



## **North Star School**

# **Attendance Policy**

November 2021

Review date: November 2022

### **Introduction**

Our Mission Statement emphasises how important attendance is to student achievement and therefore we need to have developed systems and structures to support this.

The purpose of the policy is to;

1. Highlight the systems and structures we have in place to support student attendance
2. Ensure students attendance is tracked and shared with their main education provider and WRL where appropriate
3. Provide early intervention where there are attendance concerns
4. Improve overall attendance

### **Mission Statement**

'Students are only able to learn and achieve if they attend'.

The many positive outcomes our students achieve both in terms of increased self-esteem, changes in attitudes and gaining qualifications, lead to improved life opportunities for our students. North Star School will work collaboratively with other educational placements, Local Authorities and WRL to support students' attendance and make every effort to find a positive resolution to any concerns.

### **Procedure (Coventry WRL)**

The Work Related Learning Service use a Collaborative Learning Manager as a monitoring system to track attendance of students who access Work Related Learning provisions. Schools and Delivery Providers are given access to this facility, which helps to ensure students' attendance is monitored on a daily basis.



To log on to this database please paste the following URL in your Internet browser:  
<https://clm.uk.net>

The Work Related Learning Service must be informed if there are any staff changes and new employees need access to this system. There is a systems guide available to aid the use of CLM.

### **Responsibility of Student and Parents/Carers**

- Students make a commitment and are expected to attend and arrive on time
- If a student is unable to attend their lessons, it is the responsibility of their parent/carer to notify their main educational provider (North Star School or other)
- To provide current emergency contact details, with a minimum of 2 emergency contact numbers
- Any medical appointments, or official meetings, must be notified to and approved by the main educational provider (North Star School or other) prior to the appointment.

### **Responsibility of North Star School**

- To inform students and ensure parents/carers know how they are to make contact with North Star School in case of absence during the initial induction.
- To make contact with parents/carers if a student fails to attend; where a student is part of Coventry WRL staff are to make a note of response on CLM register using the attendance notes.
- To collect up-to-date emergency contact numbers at the beginning of each academic year and check for changes at the beginning of each new term
- All teachers will keep accurate registers by completing the online CLM monitoring database in the morning and afternoon. Registers must be completed within 30 minutes of the start of the session – Coventry WRL
- If a learner arrives late after the register has been completed North Star School will have a system in place to ensure the CLM register is updated as soon as possible.
- North Star School will alert WRL immediately if a student returns following a temporary withdrawal in order for the student to be reinstated on CLM.
- Students who attend well will be praised – North Star School will reward good attendance – verbally and, if appropriate, through an attendance reward scheme.
- Where students are missing days, North Star School may request a or send a postcard home or make contact.
- Directors will undertake daily attendance monitoring of all students and keep accurate records of attendance.
- Directors will use CLM to make notes about ongoing absences against the student's training record, (where appropriate) they will also inform the WRL monitoring officers of any concerns.



- If a Coventry WRL student is feeling unwell, North Star School must contact the child's main educational placement by telephone and/or, if possible, speak to the parent/carer to gain permission for the student to finish early for the day which must be received in writing.
- If a Coventry WRL student has a medical appointment North Star School must contact the child's main educational placement for verification, if not informed directly by parent /carer before releasing the student
- To raise any unresolved attendance issues with the relevant attendance monitoring officer
- Where there appears to be a consistent problem with punctuality North Star School must look at incentives and consequences for students to recognise that this must improve

### **Attendance Recording - Completion of CLM (Coventry WRL Learners)**

North Star School should only mark a student as present or unexplained absence – even if they know the reason why a student is absent. Only the School can authorise/unauthorised an absence. However, North Star School can add a note to CLM indicating the reason for absences (if known). Not Required should only be used if North Star School is closed, or once Year 11 have finished their qualification and are no longer required to attend provision. The child's main educational provider may use Not Required only if a learner is in school for an exam so that their attendance at North Star School is not adversely affected

Amending Absences on CLM - The School must amend unexplained absences on CLM to 'authorised' only if the absence would be an authorised absence on the main school's attendance system. If the absence was not agreed or the main school is unaware of the reason for the absence, it must be amended to 'unauthorised' on CLM. If a learner is in school attending a formal exam, then the main school can process the absence as 'Not Required' – adding a note to that effect Example of authorised absence - family holiday agreed by school, medical appointment Example of unauthorised absence - learner missed bus and decided to go home, unauthorised holiday.

### **Attendance Recording – North Star School students only**

The directors take responsibility for completing registers every morning and afternoon for students enrolled directly with North Star School. Where appropriate, this responsibility may be given to Keyworkers.

North Star School continuously monitors attendance and expects all pupils to have 90%+ attendance. Where a pupil's attendance is falling below our expected percentage, directors will discuss this with parents/carers, social workers, family support workers etc, to put a plan in place

North Star School Ltd  
Directors: Emily Bedford and Chelsea Mallabone



that best supports the child. These plans will be shared with Local Authorities and where necessary Attendance Welfare Officers.