ATTENDANCE POLICY

Company Operations

ADO SERVICES C.I.C.

Incorporating ADO River Valley

Version 1.2 © 2023

Last Ratification By Management Committee	March 2023
Next Review By Management Committee	March 2024
Latest Update	March 2023

2023-2024

1 Attendance Overview

It is the policy of ADO Services to address the importance of attendance and therefore the minimisation of students having low attendance our school.

2. Attendance Policy Introduction

Regular school attendance is essential if students are to achieve their full potential and complete qualifications to support their chosen career paths.

ADO River Valley believes that regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

ADO River Valley values all students. As set out in this policy, we will work with the students and their families to identify the reasons for poor attendance and work together to try to resolve any difficulties.

3. Types of Absence

The parent-carer of a child of compulsory school age is required by law to ensure that the child regularly attend the school at which they are registered. At ADO River Valley, we want to empower and support the parents in meeting those responsibilities and work together to ensure good attendance records are maintained.

3.1 Authorised Absence

Authorised Absence is where ADO River Valley has been provided in advance or offered after as an accepted justification for absence. E.g: illness, media or dental appointments, family bereavement or exceptional circumstances which can be spoken through and managed on a case-by-case basis.

3.2 Unauthorised Absence

If no explanation has been given for the student's absence or where the absence is lacking details, then ADO River Valley may mark this as unauthorised absence. When a student is marked as unauthorised, and the caregiver does not respond to our auto SMS, our attendance officer will call each number for the caregiver and will notify the professionals surrounding the student that they are currently absent without notification as to why. It is important for families to note that unauthorised absences can lead to safeguarding concerns, therefore referrals to services may be required.

4. Absence Reporting Procedure

The Parent-Carer is to call ADO River Valley as early as possible to report a student's absence 020 8850 6778 option 1. They will leave the name of student and a brief description of absence, not just ill or unwell.

5. Registration

School registration is from 9.00am until 9.10am. Arrival after this time will be marked as late. If the arrival is after 9.30am, the register will be closed. After 9.30am students will need a note or message to the office to explain the reason for lateness.

6. Continued Unauthorised or Unreported Absence or Absence Record Drops Below 80%

Continued support will be provided to the Parent-Carer with the Attendance Officer calling for updates or reasons of absence. Homework will be provided if student is well enough to complete to avoid dropping behind.

We are aware that attendance can be directly linked to a students SEMH / ACE needs and therefore we manage each situation on a case-by-case basis. We as an independent school do reserve the right to manage this independently to ensure that we are ethical and supportive of student attendance at all times.

7. Hybrid Timetables

In some instances, we will work with the network surrounding students and ensure that we are doing all that we can to support them. With advice and guidance from professionals, we may agree a creative or a hybrid timetable which means that students are in full time education however some of their study time is focussed at home to eliminate the anxiety and pressures of attending school for five full days. This is managed on a case-by-case basis.

8. Review

All ADO policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders, management committee and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO Library is part of our Release Management.

9. Contact

This document was produced by the ADO Operations Consultancy Team. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO Business Operations and Support Executive by e-mailing gmp@adoservices.co.uk or calling 0208 855 6778, requesting to speak to Gary McHolland-Pilcher or in writing, ADO Services CIC, Head Office, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.