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1. Statement of intent

Wider Ambition acknowledges the importance of consistent attendance for students to access the curriculum and therapy provided by the school. We support students to attend as much as possible but recognise that, due to the complex needs of our students, their attendance levels may fluctuate. Strategies to improve attendance will be individualised for each student.

2. About our policies

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.
- 2.4. The School Administrator is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. By accepting and maintaining a placement at a Wider Ambition setting, parents agree to support the ethos and policies. Parents are able to access these documents via the website, or by emailing the School Administrator.
- 2.6. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently in each setting.

- 2.7. The Headteacher is responsible for identifying any training needs in relation to our policies. The School Administrator is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.8. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.9. The Governing Bodies for Wider Ambition settings are provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of each setting and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.10. Wider Ambition Ltd is a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Wider Ambition or a senior representative from Wider Plan with delegated authority.
- 2.11. The Senior Leadership Team (SLT) includes the Proprietor, Pastoral Lead, Headteacher(s), Deputy Head(s), Quality of Education and Professional Development Lead, Leadership Assistants and any member of staff to whom responsibility is temporarily delegated by the Proprietor or Head(s).
- 2.12. All references to parents within our policies should be interpreted to include parent carers. For older students, the extent to which parents are involved in the student's provision is decided in accordance with statutory requirements and the student's own preferences.

3. Monitoring Attendance

- 3.1. Wider Ambition uses daily registration on its Management Information System (MIS) to record and monitor students' attendance.
- 3.2. Attendance at a Wider Ambition setting is regarded as the time during which a student is in the care of or being taught by Wider Ambition staff, whether on the premises, through remote learning, or on an educational visit.
- 3.3. Official attendance registers are taken at 9.30 am and 12.50 pm each day.
- 3.4. Each half day absence from the setting will be classified in line with Department for Education guidance.
- 3.5. The morning register will be kept open until 12.10pm and the afternoon register will be kept open until 3.10pm.

- 3.6. Any student who arrives at the setting between 9.30 am and 12.10 pm or 12.50 pm and 3.10 pm will be marked as late unless alternative individual arrangements have been made.
- 3.7. Students arriving after 12.10pm or 3.10 pm will be recorded as having arrived after the register has closed for that session unless alternative individual arrangements have been made.
- 3.8. We monitor students' engagement levels and all attendance, regardless of arrival time, will be given appropriate recognition.
- 3.9. Amendments to registers will include the original entry, the amended entry, the reason for making the amendment, the name of the person making the amendment, and the date on which the register was amended.
- 3.10. All attendance registers are kept for at least 3 years from the date of completion.

4. Absence Notification Procedure

- 4.1. Parents are asked to notify the School Administrator of absence due to illness or other unforeseen circumstances via the notification form on our website or by telephone to the office as soon as possible on the first day of absence.
- 4.2. If a student has not arrived by 9.45am and the school has not been notified of a reason for their absence, they will be marked as absent (reason not yet provided), and the School Administrator will contact their parents. Once they have arrived or a reason for their absence has been established, the register will be amended.
- 4.3. It is the responsibility of their parents to notify transport services if a student will not need transporting to or from the setting on a particular day.

5. Managing Absences

- 5.1. Due to the complex needs of students at Wider Ambition settings, there may be periods during which it is necessary for a student to attend part-time. During these periods, Wider Ambition will commission or provide access to education through an online platform to ensure that students have full time access to education to the extent that this is appropriate.
- 5.2. Where it has been agreed that a student will attend the setting part time, all absences for sessions they are not expected to attend will be recorded as authorised.
- 5.3. Wider Ambition recognises that, for some students, rewards for attendance may present a barrier to education. In light of this and the above points, Wider Ambition will not sanction or promote tangible rewards for students based on their attendance figures or set

attendance targets for students. However, strategies to improve attendance, working towards full time, will be carefully planned in co-production with families and therapists, and implemented in ways that meet the needs of each student and could genuinely be expected to achieve their aim.

- 5.4. We recognise that our students are vulnerable to experiencing fatigue and overload at a much higher level than other young people of their age. There may be times when it is appropriate for a student to have short-term absences to prevent or recover from overload and it may be appropriate during these times for students to be supported by their family to engage in wellbeing activities in or outside the home. Where such absences are needed, we ask parents to communicate with us proactively so that, in co-production, we can establish the likely frequency and duration of absences and if necessary, consider a part-time timetable.
- 5.5. Absences due to illness will be authorised unless Wider Ambition has genuine cause for concern about the authenticity of the illness. Where a student is absent due to illness for more than 15 school days, their parents are expected to provide evidence from a relevant medical professional, unless such evidence is already held on file.
- 5.6. Wider Ambition will provide support to students who are absent because of illness for a period of less than 15 days by liaising with the student's parents to arrange access to learning materials or part-time education as soon as the student is able to healthily access it. Wider Ambition will give due consideration to which aspects of the curriculum are prioritised in consultation with the student, their family and relevant members of staff.
- 5.7. For periods of absence due to illness that are expected to last for 15 days or more, either in one absence or over the course of an academic year, Wider Ambition will offer a bespoke education package on a case-by-case basis. Wider Ambition will hold a meeting in co-production which will allow a plan to be created to reflect the ongoing needs of the student.
- 5.8. In the event of a long-term absence, a reintegration plan will be co-produced with the student and their parents to support the student's next steps.
- 5.9. In the case of persistent absences, Wider Ambition staff will contact the student and/or their parents as appropriate to establish whether the student requires additional support or to carry out a review of their EHCP, to identify any barriers to attendance and discuss solutions.

- 5.10. Where families do not engage with 5.8, or Wider Ambition has residual concerns about a student's attendance, the matter will be managed in line with the Wider Ambition Safeguarding policy and a review of the student's EHCP may be arranged at short notice.
- 5.11. Where a student has been absent without authorisation for a continuous period of 10 or more days or has failed to attend the setting regularly, Wider Ambition will inform the appropriate local authority of the full name and address of said student. Wider Ambition will inform the appropriate local authority sooner if the absence constitutes a safeguarding concern.
- 5.12. Where a student is marked as absent due to illness and is expected to be absent due to illness for more than 15 school days across the academic year, Wider Ambition will inform the appropriate local authority of the full name and address of said student. This will occur on each separate occasion of absence due to illness.

6. Absence Requests

- 6.1. The Headteacher is responsible for authorising absence requests.
- 6.2. Parents should submit absence requests via the absence report form on our website 4 weeks in advance of the requested absence date(s) wherever possible.
- 6.3. Wider Ambition recognises the benefits of family holidays and day trips for our students. Family holidays and day trips should ordinarily be organised during the school holidays or weekends. However, where it is deemed that a family trip would be beneficial for a student's wellbeing or the development of their social and life skills and, due to their disability, the student would not be able to access the destination outside school time, a request for absence will be viewed sympathetically. Authorisation is at the discretion of the Headteacher.
- 6.4. Requests for absence for family holidays may also be authorised, at the discretion of the Headteacher, in other exceptional circumstances.
- 6.5. Requests for absence due to religious observance will be authorised where the date is exclusively set apart for religious observance by the religious body to which the parents belong.
- 6.6. Wider Ambition will authorise absences for medical appointments within school hours.

Appendix A: Attendance Codes

/: Present for morning registration

\: Present for afternoon registration

B: Off-site educational activity. This code should be used when pupils are present at an off-site educational activity that has been approved by the school. This code should not be used for any unsupervised educational activity or where a pupil is at home doing schoolwork.

C: Leave of absence for exceptional circumstance

C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

D: Dual Registered - at another educational establishment. The law allows for dual registration of students at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

E: Suspended or permanently excluded

G: Holiday not authorised by the school

I: Illness (not medical or dental appointments) This code should be used where a student is unable to attend due to mental or physical ill-health.

J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution **K: Attending education provision arranged by the local authority.**

L: Late arrival before the register has closed. The pupil was absent when the register started being taken but arrives before the register is closed.

M: Medical or dental appointments

N: Reason for absence not yet provided. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O.

O: Absent from school without authorisation. Where the school is not satisfied with the reason given for absence.

P: Participating in a sporting activity. The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.

Q: Unable to attend the school because of a lack of access arrangements Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live.

R: Religious observance

S: Leave of absence for the purpose of studying for a public examination

T: Parent travelling for occupational purposes.

U: Arrived after the register has closed.

V: Educational visit or trip. This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

W: Work experience. The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made as part of the pupil's education. The work experience must take place during the session for which it is recorded.

X: Not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.

Y1: Unable to attend due to transport normally provided not being available

Y2: Unable to attend due to widespread disruption to travel

Y3: Unable to attend due to part of the school premises being closed

Y4: Unable to attend due to the whole school site being unexpectedly closed

Y5: Unable to attend as pupil is in criminal justice detention

Y6: Unable to attend in accordance with public health guidance or law

Y7: Unable to attend because of any other unavoidable cause

Z: Pupil not on admission register. This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

#: Planned whole school closure. This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.