



Rainbow Horses

Learning Centre CIC

Attendance Policy

At Rainbow Horses we aim for an environment which enables and encourages all members of the community to achieve their full potential. For young people to gain the greatest benefit from their learning it is vital that they attend regularly.

Why Regular Attendance is so important:

Learning:- Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. A regular pattern of attendance supports children to become familiar with a routine and allows them to develop an understanding of the importance of regular attendance. It also supports their learning by maintaining continuity in their sessions.

Safeguarding:- A child may be at risk of harm if they do not attend regularly. Safeguarding the interests of each child is everyone's responsibility and promoting the welfare and life opportunities for your child encompasses:-

Attendance
Behaviour Management
Health and Safety
Access to the Curriculum
Anti-bullying

Failing to attend on a regular basis will be considered as a safeguarding matter.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents/carers, young people and all members of staff.

To help us all to focus on this we will:

- Record attendance daily
- Talk with parents/carers at least weekly

The Law relating to attendance

Section 7 of the Education Act 1996 states that *'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-*

*(a) to age, ability and aptitude and
(b) to any special educational needs he/ she may have
Either by regular attendance at school or otherwise'*

The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Understanding types of absence:

Every absence has to be classified by Rainbow Horses (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always needed.

Authorised absences are mornings or afternoons away for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which Rainbow Horses does not consider reasonable and for which no "leave" has been given. This includes:

- Parents/carers keeping children away unnecessarily
- truancy before or during the day
- absences which have never been properly explained
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.

Whilst any child may be away because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between Rainbow Horses, the parents or carers and the child. If a child is reluctant to attend we will work together with the parents/carers to support the child to enable him or her to attend. We ask parents/carers not to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Absence Procedures:

If a child is absent parents/carers should contact us by 10 minutes after expected time of arrival on the first day of absence.

If a child has not arrived by ten minutes after the expected time we will contact parents/carers by telephone to discuss the situation.

Children who attend Rainbow Horses have usually experienced attendance issues with previous schools. We therefore concentrate on developing strategies with parents and carers that allow each child to maintain regular attendance.

For government guidance on children missing education please follow this link
<https://www.gov.uk/government/publications/children-missing-education>

S. Coombes

Signed

Date 28th June 2022

Appendix : Procedures for late arrivals

If over 10 minutes late:

1. Ring parent/carer to find out reason for absence/notify of non-arrival (make sure you make contact, ie text or phone call answered, do not leave until later)
2. Notify commissioners (school if on roll /local authority if EOTAS)
3. Liaise with Nottinghamshire County Council transport department or ***school who have booked the taxi*** only **IF** taxi required at end of the day

(taxi will automatically be cancelled if not picked up from home)

DO NOT ring taxi company direct unless clarification is needed

4. When completing online register (for Nottinghamshire County Council) note contact with parent/carer and reason given for absence