



Attendance Policy

New Direction School

Reviewed Date:	Reviewed By:	List of changes	Next Review
August 2021	Luke Collins	<ul style="list-style-type: none"> Updated roles and responsibilities 	August 2022
16th February 2022	Luke Collins	<ul style="list-style-type: none"> Reviewed By Luke Collins. Minor changes to wording and grammar (Removed review date at end, added words appendix 1 for leave of absence form, Change some capital letters) made but no significant change. 	January 2023
20th February 2023	Luke Collins	<ul style="list-style-type: none"> Reviewed by Luke Collins with no changes made 	February 2024
August 2024	Adrian Anderson	<ul style="list-style-type: none"> Reviewed and edit to be in line with the statutory (from 19 August 2024) working together to improve school attendance 	August 2025

Introduction

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school, it is essential that you, the parent, inform the school of the reasons for absence. It is everyone's responsibility to help achieve and maintain high levels of attendance.

WHY?

- The Education Act 2011 requires parents and carers to ensure their child receives efficient full-time education, suitable to their age, ability, aptitude and any special needs they may have either by regular attendance at school or otherwise.
- Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Local Authority (LA) and the Department for Education (DfE).
- Parents, guardians and carers must ensure that they are fully aware of the school's attendance policy as any absence will have a huge impact on your child's learning. Regular school attendance is essential and parents, guardians and carers, together with our school staff all have a part to play in ensuring full potential is achieved.
- Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:-

Authorised Absence – is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.

Unauthorised Absence – is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.

- Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstance, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.
- Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery.
- There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.
- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers and the school with the Local Authority.

Aims and Objectives

- To promote regular attendance thus offering all pupils equal access to learning.
- Meet the Government attendance targets set for us.
- Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- Ensure pupils are in school for the maximum number of days.

This policy is designed to help all concerned adults to enable children to attend school regularly and thus be offered the most consistent access to learning as possible.

School Responsibilities

- To communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.

- To follow up absences and lateness if parents/carers have not communicated with the school initially with a first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To have systematic and consistent daily records which chart absence and lateness.
- To consistently administer the attendance procedure.
- To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions.
- To promote good attendance.

Parent Responsibilities

- To have children in class ready for teaching by the start of the day at 9am.
- To inform school by **9am** on **every** day of absence.
- To request leave as far in advance as possible.
- To make applications for leave in writing on the school's '**Leave of Absence Form**' (appendix 1) giving the reason for the request.
- To work with the school to improve lateness and attendance.
- To avoid medical and dental appointments during the school day.

If parents, guardians or carers are worried about their child's attendance at school they should:

- Talk to their child, it may be something simple that needs your help in resolving.
- Talk to your child's class teacher in the first instance.

The Process for Monitoring Attendance (CME)

Luke Collins and Joanna Haigh will log instance of absence and lateness and discuss weekly with the Headteacher. Whilst we are aware legitimate illness may be impacting attendance we will want to see appropriate measures have been taken to support the student in getting back into education. The following steps will be taken in the event of absence.

On the First day of Absence:

We will contact home to find out a reason for the absence and to check in with the welfare of the Student. We will look to find a reason for absence and discuss measures taken or being taken to resolve this (eg going to the doctors)

On the Second day of Absence:

We will Contact home to discuss the Absence and check in on the welfare of the Student. If we have any concerns these will be passed on to the Social Worker.

On the Third day of Absence:

We will Contact home to discuss the Absence and check in on the welfare of the Student. We will follow this up with a written letter outlining our concerns. If we haven't already we will pass on concerns to the Social Worker.

On the Fourth day of Absence:

We will Contact home to discuss the Absence and check in on the welfare of the Student. We will follow this up with a home visit to check the welfare of the student. If The student hasnt been to the Doctors (If absence is for a medical reason) we would be insisting that an appointment is arranged. This will be fed back to a social worker who may aid with getting a doctors appointment.

On the Fifth day of Absence:

We will Contact home to discuss the Absence and check in on the welfare of the Student. At this point we would be making a referral to Safeguarding where we have significant concerns about the welfare of a student.

Following Weeks

If absence persists we will be making phone contact on a daily basis accompanied by Weekly home visits. We will keep in touch with social workers and any safeguarding investigation. At the fourth week we would be reporting the Student to the local authority as a Child Missing in Education.

Sporadic Absence

All attendance is monitored and reviewed regularly. Where attendance falls below 80% this will instigate an investigation into the Students absence by the Deputy Headteachers and Headteacher. A report will be generated looking into reasons for absence and any accompanying evidence affecting the students welfare. We would then call a meeting with parents and social worker to discuss the absence and to create an action plan to help correct this.

Return to Education

Following a period of absence greater than 5 days a meeting will be sought with the PArnts and Social worker to discuss any absence and steps taken during this absence. We will put into place an action plan to help catch up on missed education and to help prevent repeated absence.

Recording

All steps of the processes for monitoring attendance will be recorded on the register as unauthorised absence followed by reporting on Cpoms to keep a record of Steps taken and responses by Parents/ Carers.

Absences during term time

The Education (Pupil Registration) (England) (Amendment) Regulations 2016 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Leave of absence taken with authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

If the penalty is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1000 plus costs.

- Application for term-time leave of absences must be made in advance by the parent with whom the child normally resides on the form headed 'Application of leave of absence during term time' (Appendix 1). These may be obtained from the Headteacher.
- Leave of absence will only be agreed where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- There are approximately 195 school days a year which your child is expected to attend school. There are also approximately 71 days of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

Lateness

Punctuality is an important life skill. It is also polite.

- Children must be in class by 9am each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have been taken.

- Lateness will be monitored.

If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem.

Sickness

- Please notify the school on each day of the absence.
- We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

Abscondin Arrival & Departure

Once pupils have arrived at school and been greeted by staff they are to remain on school premises until 3.15pm, unless authorised to leave with a parent /carer or a school organised activity etc.

Time-Out

As part of their agreed IEPs students may be asked to leave class to calm down and staff will use their professional judgement with respect to this.

Leaving Class without Permission

A student who leaves the supervised learning environment without permission will be deemed 'Out of Bounds'. They will be followed, where possible, by a support staff member who will try to get the student back to class.

If a student appears to be leaving site:-

- A warning will be issued verbally

If a student leaves the site:-

- Parents/Carers will be informed immediately and expected to look for their child.
- Social services will be informed.
- This will not be reported to the police unless the child is deemed by New Direction as being vulnerable/at risk at that time.

Monitoring

The Proprietor will monitor the operation of this policy and its procedures

This policy will be reviewed annually by the Proprietor and key staff.

Appendix 1

NEW DIRECTION INCLUSIVE EDUCATION

LEAVE OF ABSENCE FORM

Pupil Name:- Date of Birth:-

Home Address:-

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First Date of Absence:- Date of Return:-

No of School Days Absent:-

Exceptional reason for absence:-

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Name of Parent:- Tel Number:-

Email Address:-

Signature of Parent:-

FOR Headteacher

Date Received:-

Term Attendance %:- Year Attendance %:-

Exceptional Reasons Accepted:- YES/NO

Name & Signature

Date:-

Date Parent Informed:-

THIS ABSENCE HAS BEEN AUTHORISED/UNAUTHORISED.

WE THEREFORE EXPECT YOU CHILD TO BE IN SCHOOL ON (DATE)

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