



# LEICESTER TIGERS Foundation

## Attendance Policy

### Introduction

The Leicester Tigers Foundation (Foundation) is committed to creating an environment where all learners feel valued and welcome. For a learner to achieve their full potential, regular attendance is essential. We consistently work towards improving every learner's individual attendance and contact. Every opportunity is used to convey to students and their parents/carers the importance of regular and punctual attendance.

We actively encourage staff, parents/carers, and students to maximize the learning experience, allowing all young people to reach their full potential. Therefore, we have established clear procedures for involving parents/carers in managing Foundation attendance.

Given the nature of the learners we work with, the Foundation accepts that attendance may not be good or even satisfactory when a learner first starts their provision with us. Our overall target is 75% attendance. Attendance is a key area for improvement, and every student's attendance and participation are reviewed monthly.

Daily attendance is monitored using the registers required by LCC or the organization using our service. All relevant staff should reference 'Children Missing Education 2016' for additional guidance and support. This policy follows the guidance of 'Children Missing in Education 2016.'

### Lateness

Punctuality is crucial in supporting a productive learning environment. Repeated lateness can negatively impact a student's ability to fully engage in their education. The following guidance applies to lateness:

- **Acceptable Reasons for Lateness:**
  - Unforeseen delays in public transport with no alternative available.
  - Short-term personal emergencies (to be communicated to the tutor/assessor as soon as possible).
- **Unacceptable Reasons for Lateness:**
  - Oversleeping.
  - Routine traffic delays that could have been anticipated.
  - Personal errands.

Persistent lateness will be addressed through discussions with the tutor/assessor and may result in disciplinary action if the issue persists.

### Programme Lead Responsibilities

- **Monitoring and Reporting:**



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- Monitor daily logs to identify gaps in attendance and liaise with the service users regarding any incomplete or inaccurate daily logs.
- Consult the providing agency with any concerns regarding the reasons given for absence.
- Keep accurate AM & PM records of attendance.
- Make attendance and punctuality a high-profile issue within the organization.
- Address any concerns about internal truancy.
- Implement a system of rewards (e.g., certificates, postcards, merits) to promote high levels of punctuality and attendance.
- Regularly check and monitor attendance through daily logs.
- Ensure parents/carers are made aware of issues and agree on strategies for improvement (e.g., letters of concern, meetings).

### Staff Responsibilities

- **Support and Monitoring:**
  - Liaise with the Programme Lead and Case Intervention Manager over issues of concern and monitor the effectiveness of actions.
  - Help and assist the organization in working towards meeting attendance targets.
  - Oversee the administration of daily logs.
  - Monitor the attendance of targeted groups.
  - Provide feedback to relevant stakeholders.

### Education Manager Responsibilities

- **Policy Review and Implementation:**
  - Review the attendance policy annually.
  - Monitor its implementation.
  - Monitor progress against organization targets.
  - Monitor progress against national strategies.

### Learner Responsibilities

- **Active Participation:**
  - Be ready to meet with Foundation staff and actively take part in their provision for the day.
  - Ensure parents/carers provide explanations for all absences.
  - Accept and support any sanctions given by the Foundation where the organization's expectations have not been met.

### Parent/Carer Responsibilities

- **Support and Communication:**
  - Ensure and support regular and prompt attendance to all provisions.
  - Provide explanations for absences.



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### **Children Missing Education (CME)**

The Foundation is committed to safeguarding all learners and ensuring they do not miss out on their education. If a student is absent without explanation for an extended period or if there is a pattern of irregular attendance, the Foundation will follow procedures outlined by local authority guidelines for Children Missing Education (CME). This includes notifying relevant agencies to ensure the safety and wellbeing of the student.

For more information on CME procedures, please refer to the local authority's guidelines on Children Missing Education or contact the designated safeguarding lead.

### **Legal Compliance**

Alternative Provision attendance is subject to various Education Laws, and this Attendance Policy is written to reflect these laws and the guidance produced by the Department for Children, Schools and Families. Each year, the Foundation will examine its attendance figures and set attendance/absence targets, reflecting both national and Nottingham/Leicestershire attendance targets.

**Policy reviewed in Sep 24. Next review Sep 25**