



## **Attendance Policy**

### **Purpose**

At EMVA, we aim to ensure that all students receive a time allocated education which maximises opportunities for each student to realise his/her true potential. EMVA will endeavour to provide a welcoming, caring environment, whereby all students thrive. EMVA staff will work with students and families to ensure each student attends the centre regularly and punctually.

To meet these objectives EMVA will establish an effective and efficient system of communication with students, parents and partner schools to provide mutual information, advice and support. Statutory Duties The Education Act 1996 requires parents or guardians to ensure their children receive full time education by regular attendance at a school or by other arrangements.

Our students are registered with the Local Authority or with their main stream school and therefore we will take their advice at referral.

EMVA is responsible for recording student attendance twice a day, one at the start of the morning sessions and once during the afternoon session.

### **Aims**

1. To improve the overall percentage of students attendance
2. To reduce the level of persistent absence (PA)
3. To make attendance and punctuality a priority for all those associated with EMVA including students, parents, teachers and Key Workers.
4. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. To provide support, advice and guidance to parents and students
6. To develop a systematic approach to gathering and analysing attendance related data and to share this with partner schools.
7. To further develop positive and consistent communication between home, school and partner schools.

### **Roles and Responsibilities**

- EMVA expects all students to be punctual and maintain high levels of attendance.
- Parents Parents/carers are expected to know which absences are acceptable,

Attendance Policy – produced September 2017

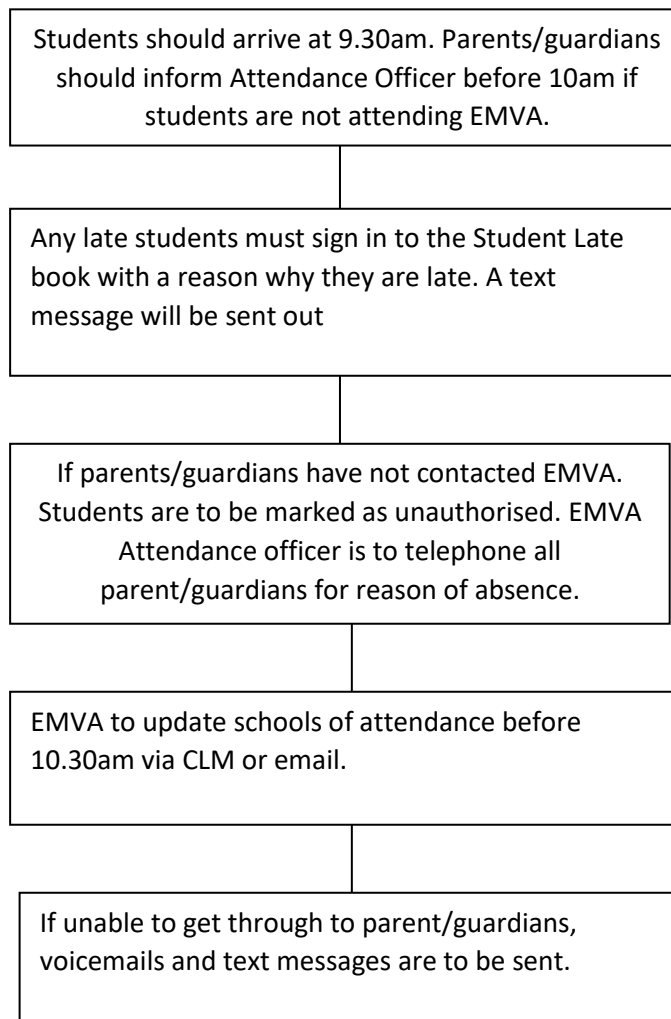
Review Date:

Review Date:

Review Date:

- Any absence will only be authorised at the discretion of the Programme Manager.
- Parents should be aware of the legal consequences of non-attendance.
- Parents/carers should be aware that poor punctuality may result in an unauthorised absence being recorded. This information will be shared with the referring school.
- Parents/carers are asked to inform EMVA of any barriers to their child attending the school.
- EMVA asks that all parents/carers inform the School's Administration Officer on their child's first day of absence.
- Teachers/Tutors - It is the responsibility of all subject teachers at EMVA to formally take their class register, in silence, accurately and within 5 minutes of the start of every lesson.
- EMVA expects all subject teachers to encourage punctuality through the positive meeting and greeting of groups. All lateness to lessons must be recorded and a note made of reasons given.
- All staff should support students who are returning to following an absence by ensuring that they are given the time and resources to reintegrate positively.
- Teachers are expected to monitor their class attendance and identify patterns and report any concerns to their Programme Manager.

### **Attendance Procedure**



Attendance Policy – produced September 2017

Review Date:

Review Date:

Review Date: