



Attendance Policy

Updated October 2023

Overview

Attendance is everyone's business all of the time.

Attendance at SAND is a requirement to ensure we can fulfil our duties, including that of keeping trainees safe. We have a responsibility to work with -and report to- the Local authority regarding attendance, which we do monthly. Trainees' placements at SAND may be ceased by the Local Authority if the trainee's attendance falls below an acceptable level, and if this is sustained over time.

Many of our trainees suffer from anxiety and sleep disorders and we work holistically to try and support better attendance. Attendance is also seen at an individual level; we know that good attendance for one person may be low attendance for another person.

However, even within these parameters we do strive for good attendance for everyone, knowing that attendance is also a safeguarding issue.

Process for supporting good attendance:

- If a trainee is ill that morning, please phone the attendance line [07707968916](tel:07707968916) before 8.45 and leave a voicemail.
- If a trainee is not present in college that morning and hasn't called our attendance line, our attendance officer will call the trainee or their family to identify the reason.
- If a trainee's overall attendance is deemed a concern (over a week) the family will be contacted by the Group Lead who will ascertain the reasons for the low attendance and work with the trainee and family in the first instance. We will also send work home.
- If the issue is not resolved, then the Group Lead will pass onto our Pastoral lead who may act in a range of ways, including homes visits, to try to support better attendance. We will also set an Attendance Support Plan with you- this will have tangible attendance targets and will be regularly reviewed. The Pastoral Lead and the Head of Education will work together as needed to provide proactive and reactive support.
- We will also consider multi agency working such as therapeutic support or a referral to social care if this is appropriate.

Types of Absence

Trainees must attend College regularly and on time during term time.

Trainees can only miss College if:

- they are too ill to go in
- the College has authorised the absence.

Authorised absences

You must get permission from the Head of Education if you are planning to take your young person out of college during term time.

Your young person may be allowed to miss school for:

- a death in the family or funeral
- doctor, hospital or dental appointments.

If you do not get permission and you take your young person out of college, this will be recorded as an unauthorised absence.

Unauthorised absences

Unauthorised absences are when a trainee has been marked in the school attendance register as being absent from school without authority. It is only a head of education who can authorise absence for any reason from school.

This includes:

- any absence marked in the register as unauthorised ('O' or 'N' codes)
- persistent late arrival at school after the register has been taken ('U' codes)
- a holiday in term time, which has not been authorised by the Head of Education ('G' codes). The Government has directed that colleges may now only grant leave for a holiday in term time where there are exceptional circumstances.

Holidays in term time

Colleges have been directed by the Government not to authorise any absence unless there is an 'exceptional' circumstance.

You must get permission from the Head of Education if you want to take your child out of SAND for a holiday in term time.