**SEMH Partnership Provision Attendance Policy**

**Introduction**

At The Arc SEMH Partnership Provision , we believe that regular attendance is essential for the overall wellbeing and educational progress of children with Social, Emotional, and Mental Health (SEMH) needs. This policy outlines our approach to monitoring and managing attendance.

Each child will have their own personalised timetables designed to meet their individual requirements and support their academic and personal development.

**The Arc SEMH Partnership Provision Full-Time offer: 9.15- 3.15 ( excluding Friday 12-3.15)**

**Attendance Monitoring**

**Recording Attendance**

* Attendance records will be maintained for all children accessing a placement at The Arc.
* Staff will record attendance daily, noting any absences and punctuality.

 **Age Group**

* This policy applies to children in EYFS and Key Stage 1 accessing a placement at The Arc.

**Communication Protocols**

**Parental Responsibility**

* Parents and carers are required to inform The Arc of any planned absences or unexpected delays due to illness or other reasons.

**Notification to Referring School and The Arc**

* In the event of an absence, parents and carers must contact The Arc and the referring school ( following the schools absence procedures) on the first day of absence to provide a reason.
* If a parent or carer fails to contact the referring school, the school will follow its own absence procedures. The Arc team will initiate contact to ascertain the reasons for the child's absence via the referring school and /or the parent.

 **Referring School Responsibility**

* The referring school remains responsible for the child's attendance throughout their time at The Arc
* The referring school should mark the child using ‘Code B: Educated Off-site’ when they attend The Arc.

**Communication between Referring School and The Arc**

* The Arc team will liaise with the referring school of attendance and absences on a daily basis.
* The referring school will contact The Arc each to ensure that the young person in on site at The Arc.
* Contact with The Arc will be via Ghyllgrove Primary School Office or on The Arc mobile 07538975146.

**Unsuccessful Parental Contact**

**Referring School Notification**

* If The Arc team is unable to contact the parent or carer after reasonable attempts, the information regarding the child's absence will be promptly passed to the referring school. The referring school is responsible for following up the absence in line with their ‘missing from education ‘ procedures.

**Persistent Absences**

**Review and Support:**

* The Arc team will work collaboratively with parents, carers and the referring school to address any patterns of persistent non-attendance.
* Additional support and interventions may be put in place as needed to improve attendance.
* If a solution cannot be reached through support, persistent non-attendance may result in the placement at The Arc being ceased.

**Review and Amendments**

**Regular Review**

* This attendance policy will be regularly reviewed to ensure its effectiveness and relevance.

**Amendments**

* Any amendments to the attendance policy will be communicated to parents, carers and the referring school in a timely manner.

By adhering to this attendance policy, we aim to create a supportive and structured environment at The Arc , fostering positive educational experiences for children with SEMH needs.