ATTENDANCE POLICY

Approved by:	Danielle Perryman	**Date:** 13.9.2024
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Contents

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

> Promoting good attendance

> Reducing absence, including persistent and severe absence

> Ensuring every pupil has access to the full-time education to which they are entitled

> Acting early to address patterns of absence

> Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

> Part 6 of The Education Act 1996

> Part 3 of The Education Act 2002

> Part 7 of The Education and Inspections Act 2006

> The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

> The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

> Promoting the importance of school attendance across the school's policies and ethos

> Making sure school leaders fulfil expectations and statutory duties

> Regularly reviewing and challenging attendance data

> Monitoring attendance figures for the whole school

> Making sure staff receive adequate training on attendance

> Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

> Implementation of this policy at the school

> Monitoring school-level absence data and reporting it to governors

> Supporting staff with monitoring the attendance of individual pupils

> Monitoring the impact of any implemented attendance strategies

> Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

> Leading attendance across the school

> Offering a clear vision for attendance improvement

> Evaluating and monitoring expectations and processes

> Having an oversight of data analysis

> Devising specific strategies to address areas of poor attendance identified through data

> Arranging calls and meetings with parents to discuss attendance issues

> Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mr. J Swan , Deputy Headteacher and can be contacted on 01706 822779

3.5 Form Tutors / Teaching Assistants

Form Tutors and Teaching Assistants are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office on the same day. Contacting home

After 3 consecutive days of absence – form team contact home and ask if support/work is required. After 5 consecutive days of absence – home visit to be undertaken to check pupil welfare.

3.6 School Reception staff

School Reception staff will:

> Take calls from parents and carers about absence on a day-to-day basis and record it on the school system

> Transfer calls and add to behaviour watch from parents and carers to the Form Tutor or Keyworker to provide them with more detailed support on attendance

3.7 Parents/Carers

Parents/carers are expected to:

> Make sure their child attends every day on time

> Call the school to report their child's absence before 9.00am on the day of the absence and each subsequent day of absence), and advise when they are expected to return

> Provide the school with more than 1 emergency contact number for their child

> Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

> Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

> Present

> Attending an approved off-site educational activity

> Absent

> Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

> The original entry

> The amended entry

> The reason for the amendment

> The date on which the amendment was made

> The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

> Whether the absence is authorised or not

> The nature of the activity if a pupil is attending an approved educational activity

> The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.45am at the Campus and 9.00am at main site on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.30am. The register for the second session will be taken at 1.50pm and will be kept open until 2.00pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the school reception staff (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents should email into rossendale@aspriscs.co.uk to notify the school of any medical or dental appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Part-time timetables

All students of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package for a short period of time only. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement will have a time limit by which point the student is expected to attend full-time, either at school or alternative provision. Formal arrangements will also be put in place for regularly reviewing it (monthly) with the student and their parents. In agreeing to a part time timetable, a school has agreed to a student being absent from school for part of the week or day and therefore will treat such absence as authorised. We will of course consider how best to support learning when a child is working on a part time timetable using a blended approach of our Continuity of Learning plan and lessons in school.

4.4 Lateness and punctuality

A pupil who arrives late:

> Before the register has closed will be marked as late, using the appropriate code

> After the register has closed will be marked as absent, using the appropriate code

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

> Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will follow up the telephone call with an email asking the parent/carer to contact school.

> Identify whether the absence is approved or not

> Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

> Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will involve the pupils Form Tutor and form team

> School follow procedure of 3 consecutive days of absence – the form team contact home and ask if support/work is required, 5 consecutive days of absence – home visit is done to check pupil welfare and after 10 consecutive days – The LA is informed. Parents and LEA informed weekly of any pupil who is under 90%

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via half-termly reports and within EHCP review meetings.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- Death or terminal illness of a close relative
- Wedding or funeral of a close relative
- Religious observance
- Sporting events or performing arts competitions at county or national level, if the child is participating
- Graduation ceremony of an immediate family member

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence be in writing by letter or via email. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

> Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

> Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

> Leave of absence for holidays- School may not grant any leave of absence during term time unless there is an exceptional circumstance. Requests for holiday absence are dealt with individually and only after the parents have made a written request to the school. The school requires a period of notice of (14 days) to consider a request. The Headteacher will ensure a letter or email is sent to parents authorising or declining leave of absence requests.

6. Strategies for promoting attendance

In the first instance, the school will support students and parents by working together to address any in-school barriers to attendance. Where barriers are outside of the school's control, we endeavour to work together with all partners to support students and parents to access any support they may need. As a minimum, this will include meeting with students and parents at risk of persistent or severe absence to understand barriers to being in school, agreeing actions or interventions to address them and keeping those actions under regular review in discussion with students and families.

This may include referrals to services and organisations that can provide support. Where absence intensifies, so will the support provided, which will require us to work in tandem with the local authority and other relevant partners, as follows:

• If the needs and barriers are individual to the student this may include provision of mentoring, careers advice, college placements, individual tuition or out of hours learning.

• Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary Early Help assessment.

In all cases, the school will monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the student, parents and any other partners involved as part of any whole family plan or team around the family. Where interventions are failing, the school will work together with all parties to identify the reasons why and either adjust or change the approach.

7. Attendance monitoring

In all cases, the school will monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the student, parents ,local authorities and any other parties involved as part of any whole family plan or team around the family. Where interventions are failing, the school will work together with all parties to identify the reasons why and either adjust or change the approach.

7.1 Monitoring attendance

The school will:

> Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

> Identify whether or not there are particular groups of children whose absences may be a cause for concern

7.2 Analysing attendance

The school will:

> Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

> Provide regular attendance reports to form tutors and teams and other school leaders, to facilitate discussions with pupils and families

> Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

> Use attendance data to find patterns and trends of persistent and severe absence

> Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

> Provide access to wider support services to remove the barriers to attendance

8. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy

> Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study

		for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly	Every pupil absent as the school is closed

	closed	unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays