



## ATTENDANCE POLICY

<b>Date Published</b>	<b>November 20</b>
<b>Version</b>	<b>1</b>
<b>Approved Date</b>	<b>November 20</b>
<b>Review Cycle</b>	<b>1 year</b>
<b>Review Date</b>	<b>November 21</b>

An academy within:



# **Becton School**

## **Attendance Policy And Procedures**

### **Contents**

Policy Statement -

What school expects of Parents/Carers

Procedures –

Roles and Responsibilities

School Clerk /Office staff/Attendance Officer

Authorising Absence

Holidays in Term Time

Penalty Notices

## **Responsibility for maintaining policy**

Head Teacher

## **Review date**

September 2019

## **Policy Statement**

Good attendance and punctuality are vital if pupils are to achieve their maximum potential. Becton School is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their admission period with us.

A young person's mental state may have a direct impact on their attendance patterns and may have been a factor in their referral to CAMHS Tier Four services. At Becton we will work within the multi disciplinary setting to set goals to improve attendance for all day placements.

The young child, however, is dependant upon the adults in his/her life to get them to school regularly and on time. So the focus at Becton is to establish good habits and work with parent/carers to improve attendance.

We are, therefore, committed to a whole school/Unit approach to attendance and a partnership relationship with parent/carers.

## **Aims of the Policy**

- ❖ Clear procedures encouraging pupils to achieve their maximum potential by maintaining good attendance and punctuality
- ❖ Ensuring parent/carers and pupils are informed about the procedures for attendance and encouraging them to take an active role in promoting good attendance and punctuality
- ❖ Ensuring all teaching staff, non-teaching staff and governors understand the procedures
- ❖ The commitment to allocate resources to support the policy
- ❖ Addressing attendance and inclusion issues in the curriculum
- ❖ To recognise and reward pupils who achieve attendance and punctuality targets throughout the academic year

## **The Law**

### **The 1996 Education Act requires that:**

- ❖ All pupils of compulsory school age receive a suitable full time education by regular attendance at school or otherwise
- ❖ The Local Authority must provide school places to parents who wish their children to be educated at school
- ❖ The school must complete attendance registers at the beginning of the morning session and during the afternoon session
- ❖ The school must report to the Local Authority pupils who fail to attend regularly or are absent for more than ten days without explanation
- ❖ The Local Authority has a duty to ensure that parents fulfil their legal responsibilities
- ❖ Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law

## **Partnership**

### **What the school expects of our pupils**

- ❖ That pupils attend regularly, on time and ready to learn
- ❖ That pupils are prepared for the day with appropriate equipment
- ❖ To report to the nursing station if they are late for the start of the day
- ❖ To tell a member of staff if there is any problem which may prevent them from attending school

### **What the school expects of parents/carers**

- ❖ To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- ❖ To contact Unit on the first day their child is absent for any reason
- ❖ To arrange medical and dental appointments out of school times wherever possible, and to obtain an Authorised Absence Pass from the school if unavoidable
- ❖ To arrange holidays out of school time wherever possible. Further guidance is offered under the section *Holidays in term time* later in this policy
- ❖ To speak to relevant members of the MDT team if they know of any problem which may prevent their child from attending school
- ❖ To speak directly to their Child's mini team if there is a difficulty over attendance

### **What parents/carers and pupils can expect from the school**

- ❖ A broad, balanced education that is dependant on regular attendance at school
- ❖ Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- ❖ Efficient and accurate recording and monitoring of attendance
- ❖ First day contact with parents/carers when absence is unexplained (usually nursing team contact parents/carers)
- ❖ Prompt action when a problem has been identified
- ❖ Liaison with officers from the Local Authority to assist and support families where needed
- ❖ Regular communication with parents/carers
- ❖ Six weekly review meetings with MDT team where attendance issues can be identified and targeted help allocated (i.e. travel skills)

## **Procedures**

Registers are a legal document. Great care must be taken to ensure registers are marked neatly and accurately in ink. Attendance of all pupils is monitored and evaluated regularly using the following procedures:

### **Registration**

- ❖ Day attender pupils are received onto the ward at 8.45am where the clinical shift records, in the nursing notes, attendance for the day.
- ❖ Registration in the school base takes place each morning at 10.10 am and at 1.30 in the afternoons
- ❖ Class teachers will enter a present mark (/) in ink in the register for each pupil present and an absent mark (a O) for any pupil that is absent.
- ❖ Class teachers return the register to the school office at the end of each day.

## **Responding to lateness**

- ❖ If a pupil persistently attends the unit late a mini team meeting will be held with that child A.S.A.P. Issues around their admission goals will be explored and support/boundary setting will be provided by the MDT team. This will be monitored by all professional teams involved with the child to help improve the issues identified.
- ❖ Parents/carers will be contacted by school/Unit to discuss any persistent lateness and they will be invited into the unit to discuss any identified problems.

## **Responding to absence – criteria for referral to the Attendance and Inclusion Service**

- ❖ If attendance continues to give cause for concern strategies will be considered and steps taken in an attempt to improve attendance and punctuality. This could include working with members of staff, the Attendance and Inclusion Service or other professionals if deemed appropriate
- ❖ When a pupil has not attended for 10 school days the school has a statutory responsibility to inform the Attendance and Inclusion Service.

## **Children Missing from Education**

Mr James Gibson is the nominated member of school staff to liaise with the Children and Young People's Directorate Children Missing from Education Team. Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures (**See policy *Children Missing from Education***)

## **Children in Public Care**

Miss Jenny Hair is the co-ordinator who liaises with the Children and Young People's Directorate Looked After Children Team. Looked After Children will be set up as an Attendance Group on SIMS and their individual attendance will be checked each half term.

## **Awards and Rewards**

- ❖ Improved attendance is recognised and rewarded by the pupil being included for recognition on the achievement board in the school reception.
- ❖ Weekly Top Dog award to the class with the highest attendance.
- ❖ Parents are sent a post card to celebrate the success of their child's improving attendance.
- ❖ Pupils who have been nominated for the achievement board will receive a school merit prize.

## **Partnership with parents/carers**

It is vital that parents/carers are involved in promoting good attendance and punctuality

- ❖ Regular attendance information is given to parents/carers e.g., by newsletter, six weekly review reports, parent afternoons. When attendance is of serious concern contact may be made by the Attendance and Inclusion Service.
- ❖ Parents/carers are encouraged to make contact with school to discuss any issues impacting on their child's attendance or punctuality.
- ❖ Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school/Unit.

## **Roles and Responsibilities**

### **Governors**

- ❖ Monitor the effectiveness of the attendance policy by visits into school and feedback from the headteacher.

### **Head Teacher**

- ❖ Has overall responsibility for attendance within the school
- ❖ Provides advice and support to school staff regarding attendance and punctuality issues
- ❖ Has responsibility for monitoring the progress of children Looked After by the Local Authority
- ❖ Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education

### **Class teachers**

- ❖ Accurately mark registers using appropriate codes and return to the school office promptly following registration, in line with Education (Pupil Registration) Regulations 2001.
- ❖ Report to appropriate staff any issue or problem which may affect the attendance or punctuality of a pupil
- ❖ Promote good attendance and punctuality within the classroom and the school

### **School clerk and office staff/Attendance Officer**

- ❖ Receive, update and maintain accurate class registers in line with Education (Pupil Registration) Regulations 2001.
- ❖ Maintain SIMS attendance database and update on a weekly basis
- ❖ Provide reports from SIMS to governors, Head Teacher and other school staff, Local Authority officers as requested
- ❖ Provide relevant information to Local Authority officers making contact with families regarding attendance and punctuality

### **Attendance and Inclusion Service**

#### **Senior Inclusion Officer**

- ❖ Liaise with the Head Teacher, Inclusion Manager, school staff and officers of the Local Authority to promote good attendance and punctuality within school, cluster and wider community
- ❖ Support the Head Teacher to produce, review and action the school's Attendance Plan and Attendance Policy, along with producing a Parent Policy for clear guidance and information
- ❖ Support the school to develop whole school strategies relating to attendance and inclusion. Offering advice, analysis and monitoring of attendance issues
- ❖ Work closely with the Education Welfare Officer and school staff regarding the pupil concerns list, discuss and agree appropriate courses of action when necessary, including prosecution procedures as appropriate
- ❖ Attend appropriate meetings e.g., School Attendance Panel, half term review
- ❖ Take an active part in attendance assemblies and other initiatives aimed at promoting attendance and punctuality
- ❖ Maintain, review and analyse attendance information, statistics and reports. Provide reports to appropriate bodies e.g. governors and officers of the Local Authority

## **Authorising Absence**

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

### **Term-time holiday**

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow head teachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Head teachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

### **Holidays during term time**

Parents/carers wishing to take a pupil out of school for a holiday should be actively discouraged. However, the Head Teacher **may authorise up to 10 days holiday in exceptional circumstances**. A holiday request form must be filled in by the parent/carer and given to the Head Teacher for consideration. The school will inform parent/carers in writing whether the holiday has been authorised (it should be made clear why a decision has been made and the criteria used should be re-iterated).

### **Holidays will not be authorised**

- ❖ When the holiday is to be taken during the first two weeks in September (and January for new Reception starters)
- ❖ During school examinations, testing weeks or monitoring periods
- ❖ When a pupil’s attendance is below 90% for the previous 3 terms
- ❖ When a holiday, whether authorised or not, of 10 days or more has already been taken by the pupil during the academic year

If an unauthorised holiday is taken consideration could be given to issuing a Penalty Notice (see appendix). The Attendance and Inclusion Service will, after consulting with school, consider each case taking into consideration any mitigating circumstances and make a decision. The Local Authority will inform the school of the outcome and carry out any necessary action.

It is essential that both the Local Authority and the school be consistent so that there can be no allegations of bias or favouritism. If it is seen that the policy is not being applied consistently the Local Authority will not be able to apply a Notice.



## **Appendix**

### **Penalty Notices**

Education-related penalty notices were introduced by the Anti-social Behaviour Act 2003, which amended section 444 of the Education Act 1996. This allows Local Authorities the power to issue Fixed Penalty Notices to parents who fail to ensure their child's (of compulsory school age 5-16) regular attendance at school.

#### **In what circumstances will Fixed Penalty Notices be issued?**

A Fixed Penalty Notice will be issued in 3 situations:

1. If a holiday is taken during term time without the authorisation of the Head Teacher, or his/her representative.
2. If a pupil has unauthorised absence from school and their parent/guardian fails to co-operate with school staff and the Local Authority's Attendance and Inclusion Officer, to improve the situation.
3. If a pupil has unauthorised absence following a warning letter.

#### **What are the Penalties?**

A separate Fixed Penalty Notice will be issued to each parent for each child.

Further information is available in guidance notes, a copy of which is held in school, titled *Education Related Provisions included in the Anti-Social Behaviour Act 2003, Penalty Notice*