NEW PASTURES

Attendance Policy

Policy Reviewed	Next Planned Review date	Signed
September 2025	September 2026 - or as required	*K.Wootton*
September 2026	*September 2027* - or as required	*K.Wootton*

Purpose

New Pastures is committed to ensuring all students achieve their full potential. High attendance supports achievement, safeguarding, and progression. New Pastures' Attendance Policy aims to promote professional working standards and demonstrate full commitment to study through personal engagement, organisational skills, self-discipline, and respect for others. Learners are expected to work to the best of their ability and engage with their learning programme. Full attendance and good punctuality play an important part in achieving this. New Pastures prides itself on recognising and rewarding high levels of attendance and punctuality.

Timetables are designed to deliver teaching and learning to learners in the number of hours and sessions needed for them to succeed in their chosen Programme of Study. If learners do not attend, they limit their ability to succeed.

All learners should aspire to have 100% attendance and punctuality. Improving attendance and punctuality enhances achievement and supports learners in reaching their full potential. Attendance is a crucial behaviour in preparing learners for employment.

All children and young people, regardless of their circumstances, are entitled to an education suitable to their age, ability, aptitude, and any special educational needs they may have. Children and young people missing from education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment or training) later in life. Effective information sharing between parents/carers, education providers, and local authorities is critical to ensuring that all young people are safe and receiving suitable education.

Scope

This policy applies to all students enrolled at New Pastures.

Attendance Expectations

Students must attend all sessions, arrive on time, and aim for 100% attendance (minimum 90%). Tutors also have a responsibility to monitor the attendance and punctuality of learners in their sessions and follow the guidelines:

• Arrive on time to each session.

• Complete registers accurately within 15 minutes of the start of each session to monitor attendance.

• Ensure the register is taken at the beginning of the session and that any learner who is not in class when the register is taken is marked as late. Learners should not be sent away from sessions if they are late.

• Monitor attendance and punctuality of learners closely and set Specific, Measurable, Achievable, Realistic, and Time-bound (SMART) targets for improvements.

• Inform the Pastoral lead of any issues or emerging patterns of absences/lateness so that appropriate measures can be instigated.

• Follow up any learners who are absent with parents/carers (if under 18).

• Follow up absenteeism of vulnerable learners with the Safeguarding Team.

Absence Reporting

Students must report absence before the start of the day with a valid reason.

Types of Absence

• **Authorised Absences:** Absence due to an authorised reason as noted in this policy.

• Known Absences: Absence due to a reason not noted as an authorised absence in this policy, but the reason has been reported to the college.

• Unknown Absences: Absence where no reason has been reported to the college.

Authorised Absences The following are considered authorised absences if New Pastures is notified in advance and appropriate evidence is provided:

• A hospital appointment or course of medical treatment that cannot be arranged outside college hours

• An orthodontist appointment.

• Attendance at an external public examination

• Attendance at a wedding of an immediate relative

• Attendance at a graduation or similar ceremony of an immediate relative

• Attendance at a funeral of an immediate relative

• Attendance at court or an appointment with a legal adviser.

Unauthorised Absence: Unacceptable Reasons for Absence The following are examples of unacceptable reasons for absence:

• Unauthorised holidays in term time.

• Part or full-time work that is not part of the learner's programme of study.

• Routine medical appointments (e.g., doctor, optician, physiotherapist, and dental appointments) which can be made outside college commitments.

• Birthdays or similar celebrations.

• Driving lessons.

Monitoring and Intervention

Excellent attendance is seen as central to outstanding academic performance, mental wellbeing and safeguarding. New Pastures monitors attendance through registers and responds to poor or irregular attendance as follows:

• Tutors will follow up absences from lessons to check the reason for absence.

• Centre Manager will monitor overall attendance and follow up any learners who have missed a full day without known reasons and will check attendance weekly to identify patterns of absence or lateness.

Stage 1: Concern (Below 95%) – Informal support
Stage 2: At Risk (Below 90%) – Formal meeting and action plan
Stage 3: Serious Concern (Below 85%) – Senior involvement and warning
Stage 4: Critical – Risk of withdrawal

Support

Support includes pastoral care, wellbeing services, and academic support.

Dealing with Persistent or Prolonged Absence

Learners whose attendance or punctuality is causing concern will be set clear and appropriate targets for improvement and supported to achieve these targets.

Staff will contact the parents/carers of learners whose attendance or punctuality is causing concern.

Regular attempts will be made to contact learners or parents/carers during unexplained absences to find out reasons for absence and expected return dates.

A learner may be deemed to have left college if they have not attended classes for four consecutive weeks without explanation. This will be confirmed by a letter to the learner and their parent(s)/carer(s), and the local authority will be notified.

Rewarding Positive Attendance

New Pastures recognises that learners come from diverse backgrounds and circumstances, which may affect their ability to maintain perfect attendance. Therefore, our approach to rewarding attendance is both flexible and inclusive, acknowledging individual starting points and improvements made.

Rewards will be given for:

• Consistent high attendance (e.g. 95% and above).

• Significant improvement in attendance over a term or academic year.

• Overcoming personal or external barriers to maintain or improve attendance.

Forms of recognition may include:

• Certificates of achievement.

• Recognition in college communications, such as newsletters.

• Opportunities to participate in special events or activities.

This approach aligns with New Pastures' trauma-informed practice, ensuring that all learners feel valued and supported, regardless of their attendance record. The focus is on encouraging positive behaviours and celebrating progress.

Responsibilities

Students, parents, and staff all share responsibility for attendance.

Contact Details

Centre Manager - Katie Wootton - katie.wootton@newpasturescarefarm.co.uk

Pastoral Lead - Sophia Baillie - s.baillie@newpasturescarefarm.co.uk

Review

This policy is reviewed annually or as necessary.