



ED0011G - Attendance



Introduction

This policy has been written with regard to [working together to improve school attendance](#) and Children missing education 2016.

When students join our school, they have often experienced a significant period of time out of school or significant difficulties within school that have led to greatly reduced attendance. This is due to their complex needs which may impact on their ability to manage the emotional, social, and environmental aspects of school life.

A number of students have co-morbid conditions which may also lead to reduced attendance. In cases such as this, agreement may be made with the Local Authority and the parents for part time attendance for fixed periods of time with the aim to attend full time as soon as possible. Our expectation is that all students achieve their full potential and therefore we aim for all of them to achieve a 95% attendance.

Principles and Aims

To maintain and improve upon current attendance levels through a consistent approach to registration and the monitoring of attendance.

To ensure the completion and maintenance of attendance registers. We work in partnership with parents, carers, support agencies to encourage and support all children to achieve high levels of attendance and punctuality. Where attendance levels fall, we will work with the Local Authority/social workers to make full use of statutory duties available to encourage and ensure excellent levels of attendance. On the rare occasions when these efforts fail to improve attendance, the school will actively seek, in liaison with the Education Welfare Service (EWS), the use of legal remedies.

Actions

- Celebrate success.
- Monitor attendance rates and offer support to families where issues are arising.
- Keep and maintain accurate records.
- Liaise with partners, including Education Welfare Officer.

Expectations, Roles and Responsibilities

School Staff

The teacher in charge of a class must accurately take a register of attendance at the school at agreed times and in accordance with the agreed method.

A designated member of the staff (School Administrator) will on the first day of absence, if no reason for the absence is known, contact the home to ascertain the reason. If there is no School Administrator or Headteacher then another member

of the school staff will do this and refer to this policy for processes.

The Headteacher, (or designated member of senior staff) will regularly monitor attendance and contact parents when concerns arise.

Parents/Carers

It is their legal responsibility to ensure that the child attends school. This includes being punctual. When a child is absent it is the parents' responsibility to inform the school at the earliest possible opportunity.

Governance

The Education Director and Headteacher has a responsibility to overview schools' attendance and to monitor this. The Education Director acts as a 'critical friend' and determines targets and the impact of the attendance policies and approaches.

Standards and Monitoring

The School Administrator and Headteacher will initially monitor attendance.

Children's attendance will be classified in the following way:

97% to 100%	Excellent attendance
95% to 97%	Good attendance
92% to 94%	Requires improvement (potential impact on learning)
Below 90%	Attendance below this level may trigger action by the school

The Headteacher (or designated member of senior staff) will check the attendance of all children on a termly basis. At the end of each term a summary of every child's attendance will be sent home.

Parents/Carers will be informed by letter if their child's attendance falls below 90%. This communication will be supportive and will take into account individual circumstances. Persistent levels of attendance below 90% are of concern and will be investigated.

If a child's attendance levels approach 90%, they will be discussed with the Local Authority Education Welfare Officer.

Attendance figures are monitored and reported in the Governance reports on a half-termly basis. Attendance is also reported within the Key Performance Indicators (KPI) which is sent to the Chief Operating Officer by the Headteacher on a regular basis.

Registration

The school registration starts at 9:00am although due to transition plans of many students, some starts times will differ (see individual transition plans for students). For example, if a child arrives at class after 9:00am and they were supposed to be in school for 9am, they will be marked as late but as many of our students travel a distance and there may be a valid reason, a note will be held on record as to why the lateness occurred.

Record Keeping

Registers and all related correspondence will be kept for a period of six years.

Any correspondence regarding concerns about a child's attendance will be kept in the child's individual file. This will be passed onto the next school at the point of transfer.

Absence Reporting

Guidance for parents/carers due to ill health:

Day 1

Parent/carer to 'phone the school (**Grantham: 01476 855604**) by 9am on the day of absence to confirm the following:

- Child's name
- Reason for absence ("unwell" is not sufficient, more details are required)
- Time/date of doctor's appointment (if made)

Day 2

As DAY 1

Day 3

As DAY 1

Note:

If your child does not return to school on Day 3, then from Day 4 onwards, the school reserves the right to ask parents/carers to provide supporting medical evidence, e.g. appointment card/letter; note from a doctor, specialist's report, copy of prescription, before consideration will be given whether or not to authorise the absences (wholly or in part).

Day 4+

Parent/carer to telephone the school by 9am on each subsequent day of absence until either:

- Child returns to school, or
- As otherwise agreed with a senior member of school staff.

Any child accumulating 15 school days (30 sessions) of authorised absence due to illness within an academic year (consecutively or non-consecutively and not for a known and significant on-going health condition) will result in a meeting being arranged with parents/carers to plan a way forward. This is to ensure that the school is appropriately meeting the individual child's educational needs.

The coding of any absence from school, for whatever reason(s) given, is ultimately at the sole discretion of the Headteacher; therefore, the school may request sight of relevant evidence to support an absence of any length of time.

It is the responsibility of the parent/carer to obtain the relevant evidence to support any absence from school.

Unauthorised absences of 5 days (10 sessions) or more in any 12 weeks period or any patterns identified (e.g. a student not attending school every Monday) may result in your child's case being referred to the Education Welfare Service for support and advice.

Term-time Leave Requests, including holidays

Parents/carers have no entitlement to take their child out of school during term-time. Any requests for term-time leave, up to a maximum of 10 school days in an academic year, must satisfy the following conditions before they will be considered by the Headteacher:

Exceptional circumstances apply, e.g. forces personnel; significant year-round seasonal employment restrictions (a letter from the employer stating to this effect must be provided); unforeseen family circumstances etc. Financial reasons are NOT an exceptional circumstance.

Requested in advance of the proposed dates (at the earliest possible opportunity and at least four weeks' notice.)

A definite return date provided – **any child not returned to school on the expected date will be considered a 'Child Missing from Education' and will be referred to the Education Attendance Service/Welfare Service as a safeguarding concern.**

This may trigger a home visit and involvement from the local police.

Child Missing Education

Schools have a key role to play in ensuring that children do not become CME. Schools are responsible for maintaining attendance registers and monitoring student attendance in accordance with the Education (Student Registration) Regulations (England) 2006 and the Education (Student Registration) (Amendment) (England) Regulations 2016.

In order to comply with these regulations school must notify when they are about to remove a student from a school roll and should only delete a student from the roll when:

- The Headteacher has received confirmation from the child's parent/carer that he/she has been registered at another school, and there is no School Attendance Order in place.
- The child has ceased to attend the school and is no longer ordinarily resident at a place which is a reasonable distance from the school and the school has received confirmation from another school that the child is now on its roll.
- The Headteacher has received written confirmation from the child's parent that the child is to be electively home educated - in such circumstances the school should notify the Access and Inclusion Service using the prescribed procedure and referral for.
- The child has been continuously absent from school for a period of not less than 4 weeks and both the Headteacher and the local authority have failed after reasonable enquiry, to locate him/her.
- The child has not returned to school within 10 days following the expiry of an agreed extended leave of absence (more than 10 days) and the head teacher has established that the child's absence is not the result of sickness or

any unavoidable cause and the Headteacher and the local authority have both failed, after reasonable enquiry, to locate him/her.

- The child, having been admitted to the school to receive nursery education, has not been offered a place in reception class.
- A school medical officer has certified that the child is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school.
- The child has died.
- The child will cease to be of compulsory school age before the school next meets and he/she intends to leave.
- The child has been permanently excluded from the school and the deadline for lodging an appeal has elapsed, or the parents have notified the school in writing that they do not intend to appeal.
- The local authority has named another school in a School Attendance Order or where a School Attendance Order has been revoked because alternative arrangements for the child's education have been made.
- The child is detained in pursuance of a final court order or order of recall and will be continuously absent from the school for a period of not less than 4 months and the Headteacher does not have reasonable grounds to believe that the child will return to that school at the end of that period he/she is detained following a court order or order of recall.

When Esland Grantham school removes a student from its roll (other than as part of the normal transfer process or following a permanent exclusion) the school will inform the placing authority by completing a Notification of Removal from School Roll E-form. If this removal from roll form does not include a named destination for the child, the case may be treated as a CME.

Cross Border Arrangements

Esland Grantham school have signed Service Level Agreements with various Local Authorities. LAs have agreed protocols with regard to children who attend school in one LA but reside in another. According to the terms of these protocols if a child who attends a school in one LA becomes CME the CME officer will notify and liaise with the CME officer of the LA in which the child resides.

Appendix 1

TERM TIME LEAVE ADVICE PARENTS/CARERS

Amendments to the 2006 regulations were made by the [Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#) and came into force on 1st September 2013.

The amendments made it clear that Headteachers may only grant leave of absence during term time for exceptional circumstances. Any request for leave must be made in writing to the Headteacher in advance.

There is no formal definition offered for exceptional leave at present by the Department for Education (DfE). However, from discussion with the DfE and professional associations, it is suggested that exceptional leave would be:

- Rare
- Significant
- Unavoidable
- Short (National Association of Headteachers, 2014)

Taking a child on holiday in term time interrupts learning and teachers have to spend time helping children catch up when they return. Parents/Carers should arrange holidays during the school holiday periods. The school is open 190 days per year which leaves 175 days of the year for holidays.

Government website link

<https://www.gov.uk/school-attendance-absence/overview>

APPENDIX 2 – Request for Term-Time Leave

Class

I wish to apply for term time leave for:

Name

from

to

inclusive

The Exceptional Reasons for this request are:

Signature

(Parent/Carer)

Date

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

Appendix 3 - Approval Letter

APPROVAL LETTER

Dear

Name of Child:

Re: Request for Term Time Leave

Thank you for your request for term time leave.

I am in agreement this is for exceptional reasons and have authorised this leave.

The leave is from

to

Should the leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance.

Signature

(Headteacher)

Date

Appendix 4 - Letter of Refusal

Dear

Name of Child:

Re: Request for Term Time Leave

You have requested School days leave.

Your request for term time leave has been carefully considered but unfortunately it has not been possible to authorise it for the following reasons:

The reasons are not considered exceptional

The leave has not been requested in advance

Other

Please be aware that if you decide to proceed with the unauthorised term time leave the school will inform the Local Authority who make take further action.

Signature

(Headteacher)

Date

Appendix 5

Register 9:00 (Grantham)	
L Mark Students arrives after start time. School Administrator/attendance officer will note reason for lateness	If a student has a set individual starting time due to transition plan or any other reasons, registration mark starts from the agreed time. E.g. if a student starts at 10:00am From 10:01am – 10:45would be marked as an L This would need to be agreed by Local Authorities and parents, subject to regular reviews leading to 100% attendance.
No sign or contact about student First day calling begins at agreed start time, unless agreed otherwise	
A late student is marked with two codes	Confirmed absent Code as Required
C mark acceptable reason E.g. puncture	U mark unacceptable E.g. refused to get into taxi

Appendix 6

Register 9:00am or start time depending on individual transition plan.

(Day 1) For pupils starting school at 9am, if no sign or contact of pupil by 9:30am parents/carers will be contacted as part of first day callings. Any pupils starting at 10am, I would contact parents/carers at 10:30am if no sign or contact. We will also email home if no answer to calls.	(Day 2) If no contact by day 2, social workers will be contacted and informed If applicable. If the pupil doesn't have a social worker, this will then be inputted as a safeguarding issue level 1.
(Day 3) If still no contact has been achieved via home or social worker (if applicable) then the manger of the social worker will be contacted if applicable. If the pupil does not have a social worker, then report to the LCC attendance welfare.	
(Day 4) Pass attendance issue to the welfare for them to act upon this and inform the school of the outcome. Attendance officer will chase the welfare team.	