



Darlington 11 - 19 Partnership

1. Attendance Protocol

It is anticipated that young people who are participating in any alternative provision will be out of their home school for part of each week, however the legal requirements to check on their attendance remains the same.

All providers are required to keep registers of all pupils who are participating in the alternative provision they are providing. Similarly, if schools are made aware that if any of their pupils are going to be absent from their alternative provision they must inform the provider as soon as they are aware of the pupil's absence.

The following procedures have been set out so that the legal requirements are met, that the local codes of conduct are complied with, that all relevant staff are informed of any absence and that the absence is coded correctly so that any necessary action can be taken by the home school or the Local Authority.

Procedure:

1. Every provider will have a named person to deal with attendance.
2. Each provider who is delivering alternative provision will be given pupils' contact details.
3. If the home school becomes aware of an absence they will contact the named person at the relevant provider.
4. An attendance register will be taken at the start of each session. This will be marked in ink and if a computerised version is used, any changes must be clearly distinguishable.
5. First day calling will remain the responsibility of the home school. However, if there is an explicit, written agreement between the home school and provider, the alternative education provider can carry out first day calling. If such a written agreement does not exist, the provider will inform the school of any absence each day to enable the home school, (or Rise Carr College by prior arrangement with the home school where an individual package is

arranged by them), to follow its existing procedures. The provider will contact the home school by 30 minutes after the start of the session. Where appropriate, the provider and home school may make arrangements whereby the home school contact the provider each morning before 10.00am to check attendance. Should the learner subsequently arrive, the provider will inform the home school.

6. Attendance information will be made available to the home school at any time upon request. It is vital that these registers are accurate because they may form part of the evidence the Local Authority will use if they undertake legal proceedings against the parents/carers of the young person. The requirements of the GDPR apply to the keeping of admission and attendance registers.
7. It is the home school's responsibility to analyse attendance data and look for patterns of absence. However, if the provider becomes concerned about attendance or a particular pattern of absence then this information must be shared with the named person at the home school; this includes concerns around punctuality.
8. If any issue which is likely to affect attendance comes to the notice of the home school or the provider, they must bring it to the attention of the other party.
9. Holidays taken in term time will be treated as unauthorised absence.
10. Where the home school has concerns over a young person's attendance at an alternative provider they may hold meetings with the parents/carers and provider in order to look for ways by which the pupil's attendance might be improved.
11. Pupils will be registered as 'B' in the home school (educated off site) when they are attending their alternative provision.

School Training Days

Where there is a training day in the home school, young people will be expected to attend where the provider does not share the day. If a training day occurs at the host institution, work will be provided for young people or a suitable arrangement will be made by the home school. It is a statutory requirement that young people have 190 days of teaching each academic year. This is the responsibility of the home school.

Staff Absence

Where a member of staff in the provider is absent, the institution will be expected to make appropriate alternative staffing provision.

Planned Non-attendances

There will be occasions when pupils have planned absence from school, e.g. school trips, sports days etc. At these times it is essential that home schools inform the provider; this will be especially important around examination dates. Similarly, if the provider is closed for inclement weather or industrial action they must inform all schools. Plans may need to be put in place for offering the pupils some education within their home setting.

(This protocol is one within a series of protocols and should not be considered in isolation. Protocols may be reviewed and are subject to change)