

14+ Academies

(14+ Apprenticeship Academy & 14+ P-TECH Academy)

I'm In Attendance and Punctuality Appendix

Introduction

At the 14+ Academies we aim to maintain a culture of respect, effort, attendance and punctuality. Missing out on education has a significant impact on young people's life opportunities and chances. Furthermore, there are clear links between attendance and positive outcomes for young people. Our aim is to provide a safe, welcoming and fun environment that young people enjoy attending. Moreover, high attendance and good punctuality is a matter of interest to employers in the future should the 14+ Academies be asked to provide a reference. It is excellent practice for learners to prove they are reliable and they should take pride in these skills.

Parents/Carers

We believe that the triangle between learners, staff and parents/carers is vital to the success of a learner's time at the 14+ Academies. As well as the learner investing their time and effort in following the behaviour policy, in choosing to send their young person to the 14+ Academies, we also expect parents/carers to commit to supporting the policies and their young people.

High attendance maximises learning opportunities and parents/carers have a vital role in this. Learners who attend regularly and on time make better progress both academically and developmentally. We therefore ask for support from parents/carers to ensure their young person is present at every opportunity and arrive on time. This includes making sure learners do not stay at home unnecessarily and are not taken out of college without authorisation. The 14+ Academies will offer a variety of communication to parents/carers regarding their young persons attendance and punctuality including in the form of phone calls, emails, letters, and Parentapps, as well as updates through Personal Progress Days and Academic Updates.

Reporting Absence

If a young person is too ill to attend or there is a genuine and unavoidable reason for absence, one of their emergency contacts should contact the 14+ Academies by telephone call on the first day of absence as early as possible (the 14+ Academies can only accept notification of any absence from those listed as an emergency contact). This process should be followed on each additional day of absence until the young person returns.

We take the wellbeing and safeguarding of our learners seriously. If the 14+ Academies have received no reason for absence, phone calls are made to emergency contacts to understand the reason for absence and to ensure the young person is safe. These calls are made on the morning of the first absence and each subsequent morning. Parents/carers can help by ensuring that we hold up to date contact details for emergency contacts.

If the 14+ Academies are not satisfied about the authenticity of the illness, the absence may be recorded as unauthorised. Additionally, if there is a frequent pattern of absence due to reported illness, the 14+ Academies may request medical evidence to confirm the authenticity of the illness to attain that the absence can continue to be recorded as authorised.

Lateness and Punctuality

In order to develop good habits and prepare young people for their futures, learners are expected to arrive at college on time and prepared to learn - any learners who arrive late must sign in at the SLT office (Room B2:04). We ask that emergency contacts inform the 14+ Academies if their young person is going to be late to assist us in safeguarding our young people.

Punctuality to lessons and sessions are also vitally important and play a role in the success of learners during their time with us as well as their progression into further education or employment. Arriving late to any sessions or lessons is disruptive to all learners and progress is compromised.

Appointments

We ask that, where possible, parents/carers make routine medical and other appointments outside of college time to minimise the disruption to the young persons' progress. If this is not possible, we require advance notification of the appointment day, time and reason including evidence of the appointment to enable us, in most cases, to authorise the absence. Every effort should be made for the young person to attend before the appointment and return afterwards, wherever possible. Learners must sign out at the SLT office before they leave the 14+ Academies unless it is at the end of the college day.

Leave of Absence

From time to time the 14+ Academies may authorise other types of special leave of absence such as compassionate leave or religious observations. If parents/carers wish for their young person to be absent for a special circumstance this request needs to be made in writing, in advance where possible. The 14+ Academies will consider each request individually, taking into account the specific facts, circumstances and relevant context behind the request.

Truancy

In the event of a learner absconding from **the 14+ Academies** and after a check of the college premises and surrounding areas, the 14+ Academies will inform the young person's emergency contacts providing context and reasons (if known) for the young person absconding. Together with the emergency contacts, the 14+ Academies will formulate a plan of action having considered any potential associated risks (including circumstances such as known risk of CSE and state of mental health and wellbeing). If concerns are raised, a decision will be made as to who will contact emergency services or external agencies (including notifying the Police) to request support or pass on concerns. Should an emergency contact not be able to be reached, the 14+ Academies will assess risk and ensure relevant professionals (including the Police) are notified. Continued attempts to contact the young person's emergency contacts will continue.

Holidays in Term Time

Taking holidays in term will impact a young person's progress academically and developmentally and therefore we expect parents/carers to help us by not taking young people away in term time. For this reason, the 14+ Academies will not authorise permission for holidays to be taken during term time, and will be recorded as unauthorised absence.

Rewarding Good Attendance (Positive Consequence)

The 14+ Academies believes one of the key strategies in promoting a positive environment is through the use of rewards. As such, learners are rewarded for their hard work and effort at college in a variety of areas including attendance, punctuality, behaviour, showing respect and trying their best. The list below details just some of the ways that learners attendance and punctuality are rewarded and celebrated:

- Praise
- Stamps (prize box)
- Tokens
- Accolades (design your own trip)
- Golden Accolades
- Postcards
- Stamp Recognition Awards
- Star of the Week
- Positive calls and emails home
- Reward meals
- Reward breakfasts
- Extended lunches
- Reward afternoons
- End of term awards
- Certificates placed in record of achievement
- Variety of trips including surprise events and leisure activities

Supporting Learners with Attendance

A wide range of support strategies are available to all learners to ensure their time at the 14+ Academies is successful both developmentally and academically, including in regards to attendance and punctuality:

- Attendance monitoring
- Attendance reflections and updates
- Meet and greet arrangements
- Restorative conversations and targeted attendance and punctuality interventions
- Individualised attendance and punctuality targets
- Interventions during and after college hours
- Mentoring and 1-1's
- Student Support Plan
- Self-help walls and sessions
- Range of extra-curricular sessions
- Access to wellbeing drop-in sessions and/or counselling appointments
- Support and interventions with Learner Wellbeing Practitioner
- Workshops delivered by external partners focussing on wellbeing and safety as well as progression from young person to young adult
- Referral to internal teams (including wellbeing, safeguarding and careers teams)
- Referral to external agencies (including Children Social Work Services, Education Psychology Service, MindMate, Forward Leeds, Basis, Sexual Health Clinic and Eating Disorders Team).

More specific approaches may be taken in order to encourage and promote good attendance and punctuality:

Home Visits

If deemed necessary, the 14+ Academies may undertake home visits to speak with learners and their parents/carers to understand and support absence, or if the welfare or safeguarding of learners causes concerns, including in relation to CME (Child Missing in Education).

Return to College Meetings

This is a supportive measure that ensures the young person feels supported on their return to the 14+ Academies after a prolonged period of absence. It allows any concerns or anxieties the learner may have to be raised and addressed to enable a smooth reintegration back to attending.

Attendance Meetings

Parents/carers, along with their learner, may be invited to attend an attendance meeting in college in order to understand the context and reasons behind prolonged and persistent absences. This will also be an opportunity to put further support measures in place and set realistic targets for improvement.

Formal Supporting Behaviour Meetings

The 14+ Academies follows a similar process of three stages of meetings as described in section Appendix 3: Formal Supporting Behaviour process. During all stages, parents/carers will be requested to attend. Stages 1 and 2 will be completed by members of the SLT and stage 3 completed by a senior leader from within the wider college. The staff members leading the meeting will direct conversation primarily at the learner to understand what the current situation is, and to plan a positive outcome using a range of strategies including targets being set to support a positive outcome.

Alternative Placements

The 14+ Academies has a range of alternative provisions to consider for learners who, for a variety of reasons including poor attendance and punctuality, are not meeting expectations. All alternative provisions are robustly monitored to ensure learners academic and developmental progress is tracked.

Permanent Exclusion

Permanent exclusions will normally be used only as a last resort when a range of other strategies has been exhausted. In exceptional circumstances, the College may consider it appropriate to permanently exclude a young person for persistent non-attendance displayed even after a range of support has been provided. If permanent exclusion does occur, the College will inform the Local Authority who then have a responsibility for providing education from Day 6.

Internal Appeal

For information on appealing permanent exclusion, please refer to section 5.42 Appeals. Please note that the appeal should be made by the Parent/Carer rather than the learner.

Child Missing in Education

A Child Missing in Education (CME) is defined as a child or young person of compulsory age (the law requires all children between the ages of 5 and 16 to be in full time education) who is not attending education, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes young people who are receiving an education, but one that is not suitable; this could include those who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

Children and young people go missing from education for a number of reasons including not starting education at the appropriate time and so they do not enter the educational system, they are removed by their parents, behaviour and/or attendance difficulties, they cease to attend, due to exclusion, illness or bullying, they fail to find a suitable school place after moving to a new area, the family move home regularly or problems at home.

Where a learner is at risk of becoming CME, the 14+ Academies will intensively work with the young person and their parents/carers, as well as other professionals, to reduce the chance of this happening. If a learner has ten consecutive college days of unauthorised absence, or where a learner is believed to have already become CME (such as leaving the country), the 14+ Academies will undertake all available checks to locate the young person. In the event of these checks being unsuccessful the 14+ Academies will report the young person as Missing in Education to the Local Authority in line with relevant guidance within agreed timescales.