



LEICESTER TIGERS *Foundation*

Attendance Policy

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

We will actively encourage staff, parents/carers and students to maximise the learning experience in order to allow all young people reach their full potential. Therefore it is essential that we have established clear procedures for involving parents/carers relating to Foundation attendance.

Because of the nature of the learners that we work with the Foundation accepts that attendance may not be good or even satisfactory when a learner 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 is reviewed monthly

Daily attendance will be monitored using the registers required by LCC or the organisation using our service. .

Programme Lead will:

- Monitor daily logs to identify gaps in attendance and liaise with the Service users regarding any incomplete or inaccurate daily logs.
- Consult 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 organisation
- Address any concerns about internal truancy
- Implement a system of rewards e.g. certificates, postcards, merits etc. 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 strategies for improvement e.g. letters of concern, meetings etc. (Foundation Manager)

Staff will:

- Liaise with the Programme Lead and Case Intervention manager over issues of concern and monitor effectiveness of action
- Help and assist the organisation in working towards meeting attendance targets



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- Oversee the administration of daily logs
- Monitor the attendance of targeted groups
- Provide feedback to relevant stakeholders

Foundation Manager will:

- Review the attendance policy annually
- Monitor its implementation
- Monitor progress against organisation targets
- Monitor progress against national strategies

Learners will:

- 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 organisation's expectations have not been met.

Parents/Carers will:

- Ensure and support regular and prompt attendance to all provision.
- Provide an explanation for absences

Alternative Provision attendance is subject to various Education Laws and this organisational Attendance Policy is written to reflect these laws and the guidance produced by the Department for Children, Schools and Families.

Each year Creative Family Solutions will examine its attendance figures and set attendance/absence targets. These will reflect both national and Nottingham/Leicestershire attendance targets.

The Foundation will review its systems for improving attendance at regular intervals to ensure that it is achieving its targets.

This policy contains within it the procedures that the organisation will use to meet its attendance targets.