

# THE ROSEWOOD SCHOOL

## ATTENDANCE POLICY 2017- 2018



Staff Responsible

Mr D Kirk

Policy Date –

September 2017

Review Date –

September 2018

## **Attendance Policy Introduction**

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential. The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We expect all children on roll to attend every day, when the school is in session as long as they are fit and healthy enough to do so.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

We encourage children to attend, and to put in place appropriate strategies to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:-

- Progress and Attainment in school
- Relationships with other children and their ability to form lasting friendships
- Confidence to attempt new work and to learn alongside others

The Governors and Head teacher, in partnership with parents have a duty to promote full attendance at school.

### **The Government expects:**

#### **Schools and local authorities to:**

- promote good attendance and reduce absence, including persistent absence; • ensure every pupil has access to full-time education to which they are entitled; and, • act early to address patterns of absence.

### **Parents to:**

- perform their legal duty by ensuring their children registered at a school attend regularly
- their child to be punctual to their lessons

### **The Education Act 1996 defines a Parent as:**

- All natural Parents, whether they are married or not
- Any person who has Parental Responsibility for a child; and
- Any person who has care of a child, i.e. lives with and looks after a child

### **Why Regular Attendance is important and The Law:**

By law, all children of compulsory school age must receive a full time-education. Section 444 1(a) of the Education Act 1966 says, "if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, without reasonable justification, then his (her) parent is guilty of an offence and can be prosecuted".

Children are required to attend school for 190 days (380 sessions) in any single academic year. Any exceptions to this can only be taken with the full agreement of the Head Teacher.

Any pupil's absence that falls below 90% is categorised by the government as a persistent absentee.

### **Roles and Responsibilities Parents**

- It is the parents' responsibility to contact the school before 9am on the first day their child is absent
- To provide a written explanation or medical evidence to explain any absence on the first day the pupil returns to school
- To arrange routine medical appointments outside of school hours
- Hospital appointments or appointments with other medical support services i.e. (CAMHS) which are beyond parental control. Make sure your child is only absent for the minimum amount of time necessary for any such appointment
- To cooperate with School staff and respond to any correspondence
- Ensure their child attends School and arrives on time
- Keep School up to date with changes of address and emergency contact details

### **The Role of the School Staff**

- The Leadership team has overall responsibility for attendance.
- Form teachers complete a register at the beginning of each morning and afternoon session. This is a legal requirement
- Maintain regular, efficient and accurate recordings of both admission and attendance registers
- Monitor pupil's attendance and punctuality weekly to highlight and take action when there is cause for concern
- Ensure proper safeguarding action is taken

### **Attendance Officers and Attendance Team**

- Make contact with parents on the first day of absence, if no reason has been provided by 9.00am and try to ascertain the reason for the absence
- Where contact has not been possible a letter will be sent to parents/carers requesting confirmation for the reason of the absence. (parents should respond within 5 working days)
- Ensure attendance and lateness records are up to date and that there is a mark recorded for each session that the school is open
- Ensure that only National Attendance codes are entered within the attendance register
- Identify the correct code to use before entering it on to the school's electronic register or management information system which is used to down load data to the School Census

- Ensure the change report within Integris is activated at the beginning of each academic year
- Refer to EIS when the referral criteria is met

### **Pupil's will:**

- Attend school regularly
- Arrive to school and lessons on time
- Be prepared for the school day

## **SAFEGUARDING IN EDUCATION**

All staff at Rosewood School are aware that "Safeguarding is everyone's business". We all play a crucial role in protecting children and young people and keeping them safe or helping them to feel safe. Ofsted under Section 5, make judgements in relation to the effectiveness of Safeguarding. Rosewood School recognises it's legal duty under Section 157 and 175 of The Education Act 2002, to work together with other agencies in safeguarding and promoting the welfare of children. Our school has a clear "Child Protection Policy" which takes into account the "Working Together to Safeguard Children" 2015 document. This is reviewed annually, and ensures all staff including Governors and Volunteers undertake appropriate training with regard to safeguarding.

..\Safeguarding\Keeping Children Safe in Education.pdf

..\Safeguarding\Working Together to Safeguard Children 2015.pdf

## **Illness and Medical Appointments**

If your child has a serious medical complaint, you as the parent will have correspondence from a Consultant, or other departments as to the diagnosis or future appointments relating to that condition. It is for parents to produce such information to allow school to make an informed decision.

For minor ailments school will make a decision based against what they already know about that pupil (e.g. pattern of attendance, or an illness running through the school or a National epidemic).

If your child is absent due to vomiting, they should not return to school for the next 48 hours after the last bout of sickness. This is to reduce the risk of infection to other children and adults at school.

For more than three days of absence the school require a written explanation of why the child was absent. The school office will request this if it is not produced.

Medical certificates are required for absence greater than five days.

Parents must obtain a 'Pupil Pass', prior to a known absence, from school. This will provide parents with evidence that the school are aware of the absence in the event of being stopped by a 'truancy sweep'.

### **Action for Low Attendance**

- 96%+ Excellent – Well done! This will help all aspects of your child's progress and life in school. This will give them a good start in life and supports a positive work ethic.
- 94-95% Average – Strive to build on this. Work with parents to continue to promote full attendance to move to 96%+

- 85-93% Poor – Absence is now affecting attainment and progress at school. School contact parent directly to seek ways of working together to improve attendance.
- Below 85% Unacceptable – Absence is causing serious concern. It is affecting attainment and progress and is disrupting the child's learning. Meetings between home and school to share strategies for improvement will be called. If improvement is not achieved a referral is made to the Education Investigation Service – (EIS).
- Penalty Notice considered where absence is not authorised.
- Non-attendance is an important issue that is treated seriously. However each case is different and the school acknowledges that no one standard response will be appropriate in every case.

Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance.

Prior to the engagement of the EIS, the school may issue letters to parents clearly defining the concerns within school regarding a pupils' absence. It is hoped that a quick response and change in levels of absence will prevent the need for EIS involvement.

### **Children Missing Education**

If families move away from the area, or wish to transfer their child to another school, the Head teacher must be informed in writing. Children cannot be removed from the school roll until we have been notified by another school that a place has been offered and accepted.

Where it is deemed a child is missing from education, and not just absent and have been continuously absent for 10 days, and the absence is unauthorised, then a referral can be made to the Education Investigation Service and Local Authority guidance will be followed.

### **Deletions from the Admission Register**

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

### **Lateness**

The school register is taken between 9.00am - 9.10am and at the start of the afternoon session between 1.00pm – 1.05pm. Pupils arriving after these times must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed

(Code 'L'). The register will close at 9.30am. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') This code statistically counts as unauthorised absence.

Frequent lateness is disruptive to learning, both for the pupil concerned and the class. This will be discussed with parents at Annual Reviews, attendance meetings, PEPs and day to day phone calls and may be referred to the Education Investigation Service (EIS).

### **Statutory Intervention for Lateness**

If there are 10 incidents of late arrival after the registers have closed in a term the school will make a referral to the Education Investigation Service for a Formal Warning Notice to be issued

## **Definitions**

Every half-day absence has to be identified by the school whether the absence is approved or not. This is why information about the cause of each absence is required.

### **Authorised Absence**

Authorised absence means that the school has either given approval in advance for a pupil to be absent, or has accepted an explanation offered afterwards as justification for absence.

### **Unauthorised Absence**

Unauthorised absence is where the school is not satisfied with the reasons given for the absence.

Unauthorised absences are those, which the school does not consider reasonable and for which no 'authorisation has been given.

This includes:

Parents keeping children off school unnecessarily.

Truancy during the school day.

Absences that have never been properly explained.

Holidays not agreed.

Authorising Absence.

Only the Head teacher can authorise absence. The absence must be unavoidable. The Head teacher is not obliged to accept a parent's explanation and if the absence is not authorised, parents will be notified.

Authorised absence codes will only be used after there has been some communication between the parent and school. The following reasons are examples of the kinds of absence that will not be authorised:

Persistent non-specific illness e.g. poorly/unwell

Absence of siblings if one child is ill

Parental illness [alternative arrangements should be made to get children to school – emergencies excepted]

Oversleeping

Inadequate clothing/uniform

Confusion over school dates

Medical/dental appointments of more than half a day without very good reasons

Child's/family birthday

Shopping trip

Attendance and Lateness

If a new pupil has a history of poor attendance at their previous school, there will be a prestart attendance meeting held and targets will be set. For all children, the school monitors absence and lateness and has a stepped approach to taking action. It will not always be appropriate to progress through all of these steps or even to carry them out in the order listed. Responsible staff will use discretion and consider each case carefully.

- Discussion with Education Investigation Service to identify pupils with attendance below 90%, monitoring trends in pupil attendance and lateness; FLO support as appropriate.
- Request from school for parent/carer to meet with school staff
- Initiate the process, if appropriate, to access support from other agencies
- Referral to EIS

Reasons for absence are recorded and retained by the school. When a referral to the Education Investigation Service is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings MUST be attached to the completed referral form with any other relevant information.

### **The Education Investigation Service:**

**Once a referral is received from school due to unauthorised absence, the EIS will carry out statutory duties on behalf of the LA which may result in the following:**

- A Warning Notice being issued for unauthorised absence
- A Fixed Penalty Notice being issued for unauthorised absence or if a child is seen in a Public Place during school hours whilst excluded
- Legal proceedings being undertaken for non school attendance
- Apply for a Parenting Order
- Apply for an Education Supervision Order

../School Attendance Advice\Advice\_on\_school\_attendance\_sept\_2014.pdf

../School Attendance

Advice\parental responsibility measures for school attendance and behaviour.pdf.pdf

### **Holidays in Term Time/Leave of Absence**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

**There is no automatic entitlement in law to time off in school time to go on holiday** and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

Leave of absence shall not be granted unless –

- (a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides: and
- (b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.



**All applications must be made in writing to the Head Teacher at least 5 school days prior to the requested leave date.**

**Failure to notify and/or request leave of absence in term time, providing at least 5 days notice will result in all absence being unauthorised.**

**The Head Teacher will only grant leave where parents can prove exceptional circumstances (irrespective of the child's overall attendance). If they agree such leave was an exceptional circumstance, parents will be informed in writing.**

**On any occasion that school refuses a request for leave in term time, should parent/carers proceed with the leave it will be recorded as a (G) (family holiday not agreed or in excess of agreement), on schools register.**

**Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon a return from such leave) by the local authority may be requested. When requesting a penalty fine the school may calculate the period of days taken within a 12 month period.**

**If a pupil does not return to school after the leave of absence date, school can consider removal from the school register under Regulation 8, 1 (f) of The Education (Pupil Registration) (England) Regulations 2006. Leave of absence in term time**

### **Penalty Notices**

Dudley's LA's Code of conduct states that Penalty Notices can be issued where a pupil's absence has not been authorised by the school. This includes: a number of unauthorised absences, within a rolling academic year; one-off instances of irregular attendance; and where an excluded pupil is found in a public place during school hours.

Penalty Notices are imposed upon each Parent per child and are fines of £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. The Parents can only be prosecuted if 28 days have expired and full payment has not been made and under s444(1) Education Act 1996 when there is sufficient evidence

There is no right of appeal by Parents against the Penalty Notices. They are an early intervention tool to address attendance issues in the first instance.

### **Rewards for Positive Attendance**

The prime benefit derived from regular attendance is that continuity and progression in learning are ensured. Individual children

Certificates are awarded at the end of each term for 100% attendance. This is celebrated in the final whole school assembly. Children who attend 100% of the last two weeks of each term are entered into a prize draw. The three winning names are issued vouchers to their parents/carers for a local supermarket.



### Individual incentives.

The school operates a highly structured rewards system which begins with attendance. For positive attendance points are issued as followed;

Requirement	Frequency	Points
Attend school each day	Daily	1
Exceed your attendance target	As achieved	2
Significantly improved attendance or sustained excellent attendance	Per Term	20
Improved attitude to attendance by making better decisions	As achieved	5

Where positive impact is required, all staff in contact with the child must take extra care to welcome the child each morning, praise punctual attendance and acknowledge the effort the child has made.

It is also appropriate to recognise the effort the parent has made to secure the child's attendance.

### Review

This policy will be reviewed according to the schedule for policy review.

Signed: \_\_\_\_\_

Date: October 2017

Chair of Governors

## **SCHOOL ATTENDANCE PARENTAL RESPONSIBILITY MEASURES 2016**

Parenting Contracts, Parenting Orders & Penalty Notices, (FPN's), are interventions available to promote better school attendance & behaviour.

All Parents are responsible for ensuring that their children of compulsory school age receive a suitable full-time education. This can be by regular attendance at school, at alternative provision or otherwise, (e.g. a Parent can choose to educate their child at home).

The definitions of a Parent are:

- All natural Parents, whether they are married or not
- Any person who has Parental Responsibility for a child; and
- Any person who has care of a child, i.e. lives with and looks after a child

### **PARENTING CONTRACTS**

A Parenting Contract is a formal, written, signed agreement between Parents and either the Local Authority, (LA), or the Governing Body of a School and should contain:

- A statement by the Parents that they agree to comply for a specified period with whatever requirements are set out in the Contract; and
- A statement by the Local Authority or Governing Body agreeing to provide support to the Parents for the purpose of complying with the Contract

Parenting Contracts can be used in cases of misbehaviour or irregular attendance at a school or alternative provision. Parenting Contracts are voluntary but any non-compliance should be recorded by the School or LA as it may be used as evidence in Court where an application is made for a Behaviour Parenting Order.

### **PARENTING ORDERS**

Parenting Orders are imposed by the Court and the Parents agreement is not required before an Order is made.

Parenting Orders are available as an "Ancillary Order" following a successful prosecution by a LA for irregular attendance.

Parenting Orders consist of two elements:

- A requirement for Parents to attend counselling or guidance sessions where they will receive help and support to enable them to improve their child's behaviour. This is the core of the Parenting Order and lasts for up to three months; and,
- A requirement for Parents to comply with such requirements as is specified in the Order. This element can last up to twelve months

All Parenting Orders must be supervised by a responsible Officer from the School, (Behaviour Orders only), or the LA. They are individually named in the Parenting Order.

Any breach by Parents without a reasonable excuse could lead to a fine of up to £1,000. The Police may enforce any breach of an Order by a Parent.

Parents have a right to appeal a Parenting Order to the Crown Court.

## **FIXED PENALTY NOTICES, (FPN'S)**

Penalty Notices are imposed upon Parents and are fines of £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. The Parents can only be prosecuted if 28 days have expired and full payment has not been made. There is no right of appeal by Parents against the Penalty Notices. They are an alternative to the prosecution of Parents.

Dudley's LA's Code of conduct states that Penalty Notices can be issued where a pupil's absence has not been authorised by the school. This includes: a number of unauthorised absences, within a rolling academic year or where an excluded pupil is found in a public place during school hours.

Leave of Absence shall not be granted unless: (a) an application is made in advance to the School, and (b) the Head Teacher considers the request to have exceptional circumstances relating to that application. If Leave of Absence is taken after the Head Teacher has considered it and deemed it NOT to be for exceptional circumstances, or you do not make an application in advance, then the absence will be recorded as unauthorised absence and may be referred to the Education Investigation Service.

Penalty Notices may also be issued where Parents allow their child to be present in a public place without reasonable justification during the first five days of a fixed period or permanent exclusion. The Parents will be notified by the school at the time of the exclusion of this and the days to which it applies.



## Safeguarding Children Missing Education Process

Day One: The school identifies that a child is not in school. A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent/carer that the child is safe at home.

Outcome of Call	Action
There is no answer at the home or on mobile Numbers	Call back. Risk assess after 2 hours Continue process each day. Send absence letter every day. Call Social Worker or Youth Offending Team.
The parent/carer answered the call, the child is safe with them	Ask for reason for absence and record
The person answering is not the parent/carer and the school is not reassured that the child is at home or safe	<b>The school's designated lead for child protection</b> should be consulted on a risk assessment and the degree of vulnerability of the child
The parent/carer answered the call, the child is not with them or safe and the parent is concerned	School to advise the parent to: <b>Contact the local police station to inform</b> them that the child is missing <b>Contact all people and places the child is</b> known to talk to and visit. Inform them that the child is missing and ask if they can help to find the child, by providing information which <b>may shed light on the child's whereabouts</b> or actively searing for the child  <b>Contact the family GP and Accident and Emergency Centres</b> near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment <b>Report back to school if the child is found</b> or remains missing

If the judgment on Day One is that there is reason to believe that the child is at risk of harm the school will contact Police and/or children's social care immediately.

If the judgment on Day One is that there is no reason to believe that the child is at risk of harm school continues to make enquiries and informs Education Inclusion & Partnership on Day Ten that the child is missing education.

## School Risk Assessment for Child Missing Education

Assessing vulnerability requires a combination of professional knowledge and experience of child welfare issues and knowledge of local circumstances. Considering the following questions could assist the process. If in doubt always consult with managers or other services.

Criteria	Risk	Action
Is there good reason to believe that the child may be the victim of crime?		Inform Police and/or children's social care immediately
Does the child have a formal child protection plan?		
Is the child in care i.e. looked after by the local authority?		
Is the planned or current LA children's social care or LA adults' social care services involved? e.g. section 47 enquiry about to start		
Is there a person present in or visiting the family who poses an on-going risk to children, or who is suspected of previously harming a child?		
Is the child at risk of sexual exploitation?		
Is the child at risk of radicalisation?		
Has there been LA children's social care or LA adults/ social care or Criminal Justice System involvement in the past?		Give consideration to the vulnerability of the child and following risk assessment inform one or all of the following: <ul style="list-style-type: none"> <li>• Police</li> <li>• Safer School Officer</li> <li>• Children's Social Care</li> <li>• Local Authority Designated Officer</li> <li>• Education Welfare Service</li> <li>• School Nurse</li> </ul> Use other services to help with your risk assessment, including the above.
Are there religious or cultural reasons to believe that the child is at risk? e.g. FMG or forced marriage.		
Is there any known history of drug or alcohol dependency within the family?		
Is there any known history of domestic violence?		
Is there concern about the parent/carer's ability to protect the child from harm?		
Was there any significant incident prior to the child's unexplained absence?		
Has the child been a victim of bullying?		
Does the child need essential medical or health care?		
Was the child noted to be depressed prior to the child's unexplained absence?		
Has the child gone missing with their family?		
Have the parents been subject to proceedings in relation to attendance?		
Is there a history or poor attendance?		
Has there been any change in the child/family's financial circumstances?		
Age of the child		