



ATTENDANCE **MONITORING POLICY**

Date Reviewed: September 2024

Completed by: Yvonne Heywood

Review: To be reviewed and updated annually

Policy Development & Consultation

Woodbridge College staff have contributed to the development of this policy during staff and curriculum meetings, and have been consulted throughout the process.

Reference has been made to:

Department for Education "Working together to improve school attendance"
May 22

Background Information about the College

Woodbridge College is a specialist college for young adults with severe learning difficulties, including autism spectrum disorders. Our students come from a large, very mixed area. We aim to provide personalised and progression focussed learning.

Philosophy

At Woodbridge, we pride ourselves on high standards of attendance and we expect that all pupils will attend as long as they are fit and well enough to do so. Regular attendance at college ensures our students take full advantage of the educational and enrichment opportunities available to them.

Woodbridge College works actively with families and young people to ensure a regular pattern of attendance is maintained.

Objectives

- For college to be assured that students are safe if they are absent from college.
- To create a culture where good attendance is the norm.
- To involve students and carers in discussions in order to remove any barriers to good attendance.
- To maintain accurate registers and regularly analyse and track student's attendance.
- To create a welcoming, safe and inclusive atmosphere which ensures students want to come to Woodbridge College.
- To remove any barriers to good attendance, including staff training to ensure any medical needs are met.
- To ensure all staff understand the importance of good attendance and its link to safeguarding through training and induction procedures.

Woodbridge College Guidance

At Woodbridge College we aim to foster positive relationships with our families, working together to enable good attendance.

If a student is unable to attend it is expected that College will be notified before the commencement of the college day.

If college has not heard directly from parents then a phone call on the first day of absence will occur. A home welfare check will be arranged if college is unable to speak directly. In instances of a prolonged absence college will keep in regular contact via telephone, zoom calls or home visits. Work from home packs will be provided.

In cases of persistent absence from college a meeting with carers and student will be arranged in order to identify any support needs including accessing multi-agency help.

Attendance at Appointments

All appointments will be monitored by the office staff and recorded as **M** in the register.

Holidays in term time

Holidays in term time are discouraged as a general rule. However, we do understand that exceptional family circumstances may mean that this is unavoidable. Leave of absence requests must be made in advance and discussed with the college principal. These will be recorded as **C** in registers.

ABSENCE MONITORING**Ethnicity & Equal Opportunities**

Our policy is designed to be culturally appropriate and inclusive of all children. We will aim to avoid any form of racism, sexism and stereotyping.

Partnership with Parents

Woodbridge College values the input of parents and regards the partnership between home and college very highly. We consider the quality of this relationship as an integral part in supporting young people to succeed.

Monitoring the Policy

The Board of Trustees is responsible for ensuring that the school complies with legislation, and that this policy and its related procedures and strategies are implemented

Dissemination of the Policy

All College staff will receive a copy of this policy. Copies are available in school for parents on request.