



# Attendance Policy

**Approved by: Lisa Robertson**

**Last reviewed on: 03/2024**

**Next review due: 03/2025**

## Who is Responsible

Attendance is the duty of all staff at New You Hair Academy.

## Introduction

New You Hair Academy is dedicated to fostering a collaborative partnership with parents, caregivers, and other stakeholders to improve attendance and punctuality within our academy. We firmly believe that regular and punctual attendance is crucial for children and young people to maximise their educational potential and achieve holistic outcomes as outlined in Every Child Matters.

Recognizing the shared responsibility in promoting attendance, we actively engage parents, caregivers, and the students themselves as key partners in this endeavour. Together, we create an environment where attendance is valued and prioritised, laying the foundation for lifelong learning and success.

Additionally, we empower our students to take ownership of their attendance, fostering a sense of responsibility and self-discipline. We provide them with the tools, motivation, and encouragement to recognize the value of regular attendance, ensuring they make the most of their educational journey.

New You Hair Academy is committed to instilling a deep understanding of the long-term benefits of consistent attendance and punctuality in every child and young person we serve.

## Objectives

The objectives of our attendance policy are manifold:

### Fulfilling Legal Obligations:

We are committed to ensuring that parents, the academy, and the Local Authority (LA) uphold their respective legal obligations pertaining to attendance. By adhering to legal requirements, we create a foundation that promotes accountability and shared responsibility.

### **Highlighting the Benefits of Regular Attendance:**

We seek to educate students and parents about the direct correlation between regular and punctual attendance and positive educational outcomes. Conversely, we emphasise the potential disadvantages of poor attendance and punctuality.

### **Nurturing Partnership for Success:**

Our policy aims to strengthen the partnership between the academy and parents, working collaboratively to achieve the highest level of success for every student.

### **Integrating Every Child Matters Agenda:**

We ensure that all aspects of the Every Child Matters Agenda are embedded in our attendance policy. This holistic approach underscores our dedication to the well-being, development, and success of every student.

### **By focusing on attendance, we promote the five core outcomes:**

Being healthy Staying safe Enjoying and achieving Making a positive contribution Achieving economic well-being

### **Staff Responsibility and Engagement:**

We instil a culture where attendance remains at the forefront of every staff member's mind. We emphasise that promoting regular attendance is a shared responsibility among all staff members.

New You Hair Academy is unwavering in its commitment to cultivating inclusive excellence through attendance.

### **Guidelines**

To ensure a comprehensive approach to attendance and punctuality, we have implemented the following measures:

**Conveying Expectations:**

All staff members are expected to prioritise regular attendance and punctuality, setting a positive example for students. Through their actions, staff members reinforce the importance of attending the academy consistently and being punctual for all activities.

**Purposeful Registration:**

Our registration process is conducted in a manner that emphasises the significance of regular and punctual attendance.

**Parental Engagement:**

We actively inform parents about the crucial role regular attendance and punctuality play in their child's educational progress. Parents receive clear communication regarding acceptable and unacceptable reasons for absence, and they are encouraged not to plan family holidays during term time. We promote open communication and encourage parents to contact the academy promptly if their child is absent, providing a note explaining the absence upon their return.

**Robust Attendance Policy:**

New You Hair Academy operates under a comprehensive attendance policy that actively encourages and reinforces regular attendance.

**Monitoring and Intervention:**

We closely analyse attendance and punctuality patterns, identifying any unexplained or frequent absences. When necessary, relevant parties, including parents and attendance officers, are promptly notified, and appropriate measures are taken to address the issue. Regular review of our procedures ensures ongoing improvement in managing attendance and punctuality.

**Effective Data Utilisation:**

We utilise attendance data as a valuable resource to monitor trends, identify areas for improvement, and implement targeted interventions. This data-driven approach enables us to tailor support strategies to meet the unique needs of our students.

**Proactive Parental Communication:**

If an electronic register is unavailable, we require the submission of a paper register to ensure accurate record-keeping. Furthermore, we emphasise the importance of parents promptly notifying the academy about student absences on the first day of absence.

**Attendance Officer**

At New You Hair Academy, we are deeply committed to fostering a culture of exceptional attendance among our students.

**Our attendance officer is Lisa Robertson.**

Recognizing the transformative impact of regular attendance on students' educational journeys, it is our collective mission to foster a consistent and unwavering dedication to attendance. This vision extends beyond mere rhetoric and is deeply embedded in our academy culture. Our aspiration is for all students to achieve a minimum attendance rate of 95% throughout the academy year.

Promoting exceptional attendance requires a unified effort from all members of our staff.

We firmly believe that exceptional attendance is a shared responsibility and a cornerstone of our students' success. By working closely with students and their families, we ensure that appropriate support is provided to overcome any attendance challenges. We empower our students to take ownership of their attendance and punctuality, fostering a sense of responsibility and independence.

Our commitment to nurturing exceptional attendance extends beyond numerical targets. We understand that regular attendance is intrinsically linked to improved academic achievement, personal development, and future success.

At New You Hair Academy, exceptional attendance is not an isolated objective but an integral part of our holistic approach to education.

## Attendance and Rewards

At New You Hair Academy, we believe in recognizing and rewarding our students for their commitment to attendance and positive behaviour. As part of our comprehensive approach to fostering a culture of engagement and responsibility, we have implemented an incentive program that allows students to earn money based on their attendance, punctuality, and behaviour. Through this program, we aim to instil a strong sense of motivation and ownership in our students, empowering them to succeed academically and personally.

We will do the following:

Positive Reinforcement Notes:

- Send positive notes or emails home to parents, highlighting the student's commitment to attendance and punctuality.
- Each student that achieves 95% and over will receive a £20 gift voucher at the end of each half term.

## Punctuality

Through a comprehensive approach, we aim to address punctuality challenges effectively and foster a culture of punctuality among our students.

Our interventions to support students with punctuality include:

**Key Worker Phone Call:** When a student shows signs of punctuality issues, their key worker, will make a phone call home to discuss the importance of punctuality and address any underlying factors contributing to the lateness.

**Target Setting:** Key workers will set individual targets for punctuality with the student, emphasising the significance of being on time and establishing a plan for improvement.

**Meeting with Parents:** If punctuality concerns persist, a meeting will be arranged with the student's parents or carers. This meeting provides an opportunity to collaboratively address the factors affecting punctuality and explore strategies for improvement.

**Meeting with Referrer:** In cases where the student's punctuality issues persist, a meeting may be organised with the referring organisation to discuss the challenges and seek additional support or guidance.

To ensure timely and appropriate interventions, we have established a progressive procedure when students accumulate a certain number of late marks:

**Late 5 times (After 10 am):** The student's key worker will make a phone call home to communicate the concern and reinforce the importance of punctuality.

**Late 10 times (After 10 am):** A letter will be sent to the parent/carer, highlighting the ongoing concerns regarding punctuality. A parent/carer meeting will be arranged with the student's key worker to address the issue and explore potential solutions.

**Late 15 times (After 10 am):** A letter will be sent to the parent/carer, outlining the continued concerns regarding punctuality. A meeting will be arranged with the head of the Academy to discuss the matter further and devise strategies for improvement.

**Late 20 times (After 10 am):** A letter will be sent home, expressing our continued concerns regarding punctuality. A meeting will be arranged with the Head of the Academy and the referrer to review the student's placement and explore alternative measures.

## **Attendance**

In cases of frequent absences, New You Hair Academy takes proactive measures to ensure the well-being and safety of our students:

**Daily Phone Contact:** Our dedicated Student Support Team makes daily phone calls to parents if their child is not present at the academy by 10 am. This regular communication emphasises the significance of attendance and enables early intervention to support students' return to the academy.

In cases of recurring absences, we implement the following procedures to address the situation effectively:

**Lack of Contact:** If a student accumulates two consecutive days of absence without any contact or three consecutive days of absence with limited contact, we promptly inform the referring provision/organisation.

Collaborating with the referring organisation, we ensure the student's well-being and safety, providing necessary support to improve attendance.

**To support students with punctuality, we employ targeted interventions aimed at fostering timeliness and reinforcing the importance of punctuality:**

**Phone Call Home:** Key workers make phone calls to students' parents, emphasising the significance of punctuality and discussing strategies for improvement.

**Target Setting:** Key workers set individual targets for punctuality, working closely with students to establish goals and action plans to enhance their timeliness.

**Meeting with Parents:** If punctuality challenges persist, a meeting is arranged with the student's parents or carers. This collaborative discussion aims to identify the underlying causes of punctuality issues and develop strategies to overcome them.

**Meeting with Referrer:** When necessary, a meeting may be scheduled with the referring organisation to address persistent punctuality concerns, seeking additional support or guidance.

**As a proactive approach to managing absences, we have established a progressive procedure when students accumulate a certain number of absence marks:**

**5 x Absences:** A phone call home to discuss the concern and highlight the importance of regular attendance.

**10 x Absences:** A letter is sent to parents/carers, emphasising the ongoing concerns regarding attendance. A parent/carer meeting is arranged with a staff member to address the issue and devise strategies for improvement. (Please refer to Appendix 4 for further details.)

**15 x Absences:** A letter is sent to parents/carers, outlining the continued concerns regarding attendance. A meeting is arranged with the Head of Engagement, and a contract is developed that includes specific attendance targets. This contract is signed by parents/carers, students,



and the Head of Engagement. A review meeting is scheduled two weeks after the initial meeting to assess progress. (Please refer to Appendix 5 for further details.)

**20 x Absences:** A letter is sent to parents/carers, expressing our continued concerns regarding attendance. A meeting is arranged with the Head of centre and the referrer to review the student's placement and explore alternative measures. (Please refer to Appendix 6 for further details.)

Working collaboratively with the student's key worker and the referring organisation, they provide tailored support to the student and their family, encouraging improved attendance and addressing any underlying issues.

To ensure effective monitoring, we analyse patterns of attendance and punctuality through data collected from our daily registers and our Attendance and Punctuality Monitor document. This analysis enables us to identify trends, implement targeted interventions, and assess the impact of our strategies on improving attendance and punctuality.

## **Student Absconding Procedure**

### **Immediate Response:**

**Notify other staff** members and maintain communication to track the student's location.

**Deploy staff** to search immediate areas surrounding the New You Hair Academy premises.

**Check security cameras**, if available, to determine the direction the student took.

### **Contact Parents or Guardians:**

Attempt to contact the student's parents or guardians immediately.

Inform them of the situation and ask if they have any information about the student's possible destination or intentions.

### **Inform Authorities:**

If the student's whereabouts remain unknown, contact the police to report the situation and provide them with relevant details.

**Document the Incident:**

Record the incident, including the time, location, and any details about the circumstances leading to the student leaving the premises.

**Inform provision Leadership:**

Report the incident to provision leadership at New You Hair Academy, providing them with all available information.

**Review Security Measures:**

Conduct a review of existing security measures at New You Hair Academy to identify any weaknesses that may have contributed to the incident.

**Follow-Up with Authorities:**

Cooperate with law enforcement in their investigation and provide any necessary information or documentation.

**Review and Revise Policies:**

After the incident is resolved, review existing policies and procedures related to student supervision and safety at New You Hair Academy. Consider revisions or improvements to prevent similar occurrences in the future.

**Debrief with Staff:**

Hold a debrief session with staff members involved in the incident at New You Hair Academy to discuss what happened, identify areas for improvement, and reinforce proper procedures.

**Support for the Student:**

Once the student is located, provide appropriate support and counselling if needed at New You Hair Academy. Understand the reasons behind their actions and involve relevant support services as necessary.

## REGISTRATION

At New You Hair Academy, we prioritise accurate registration and tracking of attendance to ensure transparency and effective monitoring of student attendance. We utilise our Daily Register alongside transferring information to the 'SPHERE' system.

Recognizing the unique circumstances and challenges our students may face at New You Hair Academy, we make reasonable adjustments to support their individual needs. We appreciate the effort our students make to attend the academy and acknowledge the often extended journeys they undertake to reach our provision. This is reflected in our registration times, which are designed to support and encourage attendance while maintaining our high expectations for positive attendance and punctuality.

We firmly believe that our students at New You Hair Academy understand the importance of regular attendance and punctuality in their educational journey.

We communicate these expectations to parents/carers, ensuring they are aware of the acceptable reasons for absence, which include illness, necessary medical or dental appointments, religious observance, study leave, and pre-arranged travel in the case of Traveller pupils.

Conversely, we inform parents/carers of the unacceptable reasons for absence at New You Hair Academy, which encompass occasional days off for non-essential activities such as shopping or visiting relatives, personal desires, indulgence of the student's wish to stay at home, birthdays, or providing support to younger siblings. By clarifying these expectations, we aim to cultivate a shared understanding between our staff, students, and parents/carers regarding the importance of attendance and punctuality.

Regarding term time holidays at New You Hair Academy, we emphasise that the Head of centre is not authorised to permit such absences automatically. Holidays during term time are only considered in exceptional circumstances, as determined by the academy. We place a high value on consistent attendance throughout the academic year to ensure uninterrupted learning and progress for our students.

**Appendix One - Punctuality letter one**

Parent name:

Address:

Date:

Dear Parent,

I hope this letter finds you well. We recently had a conversation regarding our concerns about punctuality in relation to \*\*\*\*\*. It has come to our attention that he/she has been late on 10 occasions, which is significantly impacting his/her learning progress. We believe it is crucial to address this matter promptly and provide the necessary support to encourage improved punctuality. We assure you that we are committed to working alongside you to address this issue in a positive manner.

In light of the circumstances, I would like to invite you for a meeting with Lisa Robertson. This meeting will provide us with an opportunity to discuss the concerns in greater detail and explore the strategies we can implement to address the punctuality challenges.

We firmly believe that punctuality is a vital discipline that prepares students for their future endeavours, whether it be in college or employment. Therefore, we maintain high expectations for our students attending our alternative provision to ensure they are adequately prepared for their next steps.

I would like to propose a meeting on \*\*\*\*\* at \*\*\*\*\*.

However, if this date or time is inconvenient for you, please do not hesitate to contact me so that we can find a mutually suitable arrangement.

We genuinely appreciate your involvement in your child's education and look forward to working together to overcome this challenge.

Yours sincerely,

New You Hair Academy

## Appendix Two - Punctuality letter two

Date:

Parent name:

Address:

Dear Parent,

Re: Student name:

We would like to take this opportunity to address an important matter regarding your child's attendance and punctuality at New You Hair Academy. As an alternative provision, we prioritise the academic progress and personal development of all our students, and regular attendance and punctuality play a crucial role in achieving these goals.

Despite our previous discussion on this matter, we regret to inform you that your child, \*\*\*\*\*, has been consistently late to New You Hair Academy, totaling 15 occasions. We would like to emphasise the significance of punctuality not only for your child's individual progress but also for the overall functioning of our educational environment.

It is essential for all students to be present and ready for form time by 9:30 a.m. During this time, important information, instructions, and lesson objectives are shared by their tutor, setting the tone for the day's learning. Arriving after 10:00 a.m. not only results in missed instructions but also disrupts the learning process for your child and their peers.

In light of the persistent issue of punctuality, we would like to invite you to a meeting with our head of centre, Lisa Robertson, to further address this concern. This meeting will provide an opportunity for us to discuss the underlying reasons for the lateness and explore possible solutions and support strategies. We are committed to working together with you to ensure your child's punctuality improves.

The meeting is scheduled for \*\*\*\*\* at \*\*\*\*\*. If this date or time is not convenient for you, please let us know, and we will make every effort to accommodate your schedule.

Should you have any questions or require further clarification regarding punctuality or any related matters, please do not hesitate to contact me.

We are here to support your child's educational journey and overall success.

Yours sincerely,

Lisa Robertson

New You Hair Academy

### Appendix Three - Punctuality letter three

Parent name:

Address:

Date:

Dear Parent,

Re: Student Name:

We appreciate your ongoing cooperation and engagement in addressing the matter of punctuality for \*\*\*\*\*. However, we regret to inform you that despite our previous efforts and discussions, \*\*\*\*\* has continued to demonstrate consistent lateness, amounting to a total of 20 occasions.

In light of this persistent issue, we believe it is crucial to have a follow-up meeting involving our head of centre, Lisa Robertson, a member of staff from the referring provision, and yourself.

The purpose of this meeting is to have an open dialogue regarding the appropriateness of \*\*\*\*\*'s placement at New You Hair Academy and to collaboratively explore effective strategies moving forward. Our primary objective is to ensure that \*\*\*\*\* receives the necessary support and guidance to improve their punctuality and minimise disruptions to their learning experience.

We would like to invite you to attend this meeting, which is scheduled for \*\*\*\*\* at \*\*\*\*\*. We understand that scheduling conflicts may arise, and if the proposed date or time is not convenient for you, please do not hesitate to contact us. We will make every effort to accommodate your availability.

Your active participation in this meeting is highly valued as it will provide us with valuable insights and enable us to set appropriate targets for \*\*\*\*\*, fostering a positive and conducive learning environment. Together, we can work towards ensuring \*\*\*\*\* punctuality improves and their educational journey flourishes.

Should you have any questions or require further information prior to the meeting, please feel free to reach out to us. We appreciate your continued support and commitment to your child's education.

Yours sincerely,

Lisa Robertson

New You Hair Academy



Appendix Four - Attendance letter one

Address:

Date:

Dear Parent/Carer,

Re: Student

I am writing to you with concern regarding the significant number of absences \*\*\*\*\* has accumulated since the beginning of the academic year. To date, \*\*\*\*\* has been absent for a total of 10 days, which raises concerns about the impact on [his/her] education.

At New You Hair Academy, it is our fundamental goal to promote consistent attendance among all our students and strive for continuous improvement in their attendance rates throughout the academic year. We understand that every family has unique circumstances, and we are committed to working collaboratively with parents

## Appendix Eight - Attendance Monitoring Agreement

Date:

Dear [Student Name],

As a valued participant at New You Hair Academy, I am reaching out to emphasise the significance of consistent attendance and punctuality, outlining the measures we will implement to assist you in this aspect.

Regular attendance and punctuality are crucial elements for your academic advancement and overall achievement. Attending classes consistently provides you with the opportunity to actively participate in your learning and make the most of the educational resources offered. Additionally, it helps in establishing positive habits that will prove beneficial in the future.

Over the next two weeks, we will be actively monitoring your attendance on a daily basis. It is imperative that you attend New You Hair Academy regularly and arrive promptly for the start of the learning sessions.

During the initial period, please make sure to sign in and communicate with our Head of centre, Lisa Robertson. This interaction is essential for us to extend the necessary support and guidance to you.

In the event that you cannot attend or anticipate being late, kindly notify us at your earliest convenience.

Our aim is to assist you and address any concerns that may arise. It is essential to remain within the New You Hair Academy premises throughout the day, unless prior approval has been obtained from the Head of centre.

To signify your commitment to enhancing your attendance and punctuality, we kindly request you to sign and date this agreement form. Your signature acknowledges the importance of regular attendance and commits you to striving for punctuality to make the most of your educational opportunities.

Keep in mind that your attendance and punctuality are pivotal to your academic journey and future accomplishments. We are here to provide support at every step, ensuring you have the best possible educational experience.

Thank you for your cooperation and dedication to your education. If you have any questions or require further assistance, feel free to contact us. Together, we can achieve remarkable results.

Best regards,

Lisa Robertson

New You Hair Academy