



Attendance Policy for Contact Success Ltd – Alternative Provision

Policy Statement

Contact Success Ltd recognises the importance of accurate and timely recording of attendance and absence when working with education settings and in line with 'Keeping Children Safe in Education'. Contact Success Ltd aim to reflect the timely and accountable attendance registration processes of the schools we work with.

The foundation for good attendance is a strong partnership between the link school, parents, and child, therefore, Contact Success Ltd expects everyone to uphold their responsibilities for promoting attendance at School and Alternative Provision.

Alternative Provision Policy will run alongside Linked School Attendance Policy and Procedures as stated in 'Working Together to Improve Attendance' and 'Keeping Children Safe in Education'

Liaising with Referring School

A Key Instructor will be identified within Contact Success Ltd for the referring school- this person will be primary contact. Contact Success Ltd will ascertain contact details of the school Attendance Officer and how they should be contacted.

Contact Success Ltd will make initial contact via email with the school's Attendance Officer prior to the student attending and provide a copy of attendance policy.

All contact will be via a @contactsuccess business email address and Key Personnel details completed on referral.

Key Personnel

Headteacher/Principal		
Contact Details	Email	
	Telephone	
Attendance Officer Details	Email	
	Telephone	



Contact Success Ltd Key Contact	Email	
	Telephone	
Parent/Carer Details	Email	
	Telephone	

Maintaining an Attendance Register

The daily attendance register will be taken (see Appendix 1) and submitted by Contact Success Ltd to the referring school within school session 1.

Completed registers will be sent electronically direct to the schools linked Attendance Officer to correctly record am/pm registration coding in line with 'Keeping Children Safe in Education' and 'Working together to improve attendance policy'.

Registers will be kept and stored electronically and used to inform the student alternative provision programme reports for the referring school.

Register codes are taken from the DfE's guidance on school attendance.

An allocated meeting time and location will be arranged with each student (during referral process); in most cases this will be at Poltimore House (based of Contact Success Ltd) and transport responsibility arranged by the referring school (unless otherwise discussed and agreed with Contact Success Ltd before accepting referral of student).

Punctuality

Punctuality is of utmost importance.

A student will be deemed as late if they arrive after the agreed time; where possible Contact Success Ltd will allow additional time (with prior agreement)- referral schools will be notified within session 1 of school attendance policy.

Contact Success Ltd will advise the linked school immediately of an absent student via completed electronic register and phone call to linked school Attendance Officer to ensure all safeguarding procedures are followed.

Linked School Attendance Officer remains responsible for notifying parents/carers of non-attendance with Contact Success Ltd on days of alternative provision.



Illness Reporting and Recording

Absence reporting number:

Parents/carers/guardians will be expected to follow the linked school attendance policy and notify school on each day of illness.

Alongside notification to school, to ensure safeguarding for all students, parents/carers/guardians to notify Contact Success Ltd on absence reporting number before 8.45am if a student is unable to attend the alternative provision for that day.

Contact Success Ltd will complete an Absence Report Form (see Appendix 2). In this case, the absence will be deemed as authorised.

If we do not hear from the parent/carer/guardian by 8.45 am then the absence will be classed as unauthorised; the Link Attendance Officer in the referring school will be notified via register so they can make contact to follow up any unexpected absences in a timely manner.

If a student is ill during the day with Contact Success Ltd, they are not allowed to go home alone; a parent/carer/guardian will be notified by Contact Success Ltd and must collect the student from the provision. Contact Success Ltd will record correct coding on the register and notify the linked school attendance officer.

Absconding

Any student who has received an attendance mark for either the morning or afternoon session who subsequently leaves the location of the provisions will be deemed as absconding. For all pupils under the age of 16 years, the Link Attendance Officer in the referring school will be informed as matter of urgency by Contact Success Ltd Staff so parents/carer/guardian can be informed, as well as them being reported to the police (this will be done by Contact Success Ltd Staff as they hold all relevant information/location)

Leave of Absence

The Leave of Absence processes of the referring schools will be adopted; if a student has a leave of absence authorised then Contact Success Ltd request to be notified as soon as is reasonably possible and registers marked in line with current guidelines.



Children Missing in Education

If a student is deemed as missing in education by the school, Contact Success Ltd request to be notified and registers marked in line with current guidelines.