



# Attendance Policy

<b>Responsible Staff</b>	CM/HS
<b>Governors Committee Responsible</b>	Full Governing Board
<b>Date Approved</b>	October 2019
<b>Review Date</b>	Annually

## Attendance Policy

---

### **PURPOSE**

The purpose of this document is to make all staff, parents/carers, pupils, Governors, Inspectors and the LA aware of the purpose, nature and management of Attendance at Exhall Grange Specialist School.

### **AIMS**

At Exhall Grange Specialist School we:

- Seek to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her potential;
- Strive to provide a welcoming, caring environment, whereby each member of the school community feels valued and safe;
- Work with pupils, their families and agencies to ensure each pupil attends school regularly and punctually; and
- Establish effective systems, which acknowledge the efforts of pupils to improve their attendance and timekeeping, and will challenge the behaviour of those pupils and parents/carers who give low priority to attendance and punctuality.

To meet these aims Exhall Grange Specialist School will establish an effective and efficient system of communication with pupils, parents/carers and appropriate agencies to provide mutual information, advice and support.

### **OBJECTIVES**

#### **Whole School policy for school attendance**

- To improve the overall percentage of pupils attending school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents/carers, staff and Governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying our designated tasks.
- To provide support, advice and guidance to parents/carers and pupils.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To promote effective partnerships with the Attendance Compliance Enforcement Service (Local Authority Education Welfare Service) and with other services and agencies.
- To recognize the needs of the individual pupil when planning reintegration following significant periods of absence.

## Attendance Policy

---

### **Objective 1: To improve the overall percentage attendance of pupils at school we will:**

- Apply the schools' Attendance Policy consistently.
- Establish and maintain a high profile for attendance and punctuality.
- Relate attendance issues directly to the school's values, ethos and curriculum.
- Monitor progress in attendance measurable outcomes.

### **Objective 2: To make attendance and punctuality a priority for all those associated with the school including pupils, parents/carers, teachers and governors we will:**

- Use Exhall Grange Specialist School newsletter, annual review and annual report to communicate information regarding attendance.
- Report to Governors through the Headteacher's Reports and Performance Review
- Report to LA annually and parents/carers through the annual review and annual report.
- Provide INSET training for administrative staff and class staff when necessary.
- Discuss attendance issues with Attendance Compliance Enforcement Service where appropriate.

## **PROCEDURES**

### **In developing a framework, which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks we will:**

- Maintain class procedures for statutory registration, guidance provided for staff.
- Make phone/text contact, using designated school staff (administration staff) on first day of absence.
- Ensure clearly defined late registration procedures, guidance provided.
- Develop the role of Attendance Co-ordinator with appropriate time set aside.
- Define clearly the roles and responsibilities within the school staffing structure.
- Put in place clear procedures prior to referral to Attendance Compliance Enforcement Service in line with County Policy.
- Review attendance termly by the appropriate member of the Senior Leadership Team.
- Ensure the Headteacher and Senior Team are familiar with the Attendance Compliance Enforcement Service's referral and recording system.

### **Provide support, advice and guidance to parents/carers and pupils through:**

- Positive attendance is encouraged and celebrated through:
  - PSHE
  - Work Related Learning
  - Availability of class staff and leadership team to talk to pupils as appropriate.
- Communication with parents/carers to promote positive attendance through inclusion in regular Exhall Grange Specialist School newsletters.
- Accurate and up-to-date information for parents/carers on their son/daughter's attendance through the annual review and annual report.
- Any issues about poor attendance will be discussed with parents/carers from the earliest stage.

## Attendance Policy

---

### **Developing a systematic approach in gathering and analysing attendance related data**

- All registration is via SIMS Attendance module.
- Staff are given guidance to ensure consistency of coding pupil attendance and absence.
- Information is provided for:
  - parents/carers
  - Governors
  - Pupils (individual and/or groups)
  - Attendance Compliance Enforcement Service, as appropriate.
  - Class Staff
  - Kitchen Staff
  - Local Authority
  - Dual Registration children in mainstream
  - Home authority for children who are looked after
  - Ethnic Minority and Traveller Achievement Service (EMTAS)
  - Outside agencies (e.g. Social Worker, LAC Co-ordinator)
  - Other Local Authority Attendance Officers (Solihull, Coventry, Shropshire etc.)
- Developing patterns of irregular attendance and lateness are identified so that appropriate action can be taken

### **Continually developing positive and consistent communication between home and school**

- Exhall Grange Specialist School initiate first day absence contact usually through text message
- Exhall Grange Specialist School staff take an individual pupil approach to make use of standardised letters where appropriate.
- Exhall Grange Specialist School promote expectation of absence letters/phone calls from parents/carers reiterated in monthly newsletter.
- Opportunities are available to provide parents/carers with information in a user-friendly way.
- Parents/Carers are always welcome into Exhall Grange Specialist School. Any parents/carers who would like a conversation with their son/daughter's class teacher or Headteacher should telephone in advance to make an appointment
- The school have two school and family liaison officers who offer support to parents if attendance is becoming an issue.

### **Promoting effective partnerships with the Attendance Compliance Enforcement Service and with other services and agencies**

- Exhall Grange Specialist School works closely with other agencies as appropriate to promote positive attendance.
- Referral to the Attendance Compliance Enforcement Service is completed by the appropriate member of staff identified by the Headteacher, with supporting information.

## Attendance Policy

---

### **Recognising the needs of the individual when planning reintegration following significant periods of absence**

- In any case Exhall Grange Specialist School would be sensitive to the individual needs and circumstances of returning pupils.
- Exhall Grange Specialist School would:
  - involve/inform all staff of reintegration process.
  - work collaboratively with multi agency support as required.
  - provide opportunities for counselling and feedback.
  - involve parents/carers as far as possible.
  - agree a timescale for review of reintegration plan.
  - include Attendance Compliance Enforcement Officers, parents/carers and pupils in reintegration plan as appropriate.

### **Legal Framework**

The Governors of Exhall Grange Specialist School will ensure that:

- a register of attendance is kept
- there is an Attendance Policy, which reflects county advice and statutory guidance
- they receive regular reports on attendance through the Headteacher's report
- there are processes in school to identify pupils who may not be attending, including children who may be identified as missing from education
- they produce annual statistics for both parents/carers and the LA

### **Principles valued by Exhall Grange Specialist School**

- Regular school attendance is a pre-requisite to good education, and securing it is a priority for senior leaders, staff, parents/carers and pupils.
- Our pupils have an entitlement of access to a broad, balanced curriculum which takes full account of their individual needs.
- A staged model of intervention to promote beneficial attendance.

### **Each Class Attendance Register will include:**

- Class Attendance Form for the week.
- Class Communication Sheet.
- Guidance on marking registers correctly.
- Attendance codes.

### **Request for leave during Term Time**

The government have issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) England (Amendment) Regulations 2013.

## Attendance Policy

---

- Headteachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take the children on holiday during term time. Any application for leave must establish **exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave.
- Headteachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a fixed penalty notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for Leave of Absence will be considered on a case by case basis and on its own merits.

### Class Attendance Registers

The class Attendance Register is a legal document and is required by law to be completed by a teacher. At Exhall Grange Specialist School, this will be the Form Tutor, and it will be completed at the beginning of each morning and afternoon session. It is the responsibility of the teacher to ensure the register is correctly filled in.

In addition to the procedures described above a member of staff, identified by the Headteacher, will monitor the class Attendance Registers and Absence Returns, half termly.

### Registration Times

	Register Taken	Register Closed	Return to office by
<b>Morning Session</b>	9.00	9.10	9.15
<b>Afternoon Session</b>	13.35	13.50	13.55

### Absences from School

Parents and carers are requested to contact school (via the telephone) on the first day of absence, to explain why their son/daughter is not in school. This should be followed up in writing on their son/daughter's return to school.

On the first day of absence, if the parents/carers have not had contact with the school, then the designated staff in school will contact the parents/carers.

## Attendance Policy

---

### Return to School

If a child returns to school after an unexplained absence, the designated staff in each school will send out a standard letter requesting an explanation. If the required information is not received then the Deputy Headteacher or relevant Assistant Headteacher (Primary, KS3 or KS4/5) will respond appropriately.

### **These are the main categories for authorised absence:**

- When the student is prevented from attending by sickness/health related issues.
- A day set apart for religious observance by the religious body to which the parents/carers belong.
- No suitable transport is available and the school is not within walking distance.
- Traveller absence – where travelling pupils are away from school as a result of their family being on the road.
- Family emergency and bereavement.

### Reports on Attendance

<b>School Register</b>	A hard copy of the school register will be taken from the computer and a copy of the full list will be kept in the main office on a termly basis.
<b>Individual Pupil Attendance</b>	Each pupil will have their year's report of attendance included in their Annual Review Report.
<b>Other</b>	Members of the Senior Leadership Team may ask the Admin Team for various reports.

### Lateness

Pupils may be recorded as late (L) within the registration period. Pupils arriving late after the close of registration must sign in at the Office. Any pupils arriving after the close of registration will be marked as "U" and a report showing pupils who have arrived after the close of registration will be produced for the Senior Leadership Team on a termly basis. Any issues linked to school transport will be reported to the transport officers at the LA.

Administrative staff should alert a member of the Senior Leadership Team if a pupil is consistently arriving late to school.

**If a pupil leaves school after registration then the pupil is signed out at the office in case of fire evacuation.**

## Attendance Policy

---

### **Monitoring of Attendance**

In addition to the procedures described above, the Senior Leadership Team will monitor:

- Class attendance.
- Pupils with 100% attendance.
- Pupils falling below 90% attendance.
- Pupils with persistent lateness.
- Pupils with significantly improved attendance.
- Requests for holidays.

If a pupil is consistently absent or late parents will be contacted. If the absence or lateness persists a letter will be sent asking parents/carers to visit school to discuss the issue. If there is still no improvement in the pupil's attendance the Attendance Compliance Enforcement Service may be notified.

Our whole school attendance target for 2019 – 2020 is 95 %.

Additional information can be found at [www.warwickshire.gov.uk/schoolattendance](http://www.warwickshire.gov.uk/schoolattendance)