



## Attendance

Lead Reviewer: **Deputy Head teacher**

Who this is aimed at: **All staff**

Version	Reason for Change
2	Updates
3	Updates

<b>Frequency of review</b>	Annual	<b>Review due</b>	September 2022
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Record of signatures and dates		
Reviewed agreed	Signature	Date

## **This policy should be read in conjunction with:**

Managing complex health needs

Safeguarding and child protection

Re-integration of pupils

## **Statutory Duty of Rosewood free School**

Excellent attendance and arriving in school on time are important in order for our learners to benefit from everything school has to offer. There is a clear link between attendance, arriving on time and progress. If a child is not at school, we have a legal duty to find out the reason.

It is our statutory duty to record students' daily attendance and as a school we are accountable to the DfE through the School Census each term. A register is a legal document and may be required in a court of law in a prosecution for non-school attendance. But more importantly, in the event of a fire or other incidents we **MUST** be aware of which children and young people are in school.

The whole school community has a responsibility for promoting excellent attendance and we aim to provide an environment that encourages regular attendance and the importance of participating in all routines at the start and end of the day.

## **School's responsibilities**

All staff should support a whole school ethos which places a high value on regular attendance and set a good example with their own.

## **Families' and carers' responsibilities**

Families and carers are responsible for notifying the school if their child is not able to attend school due to sickness or any other unavoidable cause. Ideally this should be by telephone, email or by text using Teachers to Parents on the first day of absence. An authorised absence may include sickness, medical or dental appointments which cannot be arranged outside school hours, days of religious observance.

An unauthorised absence may include truancy, staying at home to look after younger children or sick relatives, going shopping or having a haircut.

## **Illness**

We recognise that many of our children and young people do have medical conditions and become ill on occasions and therefore some absence is unavoidable. They may be away from school for a block of time due to a serious illness, at other times there may be odd days of absence from school due to illness.

In cases of extended hospital stays there will be liaison with the Hospital school to enable continued opportunities for learning.

## **Respite**

A number of our learners are allocated respite care at a local hospice and do not attend school during this time. The school works with the hospice to look at ways to ensure consistency of approach and entitlement to education during these stays. The school and the hospice are keen to work collaboratively but sensitive of the needs of the whole family during the respite provision.

The school works in close liaison with Rose road association in the adjacent building who also provide a significant amount of respite to our children and families.

We operate a green file system that includes details of the learners current targets and up to date physiotherapy plans and communication passports.

## **Medical or Dental Appointments**

Absence from school due to a medical or dental appointment will be considered as an authorised absence. Families and carers are requested to provide written confirmation of these appointments.

If at all possible, families should avoid making medical / dental appointments for their child during school hours. We acknowledge that for many of our learners they will have multiple appointments and that time will be needed out of school to attend these as they are an essential part of maintaining their health, safety and wellbeing.

The school are working closely with the multi-disciplinary team to facilitate clinics on site to minimise disruption to the education of our learners.

## **School Times**

The timings of the school day are detailed below and the support of families is sought in ensuring learners are at school on time each day. Families are asked not to drop off their child prior to our start time and if collecting their child to arrive in time for the end of our school day and not before.

Start of School Day Registration 9am

End of School Day 3.15pm

## **Arriving on time**

Registration is at 9.15am. Whilst we are aware that most of our children and young people arrive at school on time, families may not be aware of the difficulties experienced by their children, even if they are only a few minutes late each day. For example:

A learner is likely to miss the routine which signals the start of the school day

Arriving late causes disruption to the whole class, as well as to the child who is late.

## **Family Holidays during Term Time**

Holidays during term time are discouraged and where possible, holidays should be taken during the school holiday periods. We do however recognise that for some families, a holiday is important for enjoying quality time together, particularly if their child has experienced prolonged illness or extended post-operative care.

Any family holiday request should be made in writing to the Head teacher using the Holiday form, which is available from Reception.

## **Holiday absences will not usually be authorised in the following circumstances:**

The student's attendance is giving cause for concern and there is no underlying medical problem affecting this.

The holiday period exceeds 10 school days.

## **Children Missing Education (CME)**

Local Authority guidelines are followed in relation to 'children missing education'. If we feel that one of our learners is missing from education the school will make every effort to ascertain their whereabouts. This might include telephoning home, contacting the GP, friends or other relatives that are known. If we have reason to believe that a child has transferred to another school we will make every effort to contact that school to ascertain whether or not our information is true or false. If any members of the school staff have any reason to believe that there may be any child protection issues involved then we will contact our local office straight away and if necessary notify the police.

After 4 weeks, should the school and the Local Authority be unable to locate where the child has moved to, the school should be advised by the LA to remove the child's name from its roll. No children are removed from the school roll unless authorised to do so by the relevant Local Authority. *See separate protocol for procedure.*

## **Reporting to Parents and Carers**

All absences, both authorised and unauthorised, and lateness will be reported to the parent/carer at the end of the academic year within their child's report. If requested, parents will be given an update on their children's attendance at the end of each term.

## **Monitoring, Evaluation and Review**

The Senior Leadership Team will monitor the attendance of our learners and work closely with the relevant Local Authority to support children and young people whose attendance levels are causing concern. The school will review this policy regularly and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

## **ATTENDANCE AND ABSENCE PROCEDURES**

### **Absences**

The School Receptionist will investigate all unexplained/unauthorised absences and will contact parents/carers to ask why a student is not in school and when they are expected to return. They will do this on the first day of absence if the child's absence is not reported. There is a customised letter that can be generated from Facility that can be sent home (often via the student) asking for an explanation for any absences. If no explanation is given it will be recorded as an unauthorised absence.

If staff receive any further information regarding an absence they should pass it on to School Receptionist rather than altering any entries in the register, this will ensure that both the hard copy and electronic entry are identical.

### **School Responsibilities**

School staff are responsible for ensuring that students have good attendance by:

- Completing attendance registers accurately
- Differentiating appropriately between authorised and unauthorised absence
- Responding to absenteeism consistently and with care
- Contacting families when they are concerned about a student's absences and recording the contact
- Consulting with the Education Welfare Service for the relevant Local Authority if a student's attendance continues to give cause for concern
- 9 - 9.30am: All registers returned to Reception where Receptionist can complete the registers as any late comers arrive. Receptionist can also enter the appropriate code as families and carers of absent learners ring the school and if she finds the reason for their absence or lateness – it is unfair to mark a learner late if it is beyond their family's control, e.g. Local Authority transport problems.

- 1.30pm – All registers returned to Reception.

In the event of a fire or other incident, whoever is on reception will ensure that the register is delivered to the evacuation point.

### **The School Receptionist will:**

- Complete registers with absence codes where required and update SIMS daily
- Enter dates in registers for staff each half term
- Transfer register codes to SIMS
- Enter codes in the registers and SIMS for absent/late learners
- Run report(s) for missing/unauthorised absences, print letters and put in registers.
- Enter codes in the register and on SIMS for returned absence letters/calls.
- Ensure there is a relevant code for all learners for relevant registration periods.
- Become familiar with attendance reports and print out any requests received.

### **Register Codes**

All register codes can be found in the inside cover of registers.

### **Illness**

Please also note that the Code 'M' should be used for appointments only; e.g. medical/dental/physio. If a student is having an operation/treatment it should be recorded with Code 'I' for Illness. Both are identified as being authorised absences.

## Procedure for monitoring absence

Number of days off school:	Procedures to be used to inform the school:	Potential consequences if procedures not followed:	Completed/ Coordinated by:
1-5 Days	Family /Carer notifies school by telephone call, email or text message using Teachers to parents  Parental note	Text message home using Teachers to Parents  Phone call home at end of day  Relevant code in register – no code if unauthorised	Class Teacher / Receptionist
6-10 Days	Letter from parent/carer, this could be within home-school book or separate  Telephone discussion	Relevant code in register – no code if unauthorised  Phone calls home (Class teacher or key worker, Nursing team, Head or Deputy Teacher)	Class Teacher / Key worker / Relevant therapist / Nursing Team HT /DHT
10+ Days	Letter from parent/carer plus medical evidence e.g. copy of prescription, medical appointment, doctors note  Information provided from hospital	Relevant code in register – no code if unauthorised  Letter sent to parents from Head Teacher  LA Safeguarding (CME) procedures implemented	Class teacher / Nursing Team / Relevant Therapist / HT /DHT
Extended Holiday:	Request by parents to Head Teacher for Authorisation. If unauthorised, meeting with parents to discuss further.		



## **Governing Body**

The Governing Body has responsibility for school attendance and should be familiar with current legislation.

They are acquainted with the registration system in the school.

They will request reports on attendance and procedures as necessary.