



Roots and Shoots
The Vauxhall Centre,
Walnut Tree Walk
London, SE11 6DN

www.rootsandshoots.org.uk
Tel: 0207 587 1131

October 2020 addition

Student attendance

This document provides guidance for office and teaching staff when managing:

- 1. Attendance and punctuality**
 - 2. Home communication**
 - 3. Students walking off site (going AWOL)**
 - 4. Student handovers between sessions**
1. Students who are expected at 9:00 (COVID 9:30) and 13:00 (COVID 13:30) are given 10-12 minutes grace period, after this they are **marked late**
 - a. Tutors and LSAs to flag absent students within first 10 minutes of session
 - b. Students who are not present are contacted within 15 minutes by phone
 - c. This information is shared by the Office and the Tutor responsible
 - d. The Office may support with a Class Walk to show visible checking for students
 2. The Office will track attendance and remain in contact with parents/carers regarding concerns.
 - a. Phone calls are the primary methods and emails are used as an additional means.
 - b. Letters home will be sent regarding serious concerns
 3. All Tutors must account for their students at all times. Any missing students must be reported to the office immediately.
 - a. Students who are seen to walk off site should be followed and asked to return.
 4. Staff should support students who are known to find break times or handovers between sessions difficult, get lost, be late or walk away.
 - a. Handover staff should make arrangements to confirm what support is being provided.
 - b. Unless otherwise agreed the receiving staff responsible should locate the student

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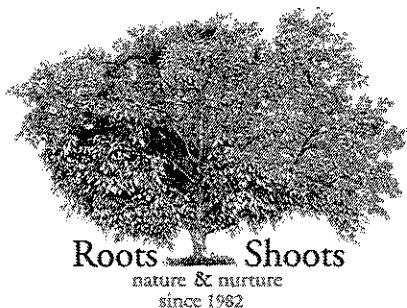


Education & Skills
Funding Agency

Number

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Training young people to fulfil their potential
Environmental education and spaces for all



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Students walking off site (going AWOL)

Asking a student to return

Staff should tell the office immediately or tell someone else to let the office know
Staff should attempt to calm the student (if required) and find out why they left the site
Staff should avoid putting any undue pressure if the student is upset or hostile to returning to site
Staff should use gentle tactics to persuade and cajole the student

Non-independent traveller

If a student is a non-independent traveller (requires taxi/travel buddy) then staff must remain with them or within sight of them until they are returned to college.

If able, the student should join their normal session.

If unable to return to the normal session the student can be given a period of rest.

Parent/carer must be told immediately and raised again on collection at the end of the day.

Independent traveller

Students who are independent travellers and are unwilling to return to class despite being asked can be allowed to leave.

In this case parents/carers must be told immediately and this logged on the tracker

Signed by the Director:

Linda Pullis

Date: 9/11/20

Signed by the Chair of Trustees:

V. a. Stapleton

Date: 9/11/20



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