



Castle Hill School
Innovating, Communicating, Empowering

Pupil Attendance Policy

Policy Created	2013
Signed off Last review	March 2024
Review frequency	3 years
Date to be reviewed	March 2027

ATTENDANCE POLICY - Castle Hill School

General Policy Statement

At Castle Hill School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities.

National legislation, the [Equality Act 2010](#) and the [Special Educational Needs and Disability Regulations 2014](#) re disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Equal Opportunities and Health and Safety.

Aims

Our attendance policy aims to:

- support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality
- ensure that all pupils have full and equal access to the best education to facilitate learning
- enable pupils to progress smoothly, confidently and with continuity through the school
- make parents/carers aware of their legal responsibilities
- ensure attendance meets Government and Local Authority targets

Parents' responsibilities

If a pupil is prevented from attending school because of sickness or another unavoidable cause, it is the responsibility of the parent to notify the school of the pupil's nonattendance on the first day of absence. It should be noted that a message from a parent does not in itself authorise an absence. Wherever possible, parents should avoid making medical/dental appointments for their children during school hours.

The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act states;

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence".

Term time holidays

Amendments to The Education Regulations 2006 remove references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Requests for any term time holidays should be made to the headteacher using the attached form (Appendix 1). The form should be returned to school at least 14 days before the start of the holiday. A response will then be sent to the parents/carers as soon as possible indicating whether leave has been granted and the number of days allocated.

In considering the decision whether to authorise a holiday in term time the following **will** be taken into consideration;

- reasons given for the holiday
- the time of year /term
- child's review date
- clinic appointments and assessment dates

In considering the decision whether to authorise a holiday in term time the following **will not** be taken into consideration;

- availability of cheap holidays
- availability of desired accommodation
- poor weather experienced in school holidays
- overlap with the beginning or end of term

Note: If the holiday is not considered to be an exceptional circumstance and parents take their child out of school the absence will be recorded as unauthorised. In the case of unauthorised holiday the school is instructed to notify the Behaviour and Attendance Service of the holiday taken and a penalty notice may be issued. Any child taking more than 10 unauthorised absences will be removed from the school roll.

Penalty Notices

The Education (Penalty Notices) (England) Regulations 2007 set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school.

Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days. Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from **1 September 2013**, pay £60 within 21 days or £120 within 28 days.

School's responsibilities

All the staff at Castle Hill School will provide an ethos which places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

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

- ensuring that attendance registers are kept accurately
- ensuring contact with parents and carers is achieved on the first day of a child's absence
- responding to absenteeism, consistently and with care
- contacting parents when they are concerned about a pupil's absences, and recording the contact
- consulting with the Safeguarding, the Children with a Disability Team and the Children Missing in Education Team if necessary if a pupil's attendance continues to give cause for concern
- Applying a contextual approach to each case.

Persistent and Severe absence

Please see: Securing good attendance and tackling persistent absence, Published 7 February 2022 <https://www.gov.uk/government/publications/securing-good-attendance-and-tackling-persistent-absence/securing-good-attendance-and-tackling-persistent-absence>

The above document states:

'Schools that tackle persistent absence successfully are analytical about what is stopping individuals from attending. Particularly where persistent absence appears to be intransigent, there are often complex factors at play'.

At Castle Hill we work collaboratively and persistently with families, other professionals and agencies including school transport to improve attendance. We work hard to recognise the small improvements that are made.

We ensure ongoing contact and dialogue is maintained with parents and carers through telephone, e-mail, home-school books and face to face contact and we adopt a pragmatic approach to ever changing circumstances.

We apply the same approach to severe absences and provide an outreach service to support families. Our outreach service consists of:

Home visits
Virtual teaching
Provision of resource

This service is supported by the SLT, Teachers, Communications Teacher, Family Liaison Outreach and Support Officer and our ICT manager.

Long-Term Student Absence Risk Assessment are completed in these cases which includes information related to the student's presentation from their Bespoke Observation Schedule (BOS form), potential risks arising from long-term absence and the strategies to address these risks (See appendix 2).

Unexplained absence protocol

Person responsible No1/No2	Protocol related to new or unexplained absences.		
No1 Admin No2 Admin	Absence noted verbally through transport	No message received	Absence noted through phone call , letter/note from family/carer member
No1 Admin No2 Admin	Inform DSL of absenteeism by 10.00am, messages taken and from whom.		
No1 DSL No2 Admin	Call parents to confirm absenteeism and reason. Main contact number should be used. Message should be left if no answer.	No further action	
No1 DSL No2 Admin	If no answer from the main contact a cycle of 2 extra attempts should be applied at 15 minute intervals.		
No1 DSL No2 Admin	If no answer/contact the 'second contact' should be called.		
No1 DSL No2 Admin	If no answer from the second contact then 1 extra attempt should be applied after 15 minutes.		
No1 DSL No2 Admin	If no answer then consultation should be sought from a member of SLT to decide the course of action. This may include a home visit.		
No1 DSL No2 SLT	Dependent on outcomes: the following organisations/ should be contacted: -Social care (duty) -Child missing in education department.		

	-Police	
No1 SLT	Dependent on outcomes: the following members of the Local Governing Body should be informed: Chair of Governors Vice Chair of Governors Safeguarding Governor.	

(Appendix 1)

APPLICATION BY PARENTS/CARERS FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME.

If you consider you have to take a leave of absence in term time, and that you have exceptional circumstances, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Guidelines from the DfE state that schools should **not** take into consideration:

- availability of cheap holidays
- availability of desired accommodation
- poor weather experienced in school holiday periods
- overlap with the beginning or end of term

Pupil name Class

First day of absence Date return to school

Total number of days missed

Exceptional reasons for absence

.....
.....
.....
.....
.....

I understand that if the absence request is unauthorized the Behaviour & Attendance Service will be notified of the holiday taken and a Penalty Notice could be issued for each child taken out of school and that this is a fine of £60 if paid within 21 days which increases to £120 if paid within the 28 days. I understand that if I do not pay this may result in legal action.

Name of Parent/Carer making application

Signed Dated

(Please ensure you are giving at least 14 days' notice of the proposed absence)

Pupil Name Class

Authorised	Your request has been authorised for the following dates:
Unauthorised	Your request for leave has not been authorised because:

Signed..... Date

Dear Parents/Carers

The Department for Education states that a headteacher must not grant a holiday in term time unless there are 'exceptional circumstances'. If you consider that your request for a holiday is exceptional you will now need to complete the form attached. A response will be sent to you as soon as possible. If the holiday is not considered to be an exceptional circumstance and you nevertheless take your child out of school for a holiday the absence will be recorded as unauthorised.

In the case of an unauthorised holiday we are instructed to notify the Behaviour and Attendance Service of the holiday taken and a Penalty Notice could be issued for each child taken out of school. A Penalty Notice is a fine of £60 for each parent per child if paid within 21 days which increases to £120 if paid within 28 days. Thereafter the Penalty remains unpaid this may result in legal action. Any child taking more than ten unauthorised schools days leave will be removed from the school roll.

All holiday requests must be completed on the attached form. This should be returned to the school at least 14 days before the start of the holiday.

In considering the decision whether to authorise the following will be taken into account:

- reasons given for the holiday
- the time of the year/term
- whether you will miss your child's review
- whether your child will miss any clinic appointments/assessments etc
- your child's previous attendance record

Please note we cannot take into consideration the cost of the holiday during term time. I hope you will support our efforts to ensure the continuing level of progress for all our pupils.

Yours sincerely

Steve Perren and the Governing Body at Castle Hill School

(Appendix 2)

Student: _____

Created: _____

Revised: _____

This Risk Assessment is to be used in conjunction with the student's **BOS (Bespoke Observation Schedule) Form**.

In the box below include information from the student's BOS Form.

Typical presentation

Risk Matrix

The risk matrix should be completed to determine staff numbers for outreach and associated risks

Criteria	Parent & carer usually present during visit	Parent & other adult family members present during the visit	Familiar parent only	Un-familiar parent only
Regular visit, no previous Safeguarding Concerns	Low Risk	Low Risk	Low Risk	Medium Risk
Regular visit, some prior Safeguarding Concerns	Medium Risk	Medium Risk	High Risk	High Risk
Regular visit current Safeguarding Concerns	High Risk	High Risk	High Risk	High Risk
Concerns of Mental Health and Wellbeing of Parent/Carer	High risk	High risk	High Risk	High Risk
New visit for any pupil	High risk	High risk	High risk	High Risk

**All staff should apply a dynamic risk assessment prior to entering the home, in the event of any doubt of safety the visit should not be made and the school office contacted.*

- Low Risk = 1 person visit
- Medium Risk = 1 or 2 person visit (SLT discussion)
- High Risk = 2 person visit

Additional measure for all 1 person visits, prior to leaving school the office should be notified of the following information:

- Contact telephone number for use during the visit
- Location of visit
- Expected arrival time
- Expected length of visit
- Expected time back into school

All staff undertaking single person visits should call the school office on arrival to the home and call when leaving the visit.

In the event that a call has not been received by the school office 20 mins after the expected call time they should ring the member of staff on the number provided.

Visits are defined as:

		Please tick
<p>Educational outreach</p> <p>Students present as well within the limitations of their condition and are able to engage in learning activities. Educational sessions will be planned with reference to the student's Engagement Profile, PiP document, MAPP document, EHCP, the SMSC Calendar, relevant ASDAN and AQA Units (if appropriate), and relevant Curriculum Guides. Activities will relate, where appropriate, to the termly theme, activities that are happening in class, as well as whole-school events. Planning and assessment processes will support the process. Student progress will be monitored through the student's PiP document, MAPP document, EHCP, and Pupil Progress Document.</p>		
<p>Please make notes here regarding the student's specific condition if educational visits are required and the discussions that have taken place with parents/carers towards this.</p>		
<p>Wellbeing outreach/ Pre-school admission visit and other</p> <p>Students present as unwell and have additional challenges outside of the limitations of their condition.</p>		
<p>Please make notes here regarding the student's specific condition if wellbeing visits are required and the discussions that have taken place with parents/carers towards this.</p>		

Main hazards	Control measures NOTE: Outreach staff can include: Communications teacher, teachers, department leads and DSLs.
Reduced access to educational/ wellbeing support	<ul style="list-style-type: none"> -Outreach staff and the family will organise outreach sessions at a frequency determined by student need, family need and capacity. - Outreach sessions will be delivered by staff members and assisted, where appropriate, by family members and health care in situ. -the outreach team, the family, and other appropriate organisations such as the Clinical Commissioning Group will continue to work towards the long-term goal of the inclusion of the student within the school setting. - All staff will apply vigilance in terms of Safeguarding and report any Safeguarding concerns in line with Safeguarding Protocols. -All visits should be recorded on CPOMS giving a general synopsis of outcomes. -Outreach staff will liaise with external agencies, and/or other professionals including health, to support access to services, professionals and equipment. -The school, where necessary, will facilitate on-site access to other professionals, as appropriate, for example; the Physiotherapists, Occupational Therapists, Optometrists, General Practitioners.

Who needs to informed/involved as appropriate	Completed
Parents/carers	yes/no
The Senior Leadership Team (including Phase Lead)	yes/no
The Class Teacher	yes/no
The Class Team	yes/no
The Outreach Team	yes/no
DSL team	yes/no
The school administration team	yes/no
The school nurses	yes/no

I have read and understood the above risk assessment and agree to follow the procedures.

Name	Signature	Name	Signature

Complete the section below during each Outreach visit, in collaboration with parents /carers.

