

The Endeavour School



Attendance Policy

Introduction

The Endeavour School is committed to providing a full and efficient educational experience to all its pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a School, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede full attendance will be identified and addressed as speedily as possible.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible.

Rights and Responsibilities

The Endeavour School expects pupils to attend school regularly, on time and properly equipped and ready to learn.

The Endeavour School will encourage good attendance and will communicate with parents as soon as possible if there is a problem with attendance or punctuality.

The Endeavour School staff will set a good example in matters of attendance and punctuality and will promptly investigate all absenteeism and lateness.

The Endeavour School will work in partnership with parents and pupils to resolve issues, which affect attendance or punctuality as quickly as possible.

The Endeavour School will include in reports to parents on achievement, pupil's attendance at least annually.

Pupils, where possible, will ensure that they attend school regularly and on time.

Pupils, where possible, will attend all lessons punctually.

Pupils can expect to be welcomed and receive assistance following periods of absence in order to catch up.

Pupils will have individual records of attendance/punctuality acknowledged by the school.

Parents are responsible for ensuring their child regularly and punctually attends school, properly dressed, equipped and in an appropriate condition to learn.

Parents are responsible for immediately informing the school of the reason for any absence by telephone call on the first morning of any absence, **this must be confirmed in writing when their child returns to school** (consideration should be given to procedures where parents have difficulty with the written word, or where English is not the first language).

If attendance problems do develop, the school expects parents to work actively with school staff and the Education Welfare Service, to resolve them.

Family Holidays: Amendments to Regulations:

These amendments came into force on 1st September 2013

The Education (Pupil Registration - England) Regulations 2006 used to allow head teachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to 10 school days leave per year. Head teachers were able to grant extended leave for more than 10 days in exceptional circumstances.

Amendments to the 2006 regulations have removed references to family holiday and extended leave as well as the statutory threshold of 10 school days. The amendments make it clear that head teachers may not grant any leave of absence during term time for the purpose of a family holiday.

However, the school recognises the needs that many pupils have, including difficulties in coping with noise or crowded areas at peak holiday times.

Parents can expect the school to keep them fully informed of their child's attendance/punctuality record.

REGISTRATION

Type of Registration and General Register Maintenance

At The Endeavour School an electronic registration system is used called Integris. Class teachers are responsible for indicating that a pupil is present or absent on Integris registration.

All notes from parents regarding a pupil's absence will be stored on the pupil's file and retained for three years.

Start and Close of Registration

The Endeavour School will complete accurate registers at the beginning of each morning and afternoon session within 30 minutes of the start of the session.

Registration begins at 9.00 a.m. and 1.30 p.m. each school day and registers will be closed 10 minutes after these times.

If a pupil arrives after the register has closed, they should report to reception to be registered, as appropriate.

Pupils arriving after the register has closed, without an acceptable reason, will be marked as having an unauthorised absence for that session.

Use of Symbols

The following symbols are used in our registers:

/	= Present a.m.	Present
\	= Present p.m.	Present
B	= Educated off site (NOT dual Registration)	Approved education activity
C	= Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	= Dual registration (i.e. pupil attending other establishment)	Approved education activity
E	= Excluded (no alternative provision made)	Authorised absence
G	= Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence

H	= Family holiday (agreed)	Authorised absence
I	= Illness (NOT medical or dental etc. appointments)	Authorised absence
J	= Interview	Approved education Activity
L	= Late (before registers closed)	Present
M	= Medical/Dental appointments	Authorised absence
N	= No reason yet provided for Absence	Unauthorised absence
O	= Unauthorised absence (not covered by any other code/ description)	Unauthorised absence
P	= Approved sporting activity	Approved education Activity
R	= Religious observance	Authorised absence
S	= Study leave	Authorised absence
T	= Traveller absence	Authorised absence
U	= Late (after registers closed)	Unauthorised absence
V	= Educational visit or trip	Approved education activity
W	= Work experience	Approved education Activity
X	= Non-compulsory school age Absence	Not counted in possible attendances
Y	= Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	= Pupil not yet on roll	Not counted in possible attendances
#	= School closed to pupils	Not counted in possible attendances

These symbols are those introduced in September 2006 as a result of a direction from the DfE.

The Legal Status of Registers

The register is a legal document and must be marked accurately, recording pupils' attendance or absence and in the latter case if authorised or unauthorised.

A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order in respect of a pupil.

Registers must be kept for a minimum of 3 years following completion at the end of the academic school year.

Staff Responsible for Processes

The Headteacher or Deputy Headteacher is responsible for attendance issues and will check the registers on a regular basis to identify any attendance/punctuality concerns.

The Headteacher or Deputy Headteacher will meet annually and whenever necessary with the Attendance Office (Education Welfare Service) to discuss any attendance/punctuality concerns.

The administrative team are responsible for ensuring that registers are kept safely and are available for inspection to relevant professionals.

The administrative team are responsible for logging attendance information onto the computerised system, including the correct absence code.

The class teacher is responsible for taking the register daily, once for the AM session and once for the PM session.

The Endeavour School will ensure that all staff are aware of the registration process and receive in-service training on registration regulations and education law.

Procedures for Following Up Absence/Lateness

It is the responsibility of the parent/carer to contact the school on the first morning of the child's absence. If this contact is not made then The Endeavour School will:

- On the first day contact the parent by telephone (home, work and/or mobile).

If the parent is unobtainable and absence persists -

- On the second or third day attempt contact through the other known emergency numbers.

If the reason for absence is still unknown and absence persists -

- Write a letter requesting information.

If this letter does not elicit an explanation for the absence, the school's Attendance Officer (Education Welfare Service) will be informed after ten days of continuous unexplained absence and the parent may be invited in to the school for a meeting by the Headteacher. This meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance.

If the pupil's difficulties are not resolved at this meeting then a formal referral will be made to the Attendance Officer, (Education Welfare Service), and a formal intervention planned.

If the pupil is returning to school after an absence of longer than two weeks, in exceptional circumstances there will be provision to allow the pupil to ease back into the school system. In the event of a pupil returning after a long term absence then an individual reintegration programme (IRP) will be implemented. The IRP will include all members of the school staff and will be designed to be as supportive of the pupil as possible.

Where a pupil is persistently late the school will write to the parent/carer inviting them to a school based meeting.

AUTHORISED AND UNAUTHORISED ABSENCE

THE DFEE CIRCULAR NUMBER 10/99 STATES THAT PARENTS MAY NOT AUTHORISE ABSENCE, ONLY SCHOOLS CAN DO THIS.

Absence for the following reasons could be authorised where parents have confirmed the absence in writing on the child's return to school (consideration should be given to procedures where parents have difficulty with the written word, or where English is not the first language):

- ◆ Sickness
- ◆ Unavoidable medical/dental appointments
- ◆ Days of religious observance
- ◆ Exceptional family circumstances i.e. bereavement
- ◆ If permission for absence has been granted in advance by the head teacher
- ◆ Transport arranged by the LEA has failed to arrive where the pupil lives beyond statutory walking distance

Absence may be recorded as unauthorised when due to:

- ◆ Shopping
- ◆ Haircuts
- ◆ Missed bus
- ◆ Slept late
- ◆ No uniform
- ◆ Looking after brothers or sisters or unwell parents
- ◆ Minding the house
- ◆ Birthdays
- ◆ Unapproved holidays

It may be necessary for the school or Inclusion Officer to ask the parent/carer to provide the school with written evidence of absence e.g.

- ◆ Appointment cards/letters
- ◆ Medical certificate
- ◆ Letter from GP

If there is an extensive period of absence due to medical reasons the school may ask for the permission of the parent/carer to contact the child's GP to clarify details of the illness/ medical condition and to establish a possible return date for the child.

Strategies for Promoting Attendance/Punctuality

In the belief that pupils are more likely to attend regularly if the curriculum is lively and meets their needs, the curriculum will be regularly reviewed.

Attendance statistics will be collected and used to inform pastoral and curriculum practices.

Expectations are made clear to parents with regard to attendance and punctuality in the Home-School Agreement, which is included in the welcome pack for new pupils which also advises parents that a copy of the Attendance Policy is available upon request.

Opportunities to maintain awareness through newsletters, parents evenings and pupil reports will be used.

Parents, pupils and staff will be regularly reminded of what constitutes authorised and unauthorised absence.

Pupils with a known attendance problem being admitted to school will be interviewed with the parents and will be set targets for improvement.

Parents will be kept regularly informed of all concerns regarding attendance and punctuality.

Pupils who have been absent for an extended period of time will be reintegrated back into school through a structured and individually tailored programme.

All issues, which may cause a pupil to experience attendance difficulties, are to be promptly investigated by the school.

This policy will be reviewed as to its effective implementation on an annual basis and updated as appropriate.

This policy was reviewed by the Curriculum Committee and recommended to the Governing Body on 15 June 2016.

Signed : A Pepper
Chair of Curriculum Committee

This policy was reviewed and adopted by the full Governing Body at a meeting on 13 July 2016.

Signed:
Chair of Governors