



Up-Grade Training and Therapy Ltd
Attendance and missing person policy
Adopted 13/04/2023
Review date 13/04/2025

1. Introduction

‘Achieving regular attendance at the Up-Grade Training and Therapy Ltd is key to improving life chances of our pupils. A pupil’s readiness for reintegration or transition to their next educational setting is increased with improved attendance and re-engagement with learning.’

1.1. Principles:

At Up-Grade Training and Therapy Ltd safeguarding our pupils is always our foremost priority and we ensure our procedures supporting and improving attendance reflect this.

Up-Grade Training and Therapy Ltd is committed to improving attendance for all pupils. Our pupils are consistently those who are acutely disengaged from education and frequently have a history of poor records of attendance. Staff understand the importance of good attendance in supporting re-engagement in learning and know that improving this is the responsibility of everyone in the learning community. With this in mind at the Up-Grade we commit ourselves to the continual monitoring of attendance and give high levels of support in order to build and sustain improvement in attendance.

2. Scope of the policy

Our ultimate aim is to improve the attendance of each individual pupil. We will do this by:

- All staff make attendance and punctuality a school improvement priority and understand they have a role to play in improving this.
- Providing a clear framework which defines agreed roles and responsibilities, ensuring consistency in carrying out tasks.
- Regular monitoring of attendance and punctuality.
- Developing a systematic approach to gathering and analysing attendance related data.
- Pupils with poor attendance and/or punctuality are supported with a personalised Raising Attendance Plan (RAAP).
- Pupils and their referring companies, services or school are made aware of the importance of good attendance and punctuality and informed of the consequences when it is not.
- Pupils with good or rapidly improving attendance are recognised and rewarded.
- Promoting effective partnerships with the Early Help and Social Care and other agencies.

3. Implementation of the policy

3.1 Punctuality All pupils should arrive promptly each day. Many of our pupils are transported to school often by local authority transport. Where this is the case pupils should be ready in plenty of time for the vehicle to arrive at their home. Alternative

transport cannot be arranged by Up-Grade if it is missed. This is the responsibility of the LA or referring team.

3.2 Registers

Registers are taken by the teacher at the start of each morning and afternoon sessions. The referring team are informed of any absences immediately as it is their responsibility to ensure young people are dropped to our provision on agreed days/times.

Un-authorised Absences

It is the duty of the referring team to inform Up-Grade Training and Therapy Ltd if a pupil is going to be absent.

Up-Grade Training and Therapy will inform the referring team/organisation of any absences not previously planned immediately.

Missing Students

If a child leaves the premises throughout the time allocated at Up-Grade, our staff will inform the relevant, social care/referring team responsible for the young person immediately.