



Attendance Policy

Parneet Kang
Principal

William Holland
Chair of Trustees

REVIWED: 1st September 2022 - Parneet Kang

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law and make the progress of which they are capable. The Emscote School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all students enrolled in school. This policy is made available to all parents/carers of registered pupils and it is located on the school website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Independent School Regulations and guidance from the Department for Education in addition to guidance from local authorities.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Principal and pastoral team work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are implemented effectively to ensure this happens.

Students who are persistently late or absent soon fall behind with their learning and get into bad habits. Students who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to fulfil their true potential.

Aims and Objectives

This attendance policy ensures that all staff are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all students, apart from those with chronic health issues who may have legitimate periods of absence.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Create good attendance and punctuality habits needed for future working life.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a their education, employment or training.
- Ensure that our policy applies to every student.
- Work in partnership with pupils, parents, staff, local authority and outside agencies so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise a key role of all staff is promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping individuals with the life skills needed to take responsibility for good school attendance and punctuality.
- Maintaining effective means of communication with parents, pupils, staff and referring individuals to outside agencies, where needs be to address serious attendance concerns, including fining parents who do not send their child to school regularly
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Definitions

Authorised absence

“An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.”

Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. Currently our school is unable to “authorise” an absence through the CLM tool, home-schools and the local authority are primarily responsible for this.

Unauthorised absence

“An absence is classified as unauthorised is when a child is away from school without the permission of the school.”

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

It is essential for home-schools, the Emscote School and local authority complete investigation when there is an unauthorised absence and update CLM upon receiving reasons for these absences.

Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes – CLM. Ensure authorised and unauthorised absence is properly recorded using national codes.
- Ensure attendance registration is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

- To maintain appropriate attendance data. All attendance data is compiled through CLM.
- To communicate clearly the attendance procedures and expectations to all staff.
- To have consistent and systematic daily records which give detail of any absence and lateness – compiled through CLM.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
 - 1) Text message on the first 2 days of absence.
 - 2) Phone call home on the third day of absence.
 - 3) Formal letter sent home to parents making them aware of a home visit within the following 3 days.
 - 4) Door step home visit to be completed, investigating why the child is absent. Only where appropriate.
 - 5) Further absence will be handed over to home-school and ABP (Area Behaviour Partnership) for investigation.
 - 6) ACE and other services will be also involved.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupil's attendance and punctuality
- To refer to the ACE Team any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Pastoral Lead

- Keeping an overview of individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Senior Leadership Team where there are concerns and acting upon them
- Providing background information to support referrals to ACE.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising the importance of good attendance and promptness to the students.
- Following up absences with immediate requests for explanation which should be noted on CLM

Principal

- Overall monitoring of school attendance
- Evaluating trends in authorised and unauthorised absence to identify patterns and take action to improve attendance where it is not good enough.
- Monitoring outcome of contact with families and their impact. Further contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised.

- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Collecting and analysing attendance data for individuals and whole school picture to check attendance is good for all.

Registration

The school opens at 9:30, students are considered as late if arriving later than 10:00 given that most come into school by taxi, public transport etc. This time is sufficient for all pupils to arrive on site, and make their way to their classrooms.

Each member of the Senior Leadership Team has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the pastoral Lead, or assistant Vice Principal by 10:10 and by 12:40pm.

All attendance records are documented using CLM software.

Absences

Parents/carers should contact the school on the first day of their child's absence, via either text message or phone. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as unauthorised absences on the CLM tool (with parents' reason), then home-schools and local authority are able to change this to authorised where appropriate.

First Day Contact

Where a student is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. The pastoral Lead will check all of the registers from 10.10am to 10.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent, and we will contact the parent to check the reasons for the child's absence.

Illness

When a student has an illness that means they will be away from school long term, we will make the referring school or local authority aware of the situation and work out a "Keeping in Touch" process.

This is likely to involve the following;

- Work being sent home for the student to complete.
- Weekly update visits or calls.
- Support from Social Care or Family Support Worker

Parental Request for Absence from School for Holiday

With effect from September 2013 the government abolished the right of the Principal to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, the Principal will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. Applications must be made to the local authority or home school.

Addressing Attendance Concerns

The Emscote School expects attendance of at least 95%.

In addition to the support we will provide parents and students in improving their attendance, support might be sought via ourselves. Early help or local authority to the Magistrates' Court as an ancillary order following a successful prosecution by the local authority for irregular attendance or breach of a school attendance order sends the message that regular attendance is important and will be enforced. This will be in conjunction with an ACE referral.

Monitoring Attendance

Our pastoral lead has the responsibility for ensuring that all of the attendance data is accurately recorded on the CLM attendance software. Weekly meetings are held with the Principal to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents. Principal will routinely monitor attendance outcomes and that procedures are implemented effectively. Analysis will be used to spot patterns and inform action to bring about improvement.