

# SOUTH BROCKWELLS — FARM SCHOOL —



## Attendance Policy

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EXPLORE

INSPIRE

RESET

DEVELOP

### 1. Aims

It is the aim of South Brockwells Farm School to give every child the opportunity to thrive in our farm-based learning environment where children are safe to explore, be with animals and nature and develop new skills. We want to:-

- engage and inspire our future generation and show them the role farming has in our everyday lives.
- to equip and teach children, so they have the knowledge to form opinions and make informed decisions on things like food production, farming and the environment.

We believe that one size does not fit all and offering a child an opportunity to learn outside of the classroom will help develop, reset and broaden their prospects.

The Attendance Policy reflects this and recognises that regular attendance of our provision has a positive effect on the motivation and attainment of pupils.

We are committed to meeting our obligation with regards to alternative provision attendance. We value relationship-based practice that achieves good attendance, including: -

- Promoting regular attendance
- Reducing absence, including persistent and severe absence
- Recognising and celebrating individual successes
- Taking early action to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend the provision.

### 2. Legislation and guidance

This policy meets the requirements of the 'Working Together to Improve School Attendance' from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:-

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- 2.2 In addition, this policy incorporates the following guidance from the DfE:
- Equality Act 2010: Guidance
- Supporting pupils with medical conditions at school (2014)
- Keeping Children Safe in Education (2023)
- Children Missing Education (2013)
- School behaviour and attendance: parental responsibility measures (2013)
- School suspensions and permanent exclusions (2022)

### **3. Roles and Responsibilities**

3.1 The Director of Education is responsible for:-

- Promoting the importance of attendance across our policies and ethos
- Making sure staff fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- regularly monitoring attendance data, providing challenge and support to the parent/carer/school/professional agency as necessary
- Implementation of this policy at South Brockwells Farm School
- Supporting team members with monitoring the attendance of individual pupils
- Ensuring all registers are completed accurately and on time and are fed back to the referring schools/professional agencies
- Recording reasons for absences provided by parents/carers/professional agency
- Following up on all unexplained absences and informing the relevant professionals if required.
- Working with Local Authority Education Welfare Officers to tackle persistent absence

3.2 Parents/Carers are expected to:-

- Make sure their child attends their sessions regularly and is on time
- Contact South Brockwells Farm School to report their child's absence before 09:00 on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide South Brockwells Farm School with more than one emergency contact number for their child

3.3 Pupils are expected to:

- Attend each of their planned sessions at South Brockwells Farm School and be on time

### **4. Recording Attendance**

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register. We will take our attendance register at the start of the AM and PM sessions, which will include whether or not students are:-

- Present
- Absent
- Late

4.2 Referring schools/local authority/professional agencies will be informed of the attendance of their relevant students on each day.

#### 4.3 Following up unexplained absence

- Where any pupil we expect to attend South Brockwells Farm School does not attend, or stops attending, without reason, South Brockwells Farm School will call the referring school / agency to ascertain the reason
- To further ensure safeguarding actions are taken where necessary. If the absence continues, South Brockwells Farm School will call for a review of the placement with the referring school/agency.

## 5. Policy status and review

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|--------------------------|---|
| <b>Written by:</b>       | Director of Education   |
| <b>Owner:</b>            | Director of Education   |
| <b>Status:</b>           | V1 = 23/03/2023 Submitted to Partners, SBF Partnership<br>V2 = 14/08/2023 Submitted to Partners, SBF Partnership<br>V3 = 06/11/2023 Submitted to Board of Directors, SBF School |
| <b>Approval date:</b>    | V1 =24/03/2023<br>V2 = 31/08/2023<br>V3 = 28/11/2023  |
| <b>Date reviewed</b>     | V1 = 01/08/2023<br>V2 = 02/11/2023  |
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