Attendance Policy

September 2024

(Next review: September 2025)

Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Introduction

SupaJam Education in Music & Media (SupaJam) is committed to providing a high quality education and recognises that attendance is important. By attending college regularly and punctually students will be able to take full advantage of the educational opportunities available to them. Any absence affects the pattern of a student's education and regular absence can seriously affect their progression and development. Student absence also disrupts teaching routines and may also negatively affect the learning of others.
The college community – students, parents/carers and staff - has a responsibility for ensuring maximum college attendance and all have an important role to play to achieve this. SupaJam has a statutory duty to ensure attendance data is published.

In line with SupaJam's Ethos and values, SupaJam recognises that our students may have additional needs that have impacted their attendance in education. SupaJam aims to support every individual to improve their attendance within education, taking into account their starting point and implementing supportive strategies to encourage improved engagement.

All Staff

All staff at SupaJam will promote high college attendance by providing an environment where all our students are eager to learn, feel valued and look forward to coming to college every day. Staff will set a good example with their own high attendance and punctuality and will ensure the attendance policy is consistently applied and feel confident in using strategies to support barriers to attendance. The College Leaders will support the consistent application of the attendance policy in each base and the regular monitoring of attendance patterns. The Senior Leadership Team will regularly review the effectiveness of SupaJam's attendance policy.

SupaJam will ensure that up-to-date attendance data and issues are shared with the relevant staff and that students and their parents/guardians will be regularly reminded about the importance of good college attendance, where appropriate.

They will ensure that attendance issues are identified at an early stage and will make sure that the correct support is in place to deal with any difficulties the students are having.

This will include:

- Operating a policy that reception staff will call all absent students by 11am to find out the reason for absence and support the student's welfare

- Supporting students to aspire to at least 90% attendance. Where a student's attendance falls below this SupaJam will support students on an individual basis to improve their attendance. This reflects our understanding that the majority of SupaJam students often have significant SEMH (social, emotional and mental health)

- Celebrating positive attendance with incentives and rewards throughout the year.

- Ensuring registers are complete and accurate.

- Monitoring lateness and supporting students to develop independence in preparation for adulthood.

- Ensuring students are given details of their attendance in student reviews and reports.

- Where a student is persistently late to their lessons, having a discussion with the student to outline reasons and put strategies in place.

- In the case of a student having a long term absence, working with the student, parents/carers to support the student in continuing to access education.

Expectations of students

- The student is expected to attend all scheduled lessons relating to their programme of study.

- If a student is unable to attend college they must contact reception to let them know along with the reason by 9.30am. This could be via email or phone.

- Ensure that contact details are up to date at all times.

- The college day starts at 9:45am. Students are expected to arrive at college, and be in the correct room for registration, on time at the start of every lesson.

- If a student arrives late to their lesson by no more than 15 minutes they will receive a 'Late' mark **L**. Students arriving after this point when registers have closed will receive a 'Late after register closes' **U** mark that shows them to be on-site, but this will affect their attendance record.

- All students must sign in on arrival at reception using the iPad. For the same reason, it is important that students leaving the premises legitimately (e.g. for a medical appointment or at lunchtimes) must also sign out at reception.

- Students are aware that they must not leave the premises outside of the lunch break, which is allocated between 1pm and 2 pm.

- Students will attempt to book any appointments outside of college hours.

If a student appears to have left the premises without authorisation, SupaJam will take necessary steps to ensure their safety.

Expectations of Parents/Carers

Parents/Carers have a key role in ensuring students receive an appropriate and full-time education. SupaJam will endeavour to support them to address any concerns and we expect that parents/carers will:

• Support students to arrive at college on time and are prepared for the day.

• Ensure the student has contacted SupaJam reception before 9.30am on each day of absence.

• Contact the college if they are concerned about any aspects of the student's attendance or punctuality.

• Will ensure that holidays are booked outside of term time

• Will attempt to arrange appointments for outside college hours

• Ensure that contact details are up to date at all times.

   NB: SupaJam may request written or verbal confirmation from a health professional documenting the reason for the students absence ie. medical or dental appointment. SupaJam will assess and manage absence requests on an individual basis.

Registration:

SupaJam is required by law to complete a register of its students, and teachers are responsible for completing these at the beginning of every lesson. Students who arrive to registration on time will be written as present (code **/** or ****) Students who arrive late but before the register closes will be given a late mark (code **L**).Registers close after the first 15 minutes of each lesson and any student who arrives after this time will be marked as late (code **U**).

A mark will be given for each student during each registration and any student who is not present at this time will be marked as absent unless leave has been authorised by SupaJam in advance.

Where a reason for absence is given and accepted by SupaJam at a later stage, the register will be amended so that the original entry and the amendment are distinguishable.

Authorised and Unauthorised Absences:

Authorised Absences:

Absence will be authorised in certain circumstances where leave has been granted by the Base Leader in advance or has accepted an explanation offered afterwards as justification for absence. If no explanation about an absence is received by SupaJam within two weeks it will remain unauthorised.

Authorised absences include:

- Participation in an approved activity. (Educational trip code **V** or Other authorised absence code **C**)

- SupaJam will authorise absence for events such as a funeral (Code **C**). Depending on other events or circumstances, SupaJam may consider the student's overall pattern of attendance.

- Where SupaJam is satisfied that the student is too ill to attend, where medical evidence has been provided or where a previously diagnosed known medical condition exists. If a student's attendance falls below 90%, parents/carers will be advised that SupaJam will no longer continue to authorise any absence due to illness without medical evidence (code **O**) unless a known previously-diagnosed medical condition exists. (code **I**)

- Where the student has a medical appointment supported by an appointment card/ hospital letter. (Code **M**)

- Exceptional circumstances for example an unavoidable cause which is beyond the family's control, e.g. extreme weather conditions, train strike etc (code **Y**)

- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the student or student's parents/guardians belong. (code **R**)

- The Local Authority provided transport for the student has failed to arrive. (code **Y**)

Unauthorised absences:

Unauthorised absences are those which SupaJam does not consider reasonable and for which 'leave' has not been agreed. This includes when a student does not arrive at SupaJam or leaves before the end of the day, which is classed as truancy. Internal or post-registration truancy is classed as an absence and will be addressed by the Base Leader in line with SupaJam's expectations and Behaviour Policy.

Unauthorised absences include:

- Parents/carers keeping students away from college unnecessarily
- Truancy
- Unexplained absences
- Students who arrive late at college after the close of registration
- Birthdays (All unauthorised absences code **O**)
- Day trips and family holidays that are no authorised (code **G**)

NB: This is in line with the legislation 'Education Regulations 2006' (Section 7).

Deliberate (previously known as persistent) Absenteeism:

A student becomes a deliberate absentee when they miss 10% or more of their education across the academic year. Absence at this level may have a negative impact on a student's educational progress and attainment, therefore parent/carer support and cooperation is required to improve this. SupaJam will monitor all absences thoroughly and will continue to implement and review support on an individual basis.

All deliberate absentees are monitored carefully in conjunction with their academic progress.

Systems and strategies for managing and improving attendance

Universal	Targeted	Specialist
Supportive phone call on each day of absence	Team Around the Young Person (including key persons such as parents/carers and staff) meeting to discuss support.	Seeking external specialist support e.g from Virtual Schools, Social Workers, Early Help.
Wellbeing support and regular check-ins from staff	An action plan to support re-integration and continued improvement of attendance.	Referring or re-engaging existing support contacts for example, CAMHS.
Weekly monitoring of attendance by the Base Leader to identify any students who may need additional support and put effective strategies in place to support their attendance.	Home visits /	Working in partnership with the Local Authorities to consider whether the educational setting can support student needs.
Incentives and rewards for improved attendance	Individual student success plan	
Curriculum and timetable that support the individual needs of the student.	1:1 access to pastoral support	
Building strong relationships with parents, carers and families to support with removing any barriers to attendance.		
Providing a positive environment for learning, including ensuring staff are trained and equipped to a high standard.		
Preparation for adulthood curriculum to support understanding of learning within a wider context as		

well as curriculum initiative that encourage students to take ownership of their achievements.		
SupaPounds		

Key Contacts

SupaJam Swanley Reception: 01322 660845
SupaJam Canterbury Reception: 01227 697976
SupaJam Brighton Reception: 01273 447554

Useful Legislation, Guidance and Information

Working Together To Improve School Attendance

Keeping Children Safe In Education

Children Missing In Education Guidance

Mental Health Issues Affecting A Pupil's Attendance - Guidance For Schools