




‘Where Mud washes off, but memories last lifetime’

Attendance Policy

School:	Orchard Therapeutic Farm		
Policy:	Attendance Policy		
This policy will be reviewed on an annual basis; however, should a need arise, it will be reviewed when required.			
This policy will be read, understood, and signed by all staff yearly and when changes have been made in line with government and DofE guidelines and changes.			
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Owner:	Orchard Therapeutic Farm	Director Approval:	 Ludivine Parmentier

Change History

Version	Date	Description	Change ID
1	July 2022	Created and implemented	LP/ JA
2	July2022	Director Approval	LP
3	January 2023	Updated Legislation	LP
4	September 2023	KCSiE Updates	LP
5	July 2025	Director sign off and approval	Director
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Rationale:

Orchard Therapeutic Farm is committed to offering the best learning that it can for all its learners. In striving to achieve this, the farm recognises that punctual and regular attendance is an essential precondition of social inclusion and a prerequisite to effective learning and outcomes.

It notes that for a significant number of learners, poor attendance is a direct cause of their social exclusion and underachievement and social progression. It also recognises that learners who fail to attend any placement, regularly are placing themselves at greater risk of either offending or of becoming the victims of offending by others and are vulnerable to Safeguarding indicators.

Orchard Therapeutic Farm believes that learners should attend learning placements regularly and punctually because this is where they learn and are kept safe.

Where learners are not engaging and are failing to attend, despite the strategies and procedures being followed, the farm is committed to working with those learners and their referrers, families and the stakeholders on putting together individual packages to cater to a pupil's needs and to ensure that they are able to continue to attend their placement and do not disengage from learning completely.

Aims:

- To communicate and follow the process of recording and sharing information of attendance with referrers
- To support all learners to attend OTF regularly.
- To provide additional support for young people and their families who have particular difficulties regarding attending. This includes working with the referrer in the setting and monitoring of individual attendance targets.
- To ensure that all staff are aware of the procedures to follow when a learner is absent and the risks of safeguarding
- To work with the learners and family to encourage a smooth return to their placed educational establishment
- To be able to account for all absences and ensure that no pupil simply 'slips through the net'

Guidelines:

Strategies for promoting attendance

- As part of the induction meeting with Parents/ Carers, the centre outline the importance of good attendance as well as the Orchard Therapeutic Farm procedures relating to poor attendance. It is imperative that parents/carers and the centre work together to promote attendance.
- All learners at Orchard Therapeutic Farm are set an individual attendance target which has been agreed upon by all parties and in particular with referring source. In cases where there is a concern about attendance, a letter highlighting the concerns should be sent.)
- There is a twenty-minute response time for non-attendance. Parents/carers/ referral sources will be contacted to establish authorisation for non-attendance. In the event that a parent cannot be contacted, the attempt must be logged and the referring agency (school) will be informed by telephone call and email in the event of whether a telephone call has been taken or not. If a student has 3 cases of unauthorised non-attendance then the centre will re-evaluate the support required to further support the student.
- Learners' attendance is monitored by centres on a daily basis via registers.
- Attendance will then be monitored for 2 weeks.
- Referrers are notified via phone/ email of non attendees.

Roles and responsibilities

The Director

Orchard Therapeutic Farm's Director is responsible for monitoring attendance figures on at least a termly basis. It also holds the Head of centre to account for the implementation of this policy.

Head of Centre

- Monitors attendance data at the centre and individual pupil level
- Reports concerns about attendance to the link referrer / school
- Works with Family Link Worker or other agencies to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues and support agencies where possible

Links with other policies

Safeguarding & Child Protection Policy

Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department of Learning (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Keeping Children Safe In Education 2024
- The Learning Act 1996
- The Learning Act 2001
- The Learning and Inspections Act 2006
- The Learning (Pupil Registration) (England) (Amendment) Regulations 2016
- The Learning (Penalty Notices) (England) (Amendment) Regulations 2013

Orchard Therapeutic Farm Attendance Procedures

1. Attendance register

By law, all schools (except those where all learners are boarders) are required to keep an attendance register, and all learners must be placed on this register. This will also apply to the alternative provisions working in conjunction with schools and colleges where children are placed on their rolls.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Absent (unauthorised)
- Unable to attend due to exceptional circumstances

The centre will email the referrer their student's attendance status within 30 minutes of the collection of attendance data.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Learners must arrive at the centre by the time set by individual centres on each school day.

You will be advised of the start time of the first session on enrolment and the register will be taken at the beginning of this session and will be kept open for 20 minutes. This procedure will be followed again at the beginning of the second session.

2. Unplanned absence

Parents/carers/ referral sources must notify the centre on the first day of an unplanned absence – for example, if their child (ON ROLE) is unable to attend due to ill health before the start of the day or as soon as practically possible. This information will be shared with the referrer whose child is on the schools role.

3. Medical or dental appointments

Missing registration for a medical or dental appointment will be recorded as an authorised absence if notified in advance but wherever possible please try to make these appointments outside of the placement day.

4. Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late. This will be shared with the referring source.

A pupil who arrives after the register has closed will be marked as absent. This will be shared with the referring source.

5. **Following up on the absence**

The centre will follow up on all absences to ascertain the reason and ensure proper safeguarding action is taken where necessary, as detailed in the main policy.

6. **Reporting to parents/carers and referrers**

The centre will ensure that parents/carers and referrers are aware of their child's attendance using various means including telephone calls, and text messages and emails and your child's Head of Centre will always be available to discuss any concerns with you.

The centre will request the email address of the person responsible (at the school/ referral sources) of where and to whom to send attendance data at the point of initial referral process.