Attendance Policy

Handbook Owner	Janine Rivers
Role	Assistant Headteacher
Date issued	Sept 2022
Chair of Governors Signature	*[signature: Coleman Jones]*

Reviewed Date	Reviewed By	Changes made to the policy	Next review date	Date and Minute number	Chair of Governors signature
March 23	J.Rivers		March 2024	27/03/2023	Mica Coleman Jones
Nov 23	J.Rivers	- Update in intro including KCSIE - Updated section on term time holidays - Times for L and U amended to support taxi arrivals - parents will now be notified at the end of each MER and not term - Appendix 1 amended - Appendix 2, 3 and 4 added	July 2024	27/11/2023 – 991	*[signature: Coleman Jones]*

Brackenfield School – ATTENDANCE POLICY – Table of Contents

1. Introduction

Brackenfield SEND School recognises attendance and safeguarding come hand in hand, and all staff have a clear understanding of the following:

It is the right of every pupil to receive a full-time education.
Attendance is everyone's responsibility.
Being absent, as well as missing, from education can be a warning sign of a range of safeguarding concerns.
(KCSIE 2023)
Attendance and safeguarding go hand in hand. It is everyone's responsibility to have high expectations for attendance and welfare of all pupils.

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.

Absence disturbs the continuity of the curriculum and affects social relationships. Absence from school causes difficulties for teachers who have to respond by providing individual programs of work, which whilst supporting continuity are no substitute for attendance at school.

The government expects-

Schools and Local authorities to:

- Promote good attendance and reduce absence, including persistent absence, which includes all children with an attendance less than 90%
- 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 of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons

In considering the above Brackenfield School have adopted and implemented a traffic light attendance monitoring system for attendance (see appendix 1) and that all absence from school will be subject to this system and the attendance policy.

What do Brackenfield do to ensure that attendance is everyone's responsibility?

- Clear expectations communicated to all parents/ carers from the beginning of transition to Brackenfield, regarding attendance and parental responsibility
- Rigorous systems in place to monitor daily attendance and triage support required
- Clear communication methods to report pupil absence
- Key worker model for class teams to provide support and challenge regarding attendance
- Attendance Manager role in place, support pupils, families and staff to increase and maintain high standards of attendance
- Regular attendance training for all staff, including script prompts to support difficult conversations
- Individual, class and whole school attendance is discussed at weekly DSL meetings and SLT Curriculum Briefings
- Attendance data (including persistent absentees) is shared with all staff on a weekly basis
- Weekly, MERLY and Half-MERLY analysis of data
- Attendance is reported to parents at the end of each MER
- Actions plans for all attendance which causes concern

2. **The Law**

The law that governs school attendance and the 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
- Working together to improve school attendance 2022

In brief, parents/carers have a duty to ensure that children of compulsory school age receive "efficient full-time education" which is suitable for their "age, ability, aptitude" and "special needs."

3. Leave of Absence and Holidays.

Under education law parents/carers may request a leave of absence for pupils from school. However, the education (Pupil Registration) (England) (Amendment) regulations 2013, makes it clear that head teachers should not grant approval for any leave of absence during term time unless exceptional circumstances exist. A clear, written justification for these occasions should be provided by the parent or carer by completing the Holiday Request Form which will include clear reasons why the absence needs to take place in term time and over the time requested. *(DFE Schools Attendance, Guidance for Maintained Schools, Academies, Independent Schools and LA's, September 2020)*

Term times are for education. This is priority. Children have 175 days off school to spend time with their families and for family holidays, celebrating birthdays, visiting family members, traveling to an event, etc. These are not considered exceptional circumstances and as such will not be an authorised absence.

Every application will be considered individually, and the decision to authorise absence is at the head teacher's discretion based on their assessment of the situation.

If the leave of absence is not authorised, it will be marked on the attendance register as unauthorised absence and the local authority will be notified if the holiday is taken in line with the government guidelines.

Warning Letters and Penalty Notice Fines may be issued as follows:

4. Persistent Absence

The school can refer to Derbyshire County Council for investigation/ legal intervention if the absence meets the following criteria;

- Two consecutive weeks of unauthorised absence
- Secondary school age – 10 sessions of unauthorised absence in a 5-week period
- Primary school age – 5 sessions of unauthorised absence in a 5-week period, or 10 sessions of authorised absence in a 5-week period where no medical evidence has been received.
- Persistent absence threshold met within the last 12 months and where there is some current unauthorised absence.

5. Holidays During School Term Time

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation then the school can request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies. The education (Pupil Registration) (England) (Amendment) regulations 2013 states that holidays cannot be authorised retrospectively. Any request should be made to the school in writing for consideration prior to any holiday/leave arrangements being made. You may be issued with a penalty notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

6. Medical Appointments and Operations

Where a request for authorised absence is made on medical grounds for pupils to attend non-routine appointments the school will request that parents/carers provide written confirmation before the authorisation is confirmed. It is also requested that every effort is made that the pupils only misses the AM or the PM session from school where possible. Every effort must be made by the parent/carer to bring the pupil back into school after the appointment. It is also preferred that appointments for medical reasons are made at the beginning or the end of the school day, where possible, to limit the time absent from school.

7. Procedures
School starts at 9.10am. All children must be in school at this time.

Registers are to be completed by **teachers** during morning registration 9.10 – 9.30 a.m. and in the afternoon between 12.10pm and 12.20pm.
<center>**THIS IS A LEGAL REQUIREMENT**.</center>

Parents/carers are required to notify the school of any absence by phone between 8.00am and 9.00am, on every day of absence. An answer phone service is available to leave a message on if the call is not answered. A reason must be provided for the absence, for example, he/she is poorly will not be accepted and the attendance manager will need to determine the reason for the absence. This information will be input on the pupil's communication log on the schools MIS with the reason for the absence detailed.

If there is a planned absence, for example medical appointments, parent should email attendance@brackenfield.derbyshire.sch.uk with the evidence for the appointment.

1. If a pupil is not present in registration (between 9.10 and 9.30am) and where no authorised reason for their absence has been provided they are to be marked as "N" and are required to go to the school's office on arrival to notify school of their arrival where their mark will be changed to "L".

2. A late mark, (L) is recorded in the register for any pupil arriving on site between 9.30am and 9.45am. After 9.45am, and if no authorised reason for being late has been provided, the U code (arrived in school after registers closed) will be recorded on the register for that session.

4. Where no contact has been made by the parents/carers, before 9.30am on the same day as the absence (it is essential to check whether the child is actually in the school). The attendance manager will call home.

5. Where there is no response to the phone call, further phone calls will be made or a home visit carried out. If we cannot ascertain that the pupil is safe and well, we will refer to social care.

6. In the case of long-term unauthorised absence (more than 5 days) we will carry out daily safe and well checks, either in person or over video call. If we cannot ascertain that the pupil is safe and well, we will refer to social care.

7. In the case of any prolonged authorised absence from school (more than 5 days) reasonable measures will be taken to ensure that the pupil is safe and well.

8. Where pupils are educated off-site for part of their week their attendance will be monitored on a daily basis by the office. The off-site facility will inform the school each day of attendance and the attendance will be updated on the schools MIS accordingly.

9. All pupils' attendance will be checked on a weekly basis, so that any patterns of absence or unusual absence is identified and early intervention and support, if required, can be offered to the parents/carers.

10. At the end of every Half Term each pupil's attendance will be checked and a monitoring report created, where each pupil will be placed into a category, as per the traffic light system and any action taken as necessary.

11. In addition to attendance data being live on our parental communication app (BOOP), details of a child/children's attendance will be provided to all parents four times per year (at the end of each MER) through a school report. This will not provide new information, and any actions plans are implemented proactively and will form part of the reporting process.

12. Where a child attendance is causing concern the school will make contact with parents detailing any further action as per our traffic light system which may be taken as a result.

All attendance related correspondence and action is detailed on the schools MIS and the attendance monitoring spreadsheet.

Any written notes in children's home school diary's (BOOP), concerning absence or medical appointments, must be transferred onto the schools MIS communication log by the class teacher.

8. Recognition System

Brackenfield School recognises that pupils should be recognised for their attendance, and this is achieved in the following way;

A recognition system is in place to recognise each child's attendance achievement at the end of every MER. This is reported to parents via BOOP.

At the end of the academic year, every pupil with 100% attendance will receive a certificate as recognition. Any pupil, who has an 'M' (which is for a specialist appointment, that cannot be rearranged) or an 'I' (for an operation) on the register, will be included in this recognition. No pupil will be at a disadvantage because of their medical needs.

Appendix 1: Traffic Light System (Graduated response to Attendance Management)

190 School Days in each year. 190 Days for your child's education	6 days absence 184 Days of Education	10 days absence 180 Days of Education	19 days absence 171 Days of Education	29 days absence 161 Days of Education
100%	97%	95%	90%	85% and below
Excellent		Good	Worrying	Serious Concern
Possible Actions				
None required. BOOP recognition at the end of each MER for 100% (including authorised medical and illnesses).	Class teams/Keyworker lead on monitoring attendance.	Class teams/Keyworker to lead on monitoring attendance. Under 96% Letter to be sent.	Attendance Manager to lead on monitoring attendance. Under 95% Letter to be sent. Parent meetings to take place. Individual support plan in place and shared with parents. Family Support Worker allocated. Outside agencies to be involved if necessary at this point.	SLT to lead on monitoring attendance Under 90% Letter to be sent. Parent meetings to take place. Individual support plan in place and shared with parents. Outside agencies to be involved.

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                                          Start

                                    Pupil is absent from

                      Yes        Parents contacted by a        No
                                  Attendance Manager

                                                                    Contact made to
            No       Pupil      Yes              Yes                other contacts        No
                    returns to                                      and/or taxi
                    school                                          company if child

         Attendance                      No                                   Home visit Family
         Manager to maintain             further                              Support Worker
         daily contact and issue
         work to be completed in                                                  Yes      Pupil seen      No
         ...                                                                              safe and

                        Pupil returns to                                                  Refer to starting point.
            No          school after 5         Yes                                        If advise report to the
                        school days                                                       police 101 and follow
                                                                                          CME guidance
         Home visit                      No                                               (Children Missing in
         AM, FSW,                        further                                          ...
         SLT
                                                                                          Refer to Brackenfield's
            No       Pupil seen      Yes                                                   Safeguarding Child
                    safe and                                                              Protection Policy
                                                                                          (Referenced throughout)
         Refer to starting point.    Parental contact to                                  And KCSIE Page 22 and
         If advise report to the     continue with                                        ...
         police 101 and follow       Attendance
         CME guidance                Manager for period
         (Children Missing in        of absence
         ...
                               No    Pupil returns      Yes
         Refer to Brackenfield's    to school
         Safeguarding Child
         Protection Policy           Refer to Persistent            No
         (Referenced throughout)     Absence process                further
         And KCSIE Page 22 and       See page 9
         Page 45
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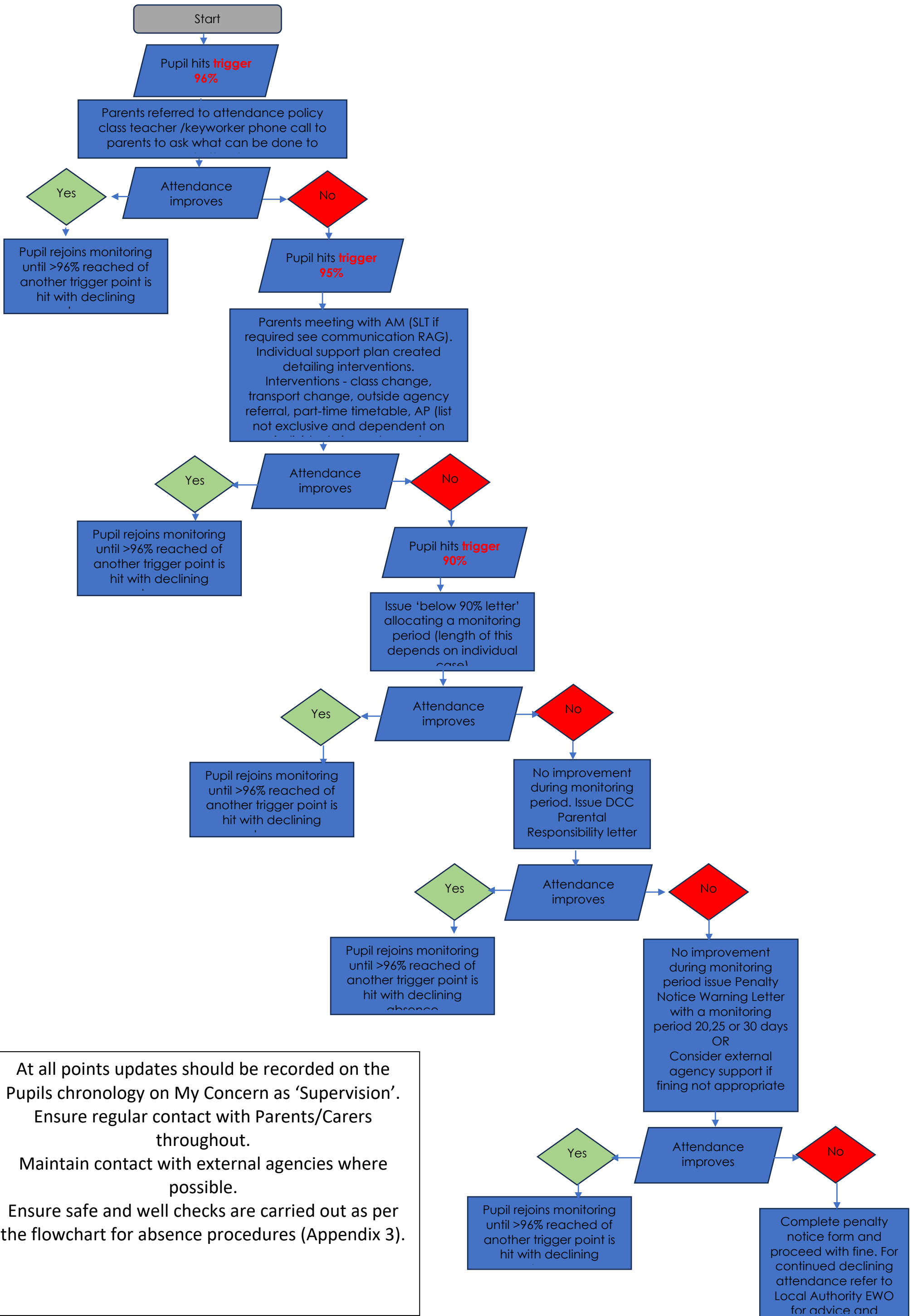
At all points updates should be recorded on the Pupils chronology on My Concern as 'Supervision'.
Maintain contact with external agencies where possible.
Attendance Manager will create a personalised support plan if attendance falls below 95%.

Appendix 3: Graduated Response to Pupil Absence (Interventions)

Intervention stages will always be based on the individual needs of the pupil/family and will be supportive when pupils have diagnosed medical conditions which affect daily attendance.

Stage 1: 97 – 99.9%
• Keyworker notified • Attendance monitoring spreadsheet shared outlining reasons for absence

Stage 2: 95 – 96.9%
• Keyworker notified • Attendance monitoring spreadsheet shared outlining reasons for absence • Under 96% letter shared with Parents/Carers

Stage 3: 90 – 94.9%
• Keyworker notified • Attendance monitoring spreadsheet shared outlining reasons for absence • Support from the Attendance Manager • Family Support Worker allocated • Early Help Assessment (EHA) explored • Under 95% letter shared with Parents/Carers • Meeting with parents arranged • Individual support plan created with parent and pupil voice where appropriate • Explore COMPASS involvement where necessary

Stage 4: 85 – 89.9%
• Keyworker notified • Family Support Worker notified • Attendance monitoring spreadsheet shared outlining reasons for absence • Attendance Manager involvement • Under 90% letter shared with Parents/Carers • Monitoring period issued (length dependent on individual case) • Meeting with parents arranged • Individual support plan updated with parent and pupil voice where appropriate • Explore other outside agencies where necessary

Stage 5: Below 85%
• Keyworker notified • Attendance monitoring spreadsheet shared outlining reasons for absence • Keyworker notified • Family Support Worker notified • Attendance monitoring spreadsheet shared outlining reasons for absence • Attendance Manager involvement • Meeting with parents arranged • Individual support plan updated with parent and pupil voice where appropriate • Derbyshire Parental Responsibility letter sent • Monitoring period issued (20, 25 or 30 days dependent on individual case) • Team around the Family arranged (where appropriate) • Referral to Starting Point/Social Care (where appropriate) • Education Welfare Officer involvement (where possible) • Local Authority involvement (where appropriate) • Alternative Provision explored (where appropriate) • Part-time timetable explored (where appropriate) • Emergency annual review to discuss placement breakdown arranged (where appropriate)

Start

Pupil hits **trigger 96%**

Parents referred to attendance policy class teacher /keyworker phone call to parents to ask what can be done to

Attendance improves

Yes → Pupil rejoins monitoring until >96% reached of another trigger point is hit with declining

No → Pupil hits **trigger 95%**

Parents meeting with AM (SLT if required see communication RAG). Individual support plan created detailing interventions. Interventions - class change, transport change, outside agency referral, part-time timetable, AP (list not exclusive and dependent on

Attendance improves

Yes → Pupil rejoins monitoring until >96% reached of another trigger point is hit with declining

No → Pupil hits **trigger 90%**

Issue 'below 90% letter' allocating a monitoring period (length of this depends on individual case)

Attendance improves

Yes → Pupil rejoins monitoring until >96% reached of another trigger point is hit with declining

No → No improvement during monitoring period. Issue DCC Parental Responsibility letter

Attendance improves

Yes → Pupil rejoins monitoring until >96% reached of another trigger point is hit with declining absence

No → No improvement during monitoring period issue Penalty Notice Warning Letter with a monitoring period 20,25 or 30 days OR Consider external agency support if fining not appropriate

Attendance improves

Yes → Pupil rejoins monitoring until >96% reached of another trigger point is hit with declining

No → Complete penalty notice form and proceed with fine. For continued declining attendance refer to Local Authority EWO for advice and

At all points updates should be recorded on the Pupils chronology on My Concern as 'Supervision'. Ensure regular contact with Parents/Carers throughout. Maintain contact with external agencies where possible. Ensure safe and well checks are carried out as per the flowchart for absence procedures (Appendix 3).

Appendix 5: Attendance Codes

Code	Definition	Scenario
/	Present (am)	Pupil present at morning registration (by 9.30am when registers are taken)
\	Present (pm)	Pupil present at afternoon registration (by 12.20pm when registers are taken)
L	Late Arrival	Pupil arrives late before the register has closed (between 9.30 and 9.45am)
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised Absences		
Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances eg. family funeral
E	Excluded	Pupil has been excluded from school but no alternative provision has been made
H	Authorised holiday	Headteacher has approved a holiday request due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment (not including routine check ups)
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study Leave	Year 11 pupil is on study leave during public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Unauthorised Absences		
Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on holiday despite the headteacher not approving a holiday request
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with the reason given (or no reason given, see N) for pupil's absence
U	Late Arrival	Pupil arrives late after the register has closed (after 9.45am)

Other Absences		
Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	Examples include unplanned school closure, transport issues, disruption to travel (local or national emergency or road closures), pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to school holidays/half day closure/INSET days/Bank Holidays