



Crisp Vocational Provision Ltd  
**Building futures for tomorrow**

# **Attendance Policy 2023-2024**

## **Crisp Vocational Provision Attendance policy**

Students attending *Crisp Vocational Provision* on an alternative package remain on the school/academy roll. *Crisp Vocational Provision* has an agreement with the school that student's attendance will be monitored in line with the school/academy Attendance and Punctuality Policy.

When students are absent from *Crisp Vocational Provision* parents/carers are requested to contact *Crisp Vocational Provision* with a reason for absence within 30 minutes of the start of session. *Crisp Vocational Provision* will then inform the school of the reason for absence via email or agreed system. If parents/carers fail to provide a reason for absence this will be updated within 30 minutes of the start of the relevant AM or PM session. The school/academy will make contact with the parent/carer to establish reasons for absence.

The school/academy will then code the students absent in line with their policy. *Crisp Vocational Provision* will also inform the school/academy of any internal truancy.

Where a student's attendance is a concern, a meeting will be arranged by the school/academy with the student, parent/carer and *Crisp Vocational Provision* to discuss any barriers to attendance.

Where student's attendance is a concern and below the school's levels of intervention a referral to the Attendance, Compliance and Enforcement (ACE) Service may be considered by the school/academy.

Attendance and Punctuality Policies are available direct from your child's school/academy.

## **Alternative Provision**

Students attending alternative provision of education for one or more days a week will be monitored by the school/academy using the same procedures for students attending school/academy full time.

Parents/carers are requested to contact the alternative provision every day that their child is absent and within 30 minutes of the start of the session. The alternative provision is responsible for maintaining a record of the attendance data for students. This is done on a sessional basis and within 30 minutes of the start of session. Students marked absent with no reasons supplied will be

subject to the first day contact carried out by provision Attendance officer. Absences will be coded in line with the school/academy policy.

Where student's attendance is a concern; letters will be sent to parent/carers and meetings arranged to discuss the barriers to attendance. Should attendance not improve then the school/academy may consider a referral to the Attendance, Compliance and Enforcement (ACE) Service in line with school/academy policy.

### **Absconding**

In the instance of a young person absconding (Leaving premises without permission ) In the first instance staff will check immediate area to check if they can see the young person.

If the young person is seen every attempt will be made to get the young person to return to site. If the young person is in a heightened state staff will observe and communicate with attendance officer with regular updates. Attendance officer will contact parents/carers and keep them updated.

Where the young person can not be seen immediate contact will be made with parent/carers to inform them of the situation. It will be discussed with parent/carers whether they would like the Provision to report the incident to the police .The attendance officer will ask parent/carers for updates. The attendance officer will also inform parents/ carers if the young person returns

**Created K Crisp 4/8/21**

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