



PINNACLE SCHOOLS FEDERATION

ATTENDANCE POLICY

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| Author/Person Responsible | <i>Executive Headteacher</i> |
| Date of Ratification | <i>13/3/23</i> |
| Ratification Group | <i>Standards Committee</i> |
| Review Frequency | <i>Annual</i> |
| Review Date | <i>March 2024</i> |

Equality Impact Assessment (EIA) Part 1: EIA Screening

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|------------------------|-------------------|---------------------|-------------|
| DOCUMENT: | Attendance Policy | DATE: | 07/12/20 |
| CARRIED OUT BY: | Kate Bashford | APPROVED BY: | Mike Riches |

Groups that may be affected:

| Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes) | Existing or potential adverse impact | Existing or potential for a positive impact |
|---|--------------------------------------|---|
| Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion) | No impact | |
| Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication) | No impact | |
| Gender reassignment | No impact | |
| Marriage and civil partnership | No impact | |
| Pregnancy and maternity | No impact | |
| Race | No impact | |
| Religion and belief (practices of worship, religious or cultural observance, including non-belief) | No impact | |
| Gender identity | No impact | |
| Sexual orientation | No impact | |

Any adverse impacts are explored in a Full Impact Assessment.

Pinnacle Schools Federation Attendance Policy

Regular school attendance is essential to ensure the best outcomes for our pupils. This means that all pupils attend each and every day that they are expected to attend. There may be exceptional circumstances when absences may be agreed in line with national attendance code guidance.

About 60% of all register marks relate to illness codes. In order to ensure health needs are addressed we will take full account of the health needs policy as set out in the following link <http://sites.southglos.gov.uk/safeguarding/wp-content/uploads/sites/221/2020/09/2.10-Supporting-CYP-with-Medical-Needs.pdf>

We make every effort to engage positively with parents at all times. A positive relationship will be built up to enable matters related to attendance to be discussed in a timely manner. Contact with parents may include informal conversations, formal attendance meetings and letters home. Where a child has a clear ongoing medical condition which impacts upon attendance, this will be taken into account when addressing any concerns. In these cases it is crucial that home and school have an ongoing dialogue so that the negative impact on learning can be minimised.

Intervention will be triggered under the following circumstances:

1. Where there are more than 30% broken weeks in any period. A broken week is one where there is at least one late or absence mark in the register.
2. Where attendance falls below 95%
3. Where there have been repeat late or U code marks with or without other attendance concerns

Parental contact will be staged to become increasingly formal, beginning with informal conversations and may end in legal proceedings.

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|-------------|---|---|
| Pre-stage 1 | Concerns about attendance are raised | Informal conversation with parent / carer re reason(s) for absence |
| Stage 1 | Year to date broken weeks greater than 30% at term end Less than 90% attendance at term end | Letter 1 to offer support. Seek further information re reason(s) for absence |
| Stage 2 | Year to date broken weeks remains greater than 30% after second term Less than 90% attendance at second term | Letter 2 to make it clear that concerns are increasing. Seek further information re reason(s) for absence |
| Stage 3 | No improvement seen after previous interventions | School Attendance Meeting with Executive Headteacher and/or EWO <ul style="list-style-type: none"> • discuss impact of missed learning |

| | | |
|---------|---|---|
| | | <ul style="list-style-type: none"> • investigate reasons for absence and solutions • set attendance targets • fining or Individual Health Care Plan creation discussed • Set review period |
| Stage 4 | <p>Continued broken weeks</p> <p>Persistently less than 95% attendance or less than 90%</p> <p>No improvement after School Attendance Meeting</p> | <p>Following School Attendance Meeting review, meeting held with Executive Head Teacher and/or EWO:</p> <ul style="list-style-type: none"> • Advise parent/carer that a panel meeting will take place. • School Attendance Panel meeting takes place (Letter sent to arrange) • If no improvement after 4 weeks, school completes a request for an Attendance Panel review chaired by LA representative. |

Attendance registration We have a legal duty to register all pupils in the attendance register in the morning and afternoon. We will code according to national guidelines. Where there is a pattern of absence and no clear supporting evidence of acceptable reasons for absence we will mark these as unauthorised.

Punctuality Our policy is that we will allow a pupil who is late arriving by up to 20 minutes from the start of registration to be marked as "Late" in the attendance register. We believe that a pupil arriving late will not achieve the best outcomes. Arriving late can be unsettling for the pupil and may cause classroom disruption. Parents or carers of children who are persistently late will be contacted by the Executive Headteacher verbally or by letter to discuss this.

Pupils arriving after 20 minutes from the start of attendance registration will be marked as (U) in the register. This has a meaning of an absence which is unauthorised. A pattern of unauthorised absence U code may lead to formal action for non-school attendance and a possible Penalty Notice fine.

Holidays during term time

Holidays during term time are not allowed unless there are exceptional circumstances as they disrupt a child's education and impair progress. They can only be agreed in exceptional circumstances and applications should be made in advance. Each request will be treated on an individual basis and parents/carers will be asked to complete a Request for Leave of Absence form given during the meeting with the Executive Headteacher.

Health and Attendance

Where illness is a clear reason for a pattern of absence with supporting information (for example repeat reference to medical aspects by young person, parent carer, prescription information, medical appointment cards, information from other health professionals) we will put in place an Individual Health Care Plan in line with the South Gloucestershire Council Medical Needs Policy.

<http://sites.southglos.gov.uk/safeguarding/wp-content/uploads/sites/221/2020/09/2.10-Supporting-CYP-with-Medical-Needs.pdf>

Where there are occasional absences such as for sickness and diarrhoea there is no requirement for medical supporting information. For repeat absences we will follow government guidance and agree to absences where there is appropriate medical supporting information.

Reference should also be made to our Medical Needs Policy and Children with Health needs who cannot attend school Policy.

Religious Observance

Schools must treat absence for religious observance as authorised. The day must be exclusively set apart for religious observance by the religious body to which the parents / carers belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Absences which are not agreed by the school (Unauthorised)

The 1996 Education Act requires parents and carers to ensure children attend school regularly and punctually. Where patterns of absence or broken weeks have been identified and where there are unauthorised absences we will seek to engage with parent/carers and the young person. Where efforts to address attendance do not lead to a reduction in unauthorised absence, consideration will be given to a formal legal process.

Penalty Notices

In cases where parents or carers take their child on holiday during term time we may follow the Code of Conduct and request that a Penalty Notice is issued by the local authority where applicable. Where all or almost all unauthorised absence marks are U coded (late after registration) we will first seek to engage with parents/carers and the young person. If U code absences persist we may request a Penalty Notice in line with the Code.

Engaging with parents and carers

We believe regular attendance is crucial in ensuring best outcomes for our pupils and so we will review our attendance performance each term. We will look at the pupils where there is a pattern of absence and where this falls below 95% at least twice per term. Where a child has a pattern of Broken Weeks we will contact parents and may arrange to meet and review progress. There is clear national evidence that children who are in receipt of free school meals attend less than other pupils. We will ensure that support is in place to promote and improve the attendance of all pupils who are in receipt of free school meals.

CHILDREN MISSING IN EDUCATION

First Day of Absence Call

We will regularly request updates of parent-carer contact information. Adults who have day to day care of a pupil are legally responsible for ensuring regular attendance. We will contact parents/carers on the first day of unexplained absence. Where absences are of concern and all attempts to engage have failed we will refer to the Access and Response Team for further investigation.

Removal from Roll

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority 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.

If the pupil has left the school without explanation and there are concerns about the pupil's welfare we will contact the local Access and Response Team immediately.

If there are concerns that a pupil may be at risk of Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), Female Genital Mutilation (FGM) or radicalisation we will contact the Access and Response Team immediately.

If the school is told that a pupil is leaving to attend another school, staff at the school of departure will establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Once the school has confirmation that the child has started at the new school they will update SIMs. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If the school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter will be drawn without delay to the attention of the Access and Response Team. The Children Missing Education Policy will be used to investigate this matter further until an appropriate conclusion is reached: <http://www.southglos.gov.uk/education-and-learning/schools-and-education/behaviour-and-attendance/children-missing-education/>

Part-time time-tables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs; this decision is made by the Executive Headteacher in consultation with parents and external agencies. A part time timetable is time limited, must not be treated as a long-term solution and can only be made with signed parental agreement. A agreed time frame for reviewing arrangements will be set within the time limited period. The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

Requests for flexible schooling will only be considered in exceptional circumstances and as part of a clearly time bound basis.

Review

We will review the attendance policy on an annual basis.

Advice

For advice regarding attendance processes please see.

<http://www.southglos.gov.uk/documents/Attendance-Guidance-July-2016.pdf>

For advice regarding use of attendance codes please see .

<https://www.gov.uk/government/publications/school-attendance>

Other additional information

CHECK LIST

Have you:

1. A named lead member of staff for attendance
2. A lead attendance governor
3. Clear understanding of traded agreement either with Integra Education Welfare Service or other provider (if required)
4. A threshold for engaging with parent/carer where there are identified pattern of absence.
5. A regular report stating numbers of young people having a pattern of broken weeks recommend there is a comparative number for the previous year.
6. Clear protocol for engaging with parent/carer when there is a pattern of absence.
7. Clear information to parent/carer (regular newsletter, warning of penalty notice (Holiday in Term Time)
8. Clear attendance targets. (Including broken weeks target. For example % of pupils having at least 30% broken weeks. (Free School Meals attendance Whole school attendance.....I. SEN Support attendance Compared with previous year.
9. A current attendance policy with review date, shared with parents/carers and on school website.

Things to avoid

1. Automatic authorising of absences following phone call from parent/carer
2. Lack of clarity over attendance leadership.
3. Doing nothing. Schools must act where attendance is a concern.