

# SCH001 Attendance Policy for The Children's Trust School



**Lead:**

Headteacher

**Date Reviewed**

8 June 2016

**Critical Readers:**

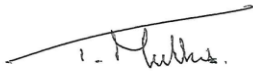
School Senior Management Team

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## **SCH001 Attendance Policy for The Children's Trust School**

### **1. Introduction**

School attendance is central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated.

Pupils need to attend school regularly to benefit from their education.

Missing out on lessons leaves children vulnerable to falling behind.

We acknowledge that children with poor attendance tend to achieve less.

As a school we acknowledge our pupils medical complexities that impact hugely on their everyday lives and that can lead to prolonged illness or hospitalisation. However, as a school we have an aspirational target of all pupils attending at least 90%.

### **2. Objectives**

This policy guideline seeks to outline how we address the following:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- Act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.
- How we would address pupils missing from education

### **3. Promoting good attendance and reducing absence, including persistent absence;**

#### **Ensure every pupil has access to full-time education to which they are entitled;**

Within our context as a special school for pupils with complex learning and medical difficulties we need to ensure that for many of our pupils we can maximise their attendance:

- Due to their profound and multiple learning difficulties all pupils are brought to school each day from onsite Residential Houses or by means of funded transport if they are day pupils. We have close collaborative links with both to support them in ensuring pupils access their education.
- Most 'persistent absence' for our pupils will be repeated or short term hospitalisation for illness or surgery, due to regressive or degenerative conditions or life limiting / threatening conditions.
- When pupils are sick or absent for any reason carers/parents are requested to inform school as soon as possible on the day the absence occurs. This can be by telephone to the school or a written signed letter. On occasions when parents fail to inform school of the absence of their son or daughter the classteacher or another member of staff will contact parents to ascertain the reason for the absence.
- When pupils are sick in the residential houses we will be contacted by the shift leaders as early as possible to inform us of the exact nature of the concern. We will seek where possible to take learning opportunities to the Houses if it is felt a pupil maybe able to access them.
- If day pupils are in school and in the opinion of the school nurse and headteacher they are unfit to attend, parents/carers will be contacted and asked to make arrangements to collect their child. No child will be accepted back into school during for 48 hours after vomiting and diarrhoea.

#### **4. Acting early to address patterns of absence**

##### **Supporting all pupils to be punctual to their lessons.**

- All pupils are registered daily and codes used to identify the reasons for any absence.
- Our school day begins at 9.30 am and we will keep this open until 10.00am as many of our pupils have lengthy procedures in the morning and or distances to travel that are un predictable with traffic.
- A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate in the registers and times are monitored.
- All absence is monitored via the registration process weekly and termly. We report absence rates on our APIES system and we note any particular reasons as we except that this may have a bearing on pupil progress outcomes but also to look for trends and patterns.
- We support 'Welfare call' from many local authorities to report absence weekly of pupils.
- Where persistent lateness is an issue then there will be a conversation with relevant local authority / parent / carer / transport provider / school House.

- Absence through illness is monitored to pick up on changes in pupil's presentations with an aim to seek medical support and intervention as quickly as possible.

**Supporting parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.**

- Unauthorised absence is generally not an issue in the school and absence is usually due to medical complexity however, we set the term dates for our school year and we expect all pupils to attend at least 380 sessions or 190 days.
- We also expect our pupils to attend where ever possible through our activity weeks to support the maintenance of their development via their learning intentions and also for us to be able to support their well being.
- Parents who wish to remove their child from school during term time for a holiday or other activities are required to complete a formal request form stating date, length of time and the reason for the request. Permission for such absence is made at the headteacher's discretion and will only be granted for up to 10 days per academic year

## **5. Children at Risk of Missing Education**

Schools and Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school.

Local authorities should trace those children and ensure that they receive full-time education.

As a school we adhere to

Notifying the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where we notify a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable;
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

We will contact any relevant local authority on a regular basis where we have any concerns and will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

## **6. Tracking moving pupils**

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record the following information:

- (a) the full name of the parent with whom the pupil will live,
- (b) the new address
- (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school we will:

- (a) Record the name of the other school, the date the pupil first attended, or is due to start attending, that school in the pupil's record file.

This guidance summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents. These requirements are contained in: • The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5) • The Education (Pupil Registration) (England) Regulations 2006 • The Education (Pupil Registration) (England) (Amendment) Regulations 2010 • The Education (Pupil Registration) (England) (Amendment) Regulations 2011 • The Education (Pupil Registration) (England) (Amendment) Regulations 2013 • The Education (Pupil Registration) (England) (Amendment) Regulations 2016