

# Attendance Policy

The Rushmere Academy



December 2025

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TO BE REVIEWED:	<i>SEPTEMBER 2026</i>

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Rushmere believes that the regular and punctual attendance of learners is essential for the intellectual development, general well-being and their on-going social needs. Thus, we have developed a policy based on the understanding that learners at Rushmere are of a vulnerable nature and it is important to establish where a young person is when they are absent or late and establish if there is an underlying cause of prolonged or regular absence.

## WHAT RUSHMERE WILL DO:

- Keep attendance and time keeping records for all learners.
- Record late arrivals.
- Encourage learners to attend on the agreed days and at the correct times.
- Contact parents/carers when a learner has failed to arrive at school and on contact has been made by home school or home.
- Report absences to 'home schools' by email on the same day as absences or as soon as practicable, giving reasons if known.
- If a learner leaves site prematurely without permission this will be treated as an unauthorised absence. When learners leave site for an agreed reason this will only be authorised if parents/carers has contacted staff with a valid reason. In some circumstances the learners may be taken home by Rushmere staff.
- Actions resulting from a period of absence will be considered based on the needs of the learner and circumstances prevailing at the time.
- Prolonged absence will be reported to the home school/EIPT/SASS. Where no valid reason is given for this by parents/carers this may result in MASH referral due to being 'missing from education'.
- If a learner is not seen at Rushmere or by home school/SASS for 10 days this needs to be reported and a home visit conducted by home school/SASS or Rushmere. This could also result in the young person being referred back to the home school.
- When a learner returns after a period of absence,
  - they will be interviewed to determine the cause of absence if this has not already been established.
- When a young person's attendance goes below 60% a formal letter will be sent home and attendance will be monitored for 4 weeks for improvement.
- If no improvement is made a meeting with home school, young person and parents will take place and targets should be set by the home school. A parent contract may be used. If attendance continues to be below 60% we make seek support from SASS/home school.
- The home school may follow their own attendance procedure for penalty notices and use Rushmere attendance figures.
- When time keeping is a problem Rushmere will establish boundaries regarding time keeping minimising the effects of the rest of the learners.
- Rushmere can refuse entry to any learner that is persistently late.
- If attendance does not improve Rushmere/home school may remove the provision.