Virtual Learning uk

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By	Senior Team
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VLUK ATTENDANCE POLICY 2021-2022

1. PURPOSE

1.1 VLUK is committed to providing a full and efficient educational experience to all its learners. VLUK believes that if learners are to benefit from education, good attendance is crucial. VLUK regards attendance and punctuality of learners as a priority, and aims to encourage high attendance rates and avoid levels of persistent or intermittent absenteeism.

1.2 VLUK will do all it can to ensure maximum attendance for all learners. VLUK will promote a high level of attendance for all learners by providing a stimulating, caring and happy learning environment. Any problems that impede full attendance will be identified and addressed as speedily as possible.

1.3 VLUK will give a high priority to conveying to parents/carers and learners the importance of regular and punctual attendance. VLUK recognises that parents/carers have a vital role to play and that there is a need to establish strong home links and communication systems that can be utilised whenever there are concerns about attendance. If there are problems which affect a learner's attendance then VLUK will investigate, identify and strive in partnership with parents/carers and learners to resolve those problems as quickly and efficiently as possible.

2. ROLES AND RESPONSIBILITIES

2.1 **General responsibilities**

2.2 VLUK's attendance target for academic year 2021-2022 is 91%.

2.3 It is the responsibility of **VLUK** to:

a) ensure that all staff continue to focus attention and effort, on the total level of absence amongst all learners ;
b) expect learners to attend regularly, on time, properly equipped and ready to learn;
c) encourage punctuality and a positive attitude towards attendance;
d) communicate with parents as soon as possible if there is a problem with attendance or punctuality;
e) explain the important of attendance and punctuality throughout the curriculum;
f) set a good example and promote good attendance and punctuality;
g) closely monitor absences in order to keep unauthorised absences to a minimum;
h) include reports to parents, student's attendance
i) work promptly in partnership with parents/carers and learners to resolve issues, which affect attendance or punctuality as quickly as possible;
j) establish clear procedures for recording absence.

2.4 **Learners**

a) should attend regularly;
b) should attend all lessons punctually;

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c) can expect to be welcomed and receive assistance following periods of absence in order to catch up;
d) will be listened to and respected;
e) will have individual records of attendance

2.5 Parent/carers

a) are responsible for ensuring their child regularly and punctually attends, properly dressed, equipped and in an appropriate condition to learn;
b) are responsible for immediately informing VLUK of the reason for any absence by telephone call on the first morning of any absence; this must be confirmed in writing on return; considerations are given to procedures where parents have difficulty with the written word, or where English is not the first language;
c) are expected to work actively with staff to solve attendance problems where these develop;
d) do not have a right to take learners on holiday in term time; leave of absence must be granted in advance by VLUK; any application will be considered against the learner's attendance record, family circumstances and timing with regard to assessments and examinations;
e) can expect VLUK to keep them fully informed of their child's attendance record.

3. PROCEDURES

3.1 *Target setting*

3.1.1 An overall attendance target should be set for the following academic year by 31 July of each year.

3.2 *Registration*

3.2.1 *Type of registration and general register maintenance*

a) Registers are recorded via The Brain learning platform

3.2.2 *Start and close of registration*

a) Staff will complete accurate registers at the beginning of each session.
b) If a learner arrives after the register has closed, they should be marked as late.

3.2.3 *Use of Symbols*

The following symbols are used in registers:

CODE	DESCRIPTION	MEANING
/	Present (AM/PM)	Present
B	Educated off site	Present

C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	Non-compulsory school age absence or not attending in circumstances relating to coronavirus.	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Learner not yet on roll	Not counted in possible attendances
#	School closed to learners	Not counted in possible attendances

3.2.4 **_The Legal Status of Registers_**

   a)   The register is a legal document and must be marked accurately, recording learners ' attendance or absence and in the latter case, if authorised or unauthorised.

   b)   Registers must be kept for a minimum of 3 years following completion at the end of the academic year.

3.2.5 **_Staff Responsible for Processes_**

   a)   Tutors are responsible for attendance issues and will check the registers on a regular basis to identify any attendance or punctuality concerns.

b) ACLs will meet regularly with the tutors and practical mentors to discuss any attendance or punctuality concerns.

c) Tutors and site staff are responsible for updating attendance information onto the learning platform each session ensuring that codes used are appropriate.

d) VLUK will ensure that all staff are aware of the registration process and that they receive training on completing registers.

3.3 *Procedures for following up absence or lateness*

a) It is the responsibility of the parent/carer to contact VLUK on the first morning of the learner's absence. If this contact is not made then staff will contact the learner and/or parent/carer by telephone, or if the parent is unobtainable email requesting information.

b) If no explanation for the absence is received and the absence continues, communication home will be made with parents/carers. If this does not elicit an explanation for the absence then a meeting will be arranged to identify and resolve the difficulties which are preventing the learner from attending.

c) ACLs will check registers regularly and will monitor absences and punctuality.

d) In exceptional circumstances if the learner is returning after an absence of longer than two weeks, there will be provision to allow the learner to ease back into learning.

e) Learners who are absent for a period of time e.g. due to medical reasons, will be able to work from home on the learning platform.

f) Where a learner is persistently late VLUK will write to the parent/carer and a meeting may be arranged.

3.4 *Authorised and Unauthorised Absence*

a) Absence for the following reasons could be authorised where parents have confirmed the absence in writing on their child's return. Consideration will be given to procedures where parents have difficulty with the written word, or where English is not the first language:
    i. sickness
    ii. unavoidable medical/dental appointments
    iii. days of religious observance
    iv. exceptional family circumstances i.e. bereavement
    v. if permission for absence has been granted .

b) Absence may be recorded as unauthorised when due to:
    i. shopping
    ii. haircuts
    iii. missed bus
    iv. slept late

v.   looking after brothers, sisters or unwell parents
vi.   birthdays
vii.   unapproved holidays

c)   It may be necessary for to ask the parent/carer to provide written evidence of reason for absence e.g.
    i.   appointment cards/letters
    ii.   medical certificate
    iii.   letter from GP

Stage	Criteria	Intervention
Stage 1	Below 94%	Tutor discusses attendance with the learner
Stage 2	Below 93%	Tutor discusses attendance with the learner and letter sent to parent/carers, detailing the learner's attendance and expectation to improve.
Stage 3	Below 92%	Tutor invites parent/carers in and discuss attendance with a formal notice to improve, including an action plan with targets
Stage 4	Below 91%	ACL arranges a meeting with parent/carers. Notice to improve given, with clear targets set for the next 2 weeks. Failure to meet these targets may result in removal from the programme.
Stage 5	Below 88%	Meeting with Director of Quality and Compliance, may result in removal from the programme.

COVID-19 ANNEX

Code X should be used where learners are not attending in circumstances relating to coronavirus (COVID-19). This code is not counted as an absence.
This code is used to record sessions where the pupil's travel to or presence at school would conflict with:
• guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care12 or
• any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

Examples of situations where X code should be used;
● Learners who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19). If a learner tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they

can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I – illness, as would usually be the case. Code X should only be used up until the time of the negative test result. If a learner tests positive they should be recorded as code I (illness) until they are able to return to school.

- Learners who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19).
- Learners who are required by legislation to self-isolate as part of a period of quarantine.
- Learners who are clinically extremely vulnerable in a future local lockdown scenario only.