



# Attendance Policy

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## **Statement of Intent**

For a child to reach their full educational achievement a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our children and endeavour to provide an environment where all pupils feel valued and welcome. Parents, carers and pupils play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents, Carers and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children.

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

## **Responsibilities – Parents and Carers**

Parents and Carers are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have.

Where applicable, our school provides pupils with transport to and from school either on individual taxis or mini buses that are based on pupil need. We do this by liaising with local SEN transport services to ensure the pupils arrive safely and promptly to school, in line with the pupils' individual timetable if applicable. Please note that in circumstances where a pupil's behaviour is deemed unacceptable, SEN transport services can withdraw the provision, on either a fixed term or permanent basis. In these circumstances the pupil is still expected to attend school and must make alternative arrangements for getting to and from school. Failure to do so will be recorded as unauthorised absence.

Parents/ Carers should: -

- Ensure that their child is ready for school transport to arrive and that their child is ready to learn.
- Instill in their children an appreciation of the importance of attending school regularly
- Work in partnership with school to resolve issues which may lead to non-attendance
- Notify school if they are absent. This should be done on the first day of absence. They should also provide an explanation for the absence.
- Avoid arranging medical/dental appointments during school hours
- Should not book holidays during term time

## **Responsibilities – Schools**

The School is responsible for supporting the attendance of their pupils and for dealing with problems that may lead to non-attendance. The School is required to

call attendance registers at the start of the morning session and at the beginning of the afternoon session and to record whether pupils are present, absent or on an approved educational activity. For pupils of compulsory school age, as a school we are required to differentiate in the registers between absence that is authorised and absence that is unauthorised.

As a School we aim to: -

- Work actively to maximise attendance rates - both in relation to individual pupils and for the pupil body as a whole - as one of their key tasks
- Support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance
- Be sensitive to the needs of individual parents and this should be reflected in the way in which attendance issues are addressed. Schools should recognise that some parents have difficulty understanding written communications. They should also recognise the reluctance of some parents to come into school.
- Set personalised attendance targets that the pupils can maintain and reach, this encourages pupils to monitor and take ownership of their own attendance.

### **The Use of Legal Action**

If a pupil, who is registered at a school, fails to attend that school regularly without a legitimate reason and attempts by the Attendance Improvement Officer and the school fail to secure that pupil's return to regular attendance, the County Council will take legal action. A complaint may be laid against the parents in the Magistrates' Court under Section 444 of the Education Act 1996, or an Education Supervision Order relating to the pupil under Section 36 of the Children Act 1989 will be applied for. Any exceptional mitigating circumstances relating to the pupil's absence will be taken into account, when considering legal action. The Central Attendance and Employment Support Team Manager on behalf of the County Lead will determine 'Exceptional mitigating circumstances' for Attendance. If 'exceptional mitigating circumstances' are not deemed to exist then cases that remain open for more than 24 weeks will be referred for legal action. Legal action will, however, be taken earlier when appropriate.

If, after legal action has been taken, the child still fails to attend school regularly the Attendance Improvement Officer will keep the case open and will, if appropriate, take further legal action at a subsequent date.

In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the Integrated Service for Learning (ISL) Attendance Team will begin legal proceedings promptly on the grounds that no other course of action is available. The Central Attendance & Employment Support Team Manager on behalf of the County Lead for Attendance will give approval before legal proceedings are commenced.

The Attendance Team will consider applying for an Education Supervision Order when a parent finds it difficult to exercise an effective influence over a child who has developed a pattern of poor attendance.

Before an application is made for an Education Supervision Order:

- Other possible means of dealing with the pupil's poor attendance will be explored
- The attitudes of the parent and pupil towards the poor attendance, and their wishes as to how it should be dealt with, will be noted

- The Local Authority will be of the view that the Order will have a significant effect on the pupil's attendance at school

### **Education Related Penalty Notices for Parents of Truants**

Subsection (1) of section 23 of the Anti-Social Behavior Act 2003 added two new sections (444A and 444B) to section 444 of the Education Act 1996. These new sections introduced penalty notices as an alternative to prosecution and enable parents to discharge potential liability for conviction for that offence by paying a penalty. A penalty notice is a suitable intervention in circumstances of parentally condoned truancy, where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so. For example it could be used where a parent has failed to engage in any supportive measures. Further information on penalty notices is available at [http://www.bolton.gov.uk/sites/DocumentCentre/Documents/271%203%20-%20Penalty%20notice%20leaflet\\_FINAL.pdf](http://www.bolton.gov.uk/sites/DocumentCentre/Documents/271%203%20-%20Penalty%20notice%20leaflet_FINAL.pdf)

### **School Attendance Orders**

If a parent fails to register a child of compulsory school age at a school (and he/she does not intend to educate the child otherwise than at school). The Local Authority will serve a School Attendance Order under Sections 437 - 439 of the Education Act 1996. This requires the parent to register their child at a school named by the Local Authority.

### **Part-time timetables**

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet individual pupil's needs. Lever Park also has an outreach programme that engage with children who do not access school onsite for their education for a variety of reasons. A part time timetable must be time limited and must not be treated as a long-term solution and can only be made with parental agreement. The school should mark the sessions where the pupil is not expected to attend as authorised absence- as long as they engage with staff on the day where they are expected to attend.

### **Personal Success Targets**

Each pupil at Lever Park Academy is set 'Personal Success Targets' termly. Attendance is one of the aspects monitored in this. The target is set by taking into consideration the pupils' previous termly attendance and with any extenuating circumstances also being note di the target setting. Each pupil is expected to make an improvement of these each term. There are incentives to encourage pupils to meet the targets set and it is celebrated when the pupils achieve these.

### Lever Park Attendance Intervention Model

<b>9.00 – 9.25</b>	Form teachers complete form registers Engage/outreach team to phone through attendance asap
<b>9.25 – 9.45</b>	Office collate whole school register <b>Please note for a Child Protection pupil office must contact EIT before 10am (every day of CP absence)</b>
<b>9.45</b>	Print off the list of all pupils with a code other than present (/)
<b>9.45 onwards</b>	Phone calls to all unauthorised absences (O)
<b>10.15-10.30</b>	Information re all phone calls and codes to MS for verification. MS to implement any daily actions for vulnerable pupils.

<b>Wave 1</b> <b>1 Day absence</b>	<b>Daily Phone Call</b>	Contact throughout the day via office or form team phone calls. Pupil Keyworker must follow up at the end of the day.
<b>Wave 2</b> <b>2 Consecutive Days unauthorised absence</b>	<b>Staff Intervention</b>	Key stage lead phone call Home visit made by a member of the staff team if appropriate
<b>Wave 3</b> <b>3 Days Consecutive unauthorised absence</b>	<b>Letter Home</b>	SMT to send appropriate letter based on individual pupil circumstances
<b>Wave 4</b> <b>1 Week Consecutive unauthorised absence</b>	<b>Referral to SMT</b>	Home visit to be made by SMT (Key stage lead /pastoral team/JK). Attendance warning letter issued/considered (day 6) Possible legal action.
<b>Wave 5</b> <b>2 weeks Continuous absence</b>	<b>Referral to EIT</b>	MS/HH phonecall to EIT for support and advice (by day 10) Penalty notice request submitted to LA