



Brighton Forward Attendance Policy

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Aim

Brighton Forward wants to promote the best level of attendance achievable by our students. We recognise that good attendance facilitates effective learning, and that promoting good attendance is one of our duties of care. Ideally all students should achieve a good level of attendance (over 90%) with as many achieving 100% as possible.

There are considerations to offset this position to some degree.

Firstly, some students at Brighton Forward may have significant medical conditions that make it unlikely they will achieve attendance at this level. We do not consider it appropriate or beneficial for students who are physically or mentally unwell to attend.

Secondly, we recognise the importance of the student's family to their well-being and progress. We accept that some families may require their own support to facilitate their child attending on a regular basis. Whilst we will support where possible, we do not hold ourselves solely responsible for the basic ability to ensure that their child attends our provision.

Roles and Responsibility

The aim of the policy is to promote the most effective education for students at Brighton Forward. In order to achieve this, it is vital that students attend college consistently and punctually. In order that students and parents/carers co-operate with this policy and students gain their full entitlement to education, parents/carers will be informed of the requirement on attendance.

Promoting Attendance

Brighton Forward will actively monitor the attendance of students, making phone calls to the families of non-attending students on the first day of absence. This will be followed by daily phone calls and meetings, where necessary, to resolve any non-medical barriers to attendance.

All students below an 85% attendance, without adequate reason, will require investigation and consultation with parents/carers and supporting team to try to resolve reasons for the non-attendance.

Lead Facilitators will follow up all cases where the college is concerned about the reasons for absence or the amount of absence, these will be reported to the Managing Director (MD).

Parental responsibility

In order to work alongside Brighton Forward staff, we require parents/carers to:

- Make sure your young person attends college every day, prepared for the day
- Keep the college updated on any absences by **8.00am** each day
- Ensure that, *where possible*, appointments for their child are made outside of the college day
- Support your young person by working with the college when plans have been agreed

- Seek support, where necessary, for maintaining good attendance, by contacting your young person's lead facilitator in the first instance
 - ◊ Worthing: 07535 176079
 - ◊ Shoreham: 07534 871154

Home – College Contact

At Brighton Forward contact between parents/carers and college is encouraged to account for absences. This may take the form of verbal messages, through letters, emails or telephone calls. Site teams will call or text students and parents/carers to establish why a student is absent. Staff will notify the site team who can then complete their register electronically.

Authorise and Unauthorised Absences

It is for the college, not the parent/carer, to decide whether or not to authorise any absences. The college will not authorise absences in the following circumstances:

- _ Where no student or parental explanation is given.
- _ For extended visits overseas where no approval has been given.
- _ For holidays in term time (unless agreed by the MD).
- _ For shopping trips.
- _ For leisure days out.
- _ Where it is believed a parent/carer is condoning an unnecessary absence.
- _ In other cases where it is deemed there is no reasonable explanation.

Leave of Absence

Requests for Leave of Absence must be made in writing to the MD. A Holiday Request Form should be obtained from the office and be completed and sent into college before any arrangements are made.

Absence for the observance of a religious festival will be authorised for a maximum of two days per school year.

Approval for extended holidays abroad, in the family's home country, will only be considered on receipt of a written request and completion of the college's Holiday Request Form. If consent is given, an agreed return date will be recorded. If the student fails to attend after this period, this absence will be recorded as unauthorised.

Other reasons the college may allow a student to be absent from the college site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the college
- Attending another college at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend college, such as significant disruption to travel caused by an emergency,

a lack of access arrangements, or because the college premises are closed

Change of address and other contact details

Parents/carers must inform the college immediately if they, or the named emergency contacts, have a change of address, phone number or email address. In case of emergency, we must be able to contact the parents, carers or a third named person. Parents/carers must provide this information when they first register their child and keep information, including telephone numbers, up to date.

College Procedures

Morning registers close at 9.20am.

Facilitators should carry out ongoing monitoring of both attendance and punctuality. First day absence calls are made by the site team as soon as the registers have been completed. The register is amended to show the reason for the absence. A message will be left on the home phone/mobile phone if we are unable to speak to the student and/or parents/carers about their child's absence.

At Brighton Forward all unauthorised absences are discussed regularly, and appropriate action is agreed. In cases of frequent or long-term absences, a decision will be made at the senior leadership meeting on appropriate next steps.

Students who arrive late at college because of difficulties will be marked as present. Where patterns of consistent late running by contractors occur, the relevant transport provider will be contacted for an explanation.

Students who arrive late to college after 9.20am will have a late mark recorded in the register.

Child/Young Person Protection Concerns

If there are any Child Protection/Young person concerns, these will be discussed with the Designated Safeguarding Lead (DSL) on the first day of absence. The DSL will decide on appropriate steps.

Attendance Plans

Where a student's attendance falls below 85% the college will decide on the next step. This will probably be in the form of an Attendance Plan or an alternative support plan.

Monitoring and Valuation

The Lead Facilitator is responsible for monitoring attendance within college and reporting concerns to the MD.

The MD is also responsible for monitoring overall attendance within the college and will discuss this with the Senior Leadership Team.

Policy revised 21st February 2025
Laura Vallone
Managing Director