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Attendance Policy

When Work'n'Learn accepts young people (school students) from schools and other organisations holding the Duty of Care for the young person, on educational programmes such as work experience, it also accepts the responsibilities placed upon the company regarding the health, safety, welfare and safeguarding of that young person. As young people placed with us will be attending an activity away from their mainstream school site, the company also accepts the responsibility for the young person's attendance on days where they attend an activity organised by us. The company accepts that:


- good attendance and pupil achievement go hand-in-hand, and if young persons are to gain the most from their work experience then good attendance is key to this.
- good attendance is a key indicator that the course that we are providing is working for the particular student involved
- Work'n'Learn also understands the emphasis that the DfE is now placing upon attendance and the accuracy of its recording. As of September 2024, the DfE have changed the rules around recording pupil absence and attendance, in line with the DfE's *Working Together to Improve School Attendance* guidelines and the new *School Attendance Pupil Registration England regulations (2024)*.
- These new attendance codes focus on ensuring more accurate recording in respect of student absences and have been introduced into our on-line bespoke management system. (see Chart at the end of this policy)

Work'n'Learn accepts its responsibility in monitoring, and reporting on, the young person's attendance at the work placement on every day that they are expected to attend and its importance in the safeguarding of these students and the fulfilment of our partnership role with referring schools and agencies.

Prior to the young person commencing his or her work placement, their exact days of attendance, their start and finish times, and all break time arrangements are agreed. Therefore prior to commencement of the work placement, Work'n'Learn know exactly what days, and what time on those days the young person should be on-site at the company. In circumstances where the young person will not be able to go to their placement because of illness or other problem, parents and the placement student are encouraged to notify the placement company as soon as possible.

The procedure undertaken by Work'n'Learn to monitor attendance is detailed below:

- On the morning of expected attendance, Work'n'Learn will telephone the placement company to enquire if the student has turned up for work.
- If the student has arrived, then the appropriate code will be entered onto the Work'n'Learn Electronic Management System Attendance Register.
- If the student has not turned up for work, Work'n'Learn will attempt to contact the student or the student's parent or guardian to find out why the student is not at his/her placement.
- If the student is running late and plans to go into work, Work 'n' Learn will again contact the placement company and inform them that the student will be there shortly. Allowing time for the student to get there, the company will be contacted again to ensure the student has arrived.
- If upon contact with the student or student's parent or guardian and Work'n'Learn is informed that the student is ill or there is another reason for non-attendance, the student or student's parent or guardian are asked to contact the placement company out of courtesy. Work'n'Learn will also contact the placement company and inform them the student is unable to attend.
- In circumstances where Work'n'Learn have tried to contact the student or the student's parent or guardian and there is no response to the telephone call, Work 'n' Learn may send a text or try to call again. If still no response, Work'n'Learn will contact the school or other organisation holding the Duty of Care for the student and inform them that the student has failed to turn up for work and cannot be contacted by telephone. Work 'n' Learn will remain in contact with the school until such a time as the student or student's parent or guardian respond to the phone calls and a reason for absence is given.
- The Attendance Register for each individual school or other organisation is completed on the Management System once every student on placement is contacted and an Attendance Code entered onto the Management System. Each individual school or other organisation will have its own username and password to access their own school students' register. Against each student's name will be the Attendance Code and a brief written explanation so schools and organisations are fully aware of individual student attendance.
- In the event of the Electronic Management System breaking down, the attendance will be recorded manually and schools and other organisations will be informed of attendance performance details by phone, fax, or email.
- If the placement company contacts Work'n'Learn and informs the company that the student has left the premises prematurely without authorisation, the parent, student, school contacting process will begin again until such a time as the whereabouts of the student is known and the reason for leaving early is known.

 We are fully aware that unexplainable and or persistence absences (KCSIE 2024) are a key indicator of safeguarding problems and will work closely with our referring partners and agencies to ensure a swift response if such a pattern arises.

Attendance Codes are listed below:

Attendance Code Table

Attendance codes and what they mean

Colour Key

Colour	Description
	Present
	Authorised Absence
	Approved Educational Activity - Counted as Present
	Unauthorised Absence
	Not Counted in Attendance Calculations

Attendance codes

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance

S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance)
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed

Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause



Bhavinder Singh Tahli: Director

1st September 2024

Date