows:

- Illness: Parents may be asked to provide medical evidence to allow the Director to authorise absence where appropriate.
- Medical/Dental Appointments: Parents are advised where possible to make medical and dental appointments outside of the ELCIC day. Where this is not possible, students must attend ELCIC for part of the day.
- Other Authorised Circumstances: This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement.
- Excluded: (No alternative provision made) Exclusion from attending ELCIC is counted as an authorised absence. The ELCIC will make arrangements for work to be sent home.

Registration:

The register provides the daily record of attendance of all students. It contributes to a student's end of term reports, record of achievement and references. It is a legal document that may be required in a court of law as evidence, for example in prosecutions for non-attendance. Equine Learning uses an electronic registration system.

ELCIC day begins at 9am for students. The registration time in the morning is at 9am. Where a student arrives after the start of registration, he/she will be marked as late. Registration in the afternoon is taken at 1pm during lunch time.

Only the Director or Education Programme Supervisor can authorise absence, on the basis of information provided by parents/carers. Where explanations are not felt to be acceptable, the absence will remain unauthorised and the parents/carers informed.

If students are absent without their parents/carers' knowledge, this is a cause for concern as they may be putting themselves at risk in a number of ways. Communication between home and ELCIC is vital in helping to protect them. For this reason we ask that:

- In all cases of absence, parents/carers must contact ELCIC by 9.00 am on the day to allow ELCIC to record the absence and if appropriate authorise it. Parents/carers should give an indication of the probable length of absence if likely to be longer than one day. If the explanation for absence is not accepted as justifiable, the absence will be marked as unauthorised and the parents/carers informed.
- Where there has been no contact from parents/carers and the child remains absent without explanation, academy staff will make contact with parents/carers of students to ask the

reason for absence. In the first instance contact will be by text/email or telephone, but where parents/carers cannot be contacted, this will be followed up in writing. For this reason parents/carers must inform ELCIC immediately if their contact details change.

- If a student is missing from academy for some days and parents/carers cannot be contacted, or no satisfactory contact has been received, then ELCIC will refer them to the Child Missing in Education Service who will visit the home address and carry out the Warwickshire County Council Missing Students Procedure.

#### Support at ELCIC:

ELCIC believes firmly in working in partnership with parents to resolve issues. Parents/carers and students must contact ELCIC if they are experiencing problems with attendance.

#### Links to other policies:

In all cases where attendance is a problem, consideration will be given to whether any aspect of one of our other policies such as anti-bullying or behaviour should be implemented to help support improved attendance.

#### Reintegration:

We all realise that returning to ELCIC following a period of absence can be very difficult for some young people, whatever the reason for their absence. In these situations academy staff will plan carefully with parents/carers and student, together with any relevant agencies about how best to support the student's return to ELCIC.

In some cases, for a short period, it may be appropriate to start the reintegration gradually, building up to a full-time timetable. ELCIC will make the decision as to whether a 'phased return' is appropriate. Other support will also be considered, for example one to one support.

If there are concerns that attendance is dropping, ELCIC will inform parents/carers and appropriate support workers of our concerns. It is hoped that parents/carers and support workers can then work with ELCIC to take steps to deal with the absence/lateness. Parents are expected to ensure that they carry out their legal responsibility to ensure their child's regular attendance as much as possible, however due to the nature of our work we appreciate that attendance may sometimes be difficult for students and we want students and parents to feel supported and feel understood.

Where there is a genuine cause for concern, parents/carers will be contacted and asked to attend a meeting to discuss any concerns. This can be done at any point that a student's attendance causes concern. An attendance target may be set over a period of time at this meeting to encourage improvement.

For details about attendance penalties and other legal action please consult <http://www.warwickshire.gov.uk/pupilnonattendance>.

Missing students will be referred to the WAS officer once ELCIC staff have tried and failed to contact parents/carers.

#### Requests for leave of absence in term time:

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- The Director shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application. Parents do not have any entitlement to take their children on holiday during term time.

- Any application for leave must establish that there are exceptional circumstances and the Director must be satisfied that the circumstances warrant the granting of leave. Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”.
- Application forms are available on request. Applications for leave of absence for a ELCIC pupil during term time should be submitted to the Director a minimum of 3 weeks before the requested leave date.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council. The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).

Reviewed December 2019