



**Shaw
Education
Trust**

PORTLAND SCHOOL ATTENDANCE POLICY

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1.Aims

We are committed to meeting our obligations with regards to school attendance. This will be done through:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Taking a wider view of possible hurdles to education, and helping parents/students to get access to wider help which will further promote engagement in education.

- Build a professional relationship with parents/carers to ensure a wrap around approach towards the students learning.
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

- This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
 - Part 6 of The Education Act 1996
 - Part 3 of The Education Act 2002
 - Part 7 of The Education and Inspections Act 2006
 - The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
 - The Education (Penalty Notices) (England) (Amendment) Regulations 2013 This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold

3. Roles and responsibilities

The Head teacher is responsible for:

- Implementation of this policy at the school
- Monitoring the school attendance team
- Ensuring that any attendance issues that need escalating are dealt with efficiently

The Deputy head teacher (DSL) is responsible for:

- Ensuring that staff across the school are fully up to date with the school attendance policy, and that it is robustly implemented on a daily basis.
- Heading up an attendance team consisting of 2 family support officers across both sites and ensuring that they are actively monitoring and encouraging attendance of individual pupils, picking up and reporting issues where necessary.
- Ensuring that there is a strong sense of communication between both home and school.
- The arrangements of home visits when needed.
- Issue of warning letters

- Attendance clinics
- Monthly meeting with local authority EWO

The family support workers are responsible for:

- Monitoring attendance data across both school sites, and at an individual pupil level
- Report attendance concerns to the assistant head-teacher
- Working alongside the assistant head-teacher and education welfare officer to tackle persistent absence issues.
- Arrange calls and meetings with parents to discuss attendance and issues
- Feeding back safeguarding concerns to the senior family support and safeguarding worker.

School admin staff

School admin staff will take phone calls from parents and notify the attendance team of relevant information. This will also be logged in attendance book.

4. Recording attendance

The attendance register

We will place all of our students onto our attendance register, and ensure that this is updated on a daily basis.

Attendance register will be taken by 9.20am during the morning form period, and by 1.40pm during period 5. This will record if a pupil is

- Present
- Attending an approved off-site educational activity/provision
- Absent
- Unable to attend due to exceptional circumstances

Any amendments to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

Pupils must arrive in school by 9 am on each school day.

Unplanned absence

Parents/carers must notify the school on the first day of an unplanned absence by 9am or as soon as practically possible.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupils parents/carers to provide medical evidence, such as a doctors note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupils parent/carer notifies the school in advance of the appointment (school require evidence in the form of a medical letter, text or Email).

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupils parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 5 will explain which term-time absence the school can authorise.

Lateness and Punctuality

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed the pupil will be marked as absent, using the appropriate code

Persistent lateness will involve contact with home and additional strategies implemented to ensure punctuality and attendance to school.

Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by a call on the first day, and every day after absence
- Ensure that proper safeguarding action is taken where necessary.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

Reporting to parents

- Attendance will be shared with parents/ carers through the review system
- Attendance concerns will be discussed with parents/ carers through conversation between school and home.
- Attendance concerns will be discussed with parents/ carers during attendance clinics

5.Authorised and unauthorised Absence

Approval for term-time absence

The head-teacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the head teacher's discretion. Parents/guardians need to have completed and handed in an 'application for leave of absence in exceptional circumstances in term time form'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance- where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents religious body to confirm whether the day should be set apart.
- Traveller pupils travelling for occupational purposes- this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, showmen (fairground people) and circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but is not known whether the pupil is attending educational provision.

Reducing Persistent absence

The schools procedures for targeting unauthorised absence are:

- To have persistent phone-calls with parents/carers
- Closer communication with home, developing a closer professional relationship.
- Targeting reasons for persistent absence, and providing support where needed.
- Closer monitoring.
- Inclusion of partner agencies which may be of benefit and help.
- Attendance clinics.
- Educational Welfare Officer

Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory age. Should there be no improvement in a child's attendance and further unauthorised absences recorded then the educational welfare service may take the following legal proceedings against the parent or carer for failure to comply with the law.

- A penalty notice payable of £60 or £120 fine.
- Prosecution under S444(1) education act 1996 where if convicted parents/carers may be convicted and fined up-to £1000
- Prosecution under S444(1)(A) education act 1996 where if convicted parents/carers may be fined up-to £2500 and/or 3 months imprisonment.
- Parents/ carers have up to 20 days to show improvement in attendance

The decision to issue a penalty notice can take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendances, such as holidays taken in term time without permission.
- Where a suspended pupil is found in a public place during school hours without a justifiable reason.

6.Strategies for promoting attendance

The schools strategies for promoting attendance include:

- Half termly attendance certificates for attendance over 90%.
- Half termly attendance certificates for improved attendance.
- Student of the week. Make sure that these actions are happening across both sites
- Half termly Head teachers award for students who are meeting school values.
- DOJO rewards system
- Positive phone calls and texts home
- Reward certificates awarded each week by teachers for such actions as outstanding class work, attitude, mentoring etc
- An immersive and adaptable schooling offer
- Daily conversations with attendance team around attendance

Attendance monitoring

The schools attendance team will monitor attendance daily

- A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health.
- A pupils parent/carer is expected to call school each day that their child is absent whatever the circumstances, with an update of the pupils health.
- If a pupils absence goes above 3 days, the school will contact the parent/carer of the pupil to discuss the reason for this, along with actions been put into place e.g. contact/ visit to the doctors.

- If a pupils absence continues to rise after contacting the parent/carer, we will consider involving an educational welfare officer.
- The persistent absence threshold is 10%. If a pupils individual overall absence rate is greater than or equal to 10%, the pupil will be classifies as a persistent absentee.
- Pupil-level absence data will be collected each term and published at national and local authority level through the DFE's school absence national statistics releases. The underlying school level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share with the governing board.

The school collects and stores attendance data, this allows us to

- Track and monitor the attendance of individual pupils.
- Identify areas of concern both individually and at group level.
- Identify children that are in need of intervention and support

7.Attendance codes

The following codes are taken from the DFE guidance on school attendance

Attendance

Code	Definition	Scenario
/	Present am	Pupil is present at morning registration
\	Present pm	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off site educational activity	Pupil is at a supervised off site educational activity approved by school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/ educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised Absence

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made

H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a traveller community is travelling, as agreed with the school

Unauthorised absence

Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on holiday that was not approved
N	Reason not yet provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no other reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupils absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/ INSET day

10. Appendix- Daily Attendance Monitoring Procedures

Stage	Outcome	Who
1	Tutors to take register am and pm each day, ensuring that correct codes are entered on register. Codes that tutors can use are / \ and N. If parents contact Tutor via Dojo regarding illness, attendance team must be informed.	All Tutors Attendance Team

2	Attendance team to monitor attendance each morning. If pupils aren't present, attendance team will make phone contact with parents/carers via phone and text.	Attendance Team
3	If child has been unwell and parent hasn't called in, parent/carers will be contacted for update.	Attendance Team
4	Safeguarding team to be informed of any worrying circumstances	Safeguarding team

9. Appendix- Attendance Flow chart

