

ATTENDANCE PROCEDURE

ATTENDANCE, PUNCTUALITY, REGISTRATION

Throughout this document, FBMF is used to represent

The From Boyhood to Manhood Foundation

FBMF aims to raise our pupil's expectations of what they can achieve. Education provides a means of advancement for young people; regular, punctual school attendance and good behaviour are vital to receiving education. Absence from school places young people at risk and in some cases it can result in pupils being drawn into anti-social or criminal behaviour. Regular attendance of pupils is closely related to their levels of achievement. Under the Education Act 1996 parents and carers have a duty to ensure that their children attend regularly and punctually.

Good attendance and punctuality depend on a partnership between pupils, parents and carers, the school and the LEA. For its part, FBMF expects the following from pupils and parents and itself follows this practise.

Pupils are expected to:

- i. Attend school regularly.
- ii. Arrive at the programme on time, at 0830 each morning.
- iii. Attend all education sessions promptly.
- iv. Stay on the site all of the day and seek permission to leave the premises at any point of the day.

Parents are expected to:

- i. Make sure that their children attend school regularly.
- ii. Make sure that their children arrive to school on time.
- iii. Contact the school by telephone on the first day of absence if their child is unable to attend for any reason, followed by a written note on their return to the school.
- iv. Arrange medical appointments and holidays outside teaching time wherever possible.
- v. Contact a member of staff regarding any concerns that they may have which might cause difficulty in their child's attendance.

Staff at FBMF are expected to:

- i. Register the young people efficiently, accurately and correctly according to the correct procedure.
- ii. Make prompt contact with parents or carers if a pupil fails to attend without satisfactory explanation.
- iii. Promote attendance by paying attention to each young person's needs.
- iv. Aim to co-operate fully with other agencies to encourage punctual attendance.
- v. Provide regular reports on each young person's attendance to parents/carers.
- vi. Set demanding yet realistic targets for whole school attendance.

FBMF aims to:

Provide a welcoming environment.

Provide an encouraging environment.

Provide a suitable curriculum.

Provide stimulating teaching and activities.

Provide discipline, reason and moral guidance.

Provide a safe environment with respect to bullying and child protection.

Provide interesting and demanding extra-curricular activities.

Registration

A register is to be kept, marking the young people efficiently and accurately with the correct marks used according to the chart to be found in the front cover of the register.

For any absence, a phone call should be made to that young person's home and a satisfactory explanation sought. This must be followed on the young person's return to the programme with a written note, this written note is to be stored carefully in case of the need for future reference.