

	Admissions and Referrals Policy
Persons Responsible for Policy:	Kate Truscott - Director
Completion date:	01/03/24
Review date:	
Next Review Date:	01/03/25

Policy statement

It is the aim of Eclipse Education ALP that pupils should enjoy learning, experience success and realise their full potential. The Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

The provision strives to consistently deliver excellent educational experiences for pupils, improving their life chances and serving the communities of which we are a member.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance the provision will work together with them, their parents and partner organisations to remove barriers, by building strong and trusting relationships. Therefore, improving attendance is everyone's business.

This policy takes into account DfE guidance including :

The Equality Act 2010 and schools (DfE)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality Act Advice Final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf)

Supporting pupils at school with medical conditions (DfE December 2015)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Education for children with health needs who cannot attend school (DfE December 2023) <https://www.gov.uk/government/publications/education-for-children-with-healthneeds-who-cannot-attend-school>

Keeping children safe in education (DfE)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

Working together to improve school attendance (DfE - applies from 19 August 2024) <https://www.gov.uk/government/publications/working-together-to-improveschool-attendance>

Reference to other relevant policies

This policy should be read in conjunction with existing trust-wide and provision policies including (but not limited to) the following policies:

Safeguarding Policy

Anti-Bullying Policy

These guidelines are based on the following principles:

The welfare of young people is the primary concern.

All young people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.

Child protection is everyone's responsibility.

Young people have the right to express views on all matters which affect them, should they wish to do so.

Organisations shall work in partnership together with young people, parents/carers to promote the welfare, health and development of their young person.

The purpose of Eclipse Education ALP is to re-engage students with their learning, staff work with young people and families in a holistic way to help them to overcome barriers to participation. Eclipse endeavours to offer flexible personalised programmes that support re-engagement. However, as students are of compulsory school age, attendance is monitored, by both Eclipse, home schools and the Commissioning Body and appropriate steps

will be taken if students and parents are not adhering to legal requirements regarding their child's attendance.

The aims of this policy are:

To ensure a safe and supportive environment for all students

To encourage maximum student attendance recognising and valuing high attendance rates

To encourage students to take full advantage of their opportunity for educational achievement by attending regularly

To recognise the factors which can detrimentally affect student attendance and work in partnership with parents/carers and designated support services to address problems

Key principles and issues:

To promote an ethos whereby parents/carers are encouraged to work with Eclipse Education ALP where there are issues with attendance.

To provide an efficient and effective system for monitoring attendance

To report regularly to parents/carers about student

Practice and procedures:

Eclipse staff will ensure that information entered in their roll call and registration is accurate and completed in good time. SLT contact home schools daily.

Daily attendance:

Attendance registers are to be completed by staff daily. SLT contact home schools, parents and LA with attendance concern. CPOMS daily updates for attendance along with student file.

Termly registers will be saved

Eclipse Education ALP will telephone for information on the first day of an absence in the event of a parent/guardian not providing a valid reason, the outcome will be shared with the home school.

Attendance will be reported to professionals as a concern on the initial absence.

The following information provides more detail about the main circumstances where absence may be authorised by the provision:

Illness

Parents and carers are expected to notify the provision on the first day their child is unable to attend due to illness (both physical and mental health related) If the child is ill for more than one day, the parent/carer should contact the school each day to provide an update, unless otherwise agreed by the provision.

In most cases, absences for illness which are reported by following the provision's absence reporting procedures will be authorised and coded I (Illness).

If the provision has genuine and reasonable doubt about the authenticity of the illness, the provision will request medical evidence to support the absence.

Where medical evidence is considered necessary, the provision will not be rigid about the type of evidence requested and will speak to the family about what evidence is available. Where a parent cannot provide evidence in the form requested but can provide other evidence, the provision will take this into account. Where a parent cannot provide any written evidence, the provision will speak to the parent and pupil, if appropriate, which may, in itself, serve as the necessary evidence to record the absence appropriately.

If the provision is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, the provision will seek medical evidence to better understand the needs of the pupil and identify the most suitable provision.

The reporting of absence due to illness remains the responsibility of the parent/carer. Absences due to illness which have not been reported to the provision by the parent/carer on the first and any subsequent days of absence may not be authorised.

Pupils taken ill during the provision day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of provision staff. In such circumstances, a parent/carer or another authorised adult will be informed and the pupil will be transported home or they can be collected by an appropriate adult. No pupil will be allowed to leave the provision site without parent/carer confirmation.

Medical and dental appointments

Parents/carers should try to make appointments outside of provision hours wherever possible. Where appointments during the provision day are unavoidable, the pupil should only be absent for the minimum amount of time necessary for the appointment. It is not acceptable for a pupil to miss a whole day for an appointment, unless absolutely necessary, in which case the provision will need an explanation as to why this is.

If a pupil must attend a medical appointment during the provision day, they must be collected from the provision office by the parent/carer or another authorised adult. No pupil will be allowed to leave the provision site without parent/carer confirmation.

Advance notice is required for medical or dental appointments, unless it is an emergency appointment. Parents/carers should also provide the provision with sight of, or a copy of, the appointment card or letter.

Promoting good attendance:

Students are made aware of their responsibility to achieve a high attendance rate to ensure good progress during their programme.

Home Visits:

Eclipse Education ALP staff transport students, which promotes good attendance. The actions around home visits in relation to attendance are as follows:

On the first day If we have not been able to contact the parent or carer to ascertain the reason for absence, and leave a calling slip, dated, and signed.

If the child is subject to a Child Protection plan or is at immediate risk and we have not been able to contact the parent / carer or carer if there remains a concern, we will contact relevant Commissioning Body/Social Services

All actions will be recorded on CPOMS.

Staff discuss attendance with students and impact on their wellbeing and progress.

SLT attend professional's meetings.