

THE APOLLO EDUCATION PROJECT

The Apollo Education Project Policy: Attendance

Policies at The Apollo Education Project are written in accordance with the five outcomes contained within Every Child Matters:

- Being healthy.
- Staying safe.
- Enjoying and achieving.
- Making a positive contribution.
- Achieving economic wellbeing.

RATIONALE

The Apollo Education Project believes that only by maintaining high levels of attendance can each student make full use of the educational opportunities offered to them.

PURPOSES

To provide procedures which will help to:-

- maintain the highest possible levels of attendance to ensure continuity of education;
- check that all absences are accounted for and monitor for inconsistent patterns which may indicate truancy or other difficulties;
- ensure effective communication with home and with outside agencies when problems occur;
- ensure that the Project fulfils the guidelines on attendance;
- provide statistics on an individual or group basis as required.

GUIDELINES

1. Within the Project the Centre Manager should mark registers at the start of the day, monitor attendance and report directly to the Director.
2. Parents are asked to telephone the Project on the first day of absence and keep the Project fully informed as to the reasons for non-attendance. A written note to explain each absence is always required from parents.

4. Where reasons for absence are not known Centre Managers will communicate with parents within 3 days by telephone or written letter.
5. Centre Managers will refer, for support, to the Director when problems with attendance occur.
6. The Centre Manager will ensure that parents are fully informed of the regulations referring to attendance.
8. The Project operates an automated first day absence call system to confirm parents are aware.

To be reviewed: September 2016