Great Leaps Adventure

Attendance and Punctuality Policy and Procedure

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Great Leaps Adventure Attendance and Punctuality Policy

We believe: Every young person/participant matters and has a fundamental right to be educated

- Good attendance and punctuality are key to personal development, progression, learning and achievement

- Parent/carers have a duty to ensure and encourage maximum attendance and punctual arrival at Great Leaps Adventure and lessons

- Teachers, Instructors, Coaches and Support Staff have a duty to monitor and encourage maximum attendance and punctual arrival at Great Leaps Adventure and lessons

- Teachers, Instructors, Coaches and Support Staff have a duty to record accurately and fully each young persons'/participants attendance

We aim: To structure the involvement of the Tutor, Managing Directors, Welfare Manager and the School Liaison Officer in supporting maximum attendance and punctual arrival at Great Leaps Adventure and lessons

- To provide accurate statistics and to monitor and evaluate the effectiveness of the policy

- To encourage the punctuality of individuals and to record and monitor lateness

- To praise and reward full and improved attendance and punctuality

Responsibilities

1. Young people/participants must register at the agreed day start time and after break/lunch start time. Failure to do so will result in them being marked absent or late.

2. The tutors are responsible for registering pupils correctly using the appropriate code. They are also expected to follow up poor attendance and lateness with sanctions and emphasise the importance of regular attendance and punctuality to their Young people/participants.

3. Tutors, Teaching Assistants and management are responsible for monitoring Young people/participants attendance and punctuality and for taking appropriate action where targets are not met. They should encourage, praise and reward full and improved attendance and punctuality.

4. The Lead Tutor takes a lead role with regard to attendance. The Lead Tutor checks attendance returns daily and contacts the partner School/Organisation of the absent young person/participant where the reason for the absence is not known

as soon as possible on the same day but always within 3 days. They identify external truancy (post registration, on site, off site and refusers).

5. Intervention meetings are regularly held with senior staff to discuss poor attendees.

6. The Lead Tutor is responsible for meeting with young people/participants who have problems around non-attendance.

7. The Managing Director or Lead Tutor is responsible for receiving appropriate referral forms and taking action where there are no improvements in attendance and punctuality.

Monitoring and Evaluation

The Senior Managers will monitor the effectiveness of the policy.

Procedures

1. Young people/participants are expected to register at at the agreed times, at the start of each day and after breaks/lunch.

2. Young people/participants who arrive after registration has closed must register with the site office and are marked late. Great Leaps Adventure will telephone the partnership school/organisation to inform them of the lateness. A note or telephone call should be made by the parents/carers to explain the late arrival, with the partnership school/organisation informing the reason to Great Leaps Adventure at the earliest opportunity but no later than 3 days.

3. Parents/carers are expected to telephone the partnership school/organisation on the first day of absence and subsequent days thereafter so that the partnership school/organisation can take appropriate action and inform Great Leaps Adventure at the earliest opportunity but no later than 3 days. When a Young person/participant returns to Great Leaps Adventure, a note of explanation should be sent to the partnership school/organisation who will amend the register and inform Great Leaps Adventure accordingly.

4. If an absence is longer than two days then medical evidence will need to be provided to both the partnership school/organisation and Great Leaps Adventure.

5. Please be aware that it is up to the partnership school/organisation to grant leave of absence during term time.

*** First Day calling – we will contact the partnership school/organisation to let them know of non attendance. The partnership school/organisation will; take the responsibility to contact the parents/guardians.**

***Contact is the partnership school/organisations responsibility.**