



# Oxfordshire Motor Project (TRAX) Attendance Policy 2022/2023

## Review Management

Initiated	Who	Action
05/10/2022	Trustees, CEO, COO and DSL Leads	Signed off and load onto ARBOR
08/10/2022 ongoing, planned completion 21/11/2022	COO and DSL Leads	Load onto ARBOR
The first week in November 2022	COO and DSL Leads	Staff refresh training first week of November
Throughout November planned completion	Lead Trustee CEO, COO and DSL	Review and validate- test for information and access
Early December OCC Visit		Invite OC to test and review Sign off as lead charity compliance process ( Replace activity section)
April 2023	Trustees, CEO, COO and DSL Leads	Review and update policy

## **POLICY STATEMENT**

Trax recognises the importance of accurate and timely recording of attendance and absence when working with education settings. We aim to reflect the timely and accountable attendance registration processes of the referrers we work with. This policy does not supersede that of any host referrers; rather, they supersede this.

## **LIAISING WITH REFERRER**

Upon referral a Link Teacher will be identified in the referring schools- this person will be primary contact for Trax. Likewise, upon referral, Chloe Flanagan (Administration Manager) and Nevaeh Justice ( Receptionist) at Trax will be responsible for registering attendance and absence. We therefore ask that the referrers make contact with Nevaeh- [reception@traxonline.co.uk](mailto:reception@traxonline.co.uk) for all attendance information and Chloe- [admin@traxonline.co.uk](mailto:admin@traxonline.co.uk) for all remaining attendance queries. All contact and communication between Trax and the referrer will be via an @traxonline.co.uk email address/ Site landline number for telephone calls/ Secure work mobile numbers

## **LIAISING WITH PARENTS, CARER OR GUARDIAN (For school non-attenders/excluded children)**

Upon referral Trax will ascertain the contact details of parent, carer or guardian from the Referrer. If the Referrer is not responsible then we shall contact parent, carer or guardian directly to ensure that we have all requested referral information on file to meet with Trax Policies and Procedures. Only once all requested referral information has been obtained can the young people start their provision with us at Trax.

## **RECORDING ATTENDANCE**

An attendance register will be prepared each week, these will be kept and used with the young person's termly reports to inform the Referrer of both course progress and provision attendance. These reports will be emailed to each young person's referrer at the end of every long term. Please can we ask if the link teacher appointed to each referred young person leaves their role, and or no longer works on school site that a new appointed link teacher is issued and this is communicated to us at Trax so we can update the young person's file accordingly. A young person will be deemed as late if they arrive after the end of registration at 10.20 am. The marks used for the register will be: • /- Attended • L – Late Arrival • A- Authorised Absence • U – Unauthorised • E – Excluded.

## **REPORTING ATTENDANCE TO REFERRING SCHOOL**

Trax operate a by exception approach to notifying Referrers; therefore, both planned attendance (including lateness) or authorised absences will be reported to the referring school as part of the half-termly report. It is the Referrer's responsibility to contact Trax on

a daily/weekly basis for attendance. Please note that registration closes at 10.20 am each day, so please contact us after this time

### **ILLNESS REPORTING AND RECORDING**

The absence reporting line to be used for all absence communication. The number to use for such is 01865 318040 Parents/Carers/Guardians or Referrers should ring by 10.00 am on each day of illness to notify Trax if a pupil is unable to attend for that day. If a pupil is ill during the day they are not allowed to go home alone; unless the Referrer has gained authorisation from the parent/carer/guardian . The Referrer will then organise the taxi to collect them.

### **ABSCONDING**

Any young person who has received an attendance mark for day who subsequently leaves the location of the provisions will be deemed as absconding. We will in the first instance inform the Referrer and also the parent/carer/guardian, we will also phone the police due to the location of Trax.