

## **Attendance Policy**

Next Steps Ed strives to encourage our students to attend school regularly, so that they are able to take full advantage of the educational opportunities available to them. Good attendance and punctuality are essential for all students if they are to achieve their full potential, both academically and socially.

### **AIMS**

We are committed to meeting our obligation concerning school attendance through our whole-school culture and ethos that values good attendance.

- Reduce absence, including persistent and severe absence
- Promote good attendance
- Act early to identify patterns of absence
- To provide an environment which encourages regular attendance and to ensure that the student is provided with every opportunity to reach their full potential.
- To monitor and support children whose attendance is a cause for concern and build strong relationships with families to ensure pupils have support in place to attend school.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely and make full use of the support from the wider community including multi-agency teams and the Education Welfare Officer in cases of persistent unauthorised absences.
- To adopt a whole school approach with the aim of creating awareness among the whole school population of the importance of good attendance and punctuality in relation to attainment.

### **Working Together to Improve attendance**

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to: School census guidance EAP Attendance Policy & Practice

Keeping Children Safe in Education

Mental health issues affecting a pupil's attendance: guidance for schools

## ROLES AND RESPONSIBILITIES

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

### Parents

- Parents are legally responsible for ensuring their child's regular and punctual attendance to school in correct uniform and in a fit condition to learn. Parents are also responsible for ensuring that their children stay at school once they have registered.
- Parents may not authorise a child's absence – only the school can do this based on the explanation provided by the parents. Should parents fail to provide a satisfactory reason for their child's absence the school would record such absence as unauthorised.
- Parents can expect the school to keep them informed of any attendance and punctuality issues and they can do a great deal to support the regular and punctual attendance of their children.

They should

- Take an active interest in their child's school life and work.
- Ensure homework is completed.
- Avoid unnecessary absences. Wherever possible make appointments for the doctors, dentist etc. outside of school hours.
- Ask the school for help if their child is having trouble or refuses to come to school.
- Inform the school of any changes in circumstances that may affect their child's attendance.
- Encourage routine at home, for example, going to bed at an appropriate time, preparing school bag and uniform the evening before.
- Not keep their child off school to celebrate birthdays, go shopping, to help at home or to look after other members of the family.
- Schools are not legally permitted to authorise holiday in term time, so please do not enquire.

### Pupils

- Attend every timetabled lesson
- Arrive on time for every timetabled lesson
- Attend breakfast club to support their punctuality

### Management Committee

- To set and monitor progress towards annual targets for attendance.
- To evaluate the effectiveness of the Attendance Policy.

- To be in receipt of an attendance report at termly Management Committee Meetings.

### **Head teacher**

- To ensure that effective systems are in place to accurately reflect individual pupil, group and whole school attendance patterns.
- Implementation of this policy at NSE
- To provide the Management Committee with information to enable them to evaluate the success of policy and practice on a termly basis.
- Monitor the impact of any implemented attendance strategies

### **The designated senior leader responsible for attendance**

- To lead attendance across the school
- Offer a clear vision for attendance improvement
- Evaluate and monitor expectations and processes
- Have an oversight of data analysis
- Devise specific strategies to address areas of poor attendance identified through data

### **Administration Staff**

- To record messages re pupil absence/lateness and to pass on information to relevant staff i.e. Attendance Officer.
- Transfer calls from parents/carers and pupils to the pastoral leads in order to provide them with more detailed support on attendance

### **Attendance officer**

- Monitor attendance via 'inventory' system and take morning and afternoon registration.
- Telephone parents on the first day of unexplained student absence, if no response a T2P text will be sent for confirmation of absence. If no response, the absence will be recorded as unauthorised.
- Liaise with Pastoral Leads, Pupil and Family Worker re: Attendance issues
- To prepare, manage and coordinate our registers.
- To monitor and track attendance patterns for all children and prepare relevant attendance reports where necessary.
- To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.
- To monitor individual pupil, group and whole school attendance and punctuality
- To work in partnership with key agencies if attendance and/or punctuality is an issue.
- To write to parents/carers regarding any concerns about their child's attendance
- To arrange meetings including home visits with parents/carers to discuss support and set targets for those experiencing attendance difficulties.

- To offer parents of pupils with poor attendance a Parental/School Contract
- If there is no improvement in a child's attendance and their whereabouts remain unknown, this will be reported to the commissioner, and we will provide support with the next steps regarding the child's education.
- Advise the Director's re- fixed penalty notices issued by the local authority.

### **Tutor and class teachers**

- Responsible for recording class attendance using the correct codes. Inform the office of any absences.
- To organise work on google classroom for pupils in their tutor group who are expected to be absent for an extended period.
- Discuss attendance and punctuality issues with parents as and when required

#### **Absence**

- All students are registered at the check-in monitor 'inventory' and attendance and lateness are recorded.
- Pupils arriving after the register has been closed at 9.30am, will be considered as late
- If a pupil's absence is unexplained for two days a home visit takes place by the Behaviour Mentor or the Directors
- Parents are informed by text message on a daily basis if their child is late to school. If a student is persistently late throughout a week, the sends a letter to the parents/carers.
- We will inform the commissioners of the child's absence on the day the absence occurs via email.

#### **Unplanned absence**

- Parents/carers are asked to contact the school on the everyday of absence to provide the reason for the absence and on each subsequent day of absence. Parents/carers should provide a written explanation on their child's return to school.
- Where the Attendance Officer is not made aware of the reason for a child's absence, they will contact parents/carers by telephone on the first day of absence.

#### **Unauthorised Absences**

- Unauthorised absences over a 8 week period may result in the loss of NSE placement
- We will mark absence due to physical or mental illness if authorised by the commissioner. Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence (if authorised by the commissioner), such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

#### **Following up unexplained absence**

- Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit and if concerned may contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained (we will liaise with the home school team) – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

### **Absconding**

- The safety and well-being of all students are our highest priorities. If a young person absconds while on site, tutors must immediately radio through to a member of the Senior Leadership Team (SLT) to report the incident.
- Following the incident, a detailed report must be written and submitted to SLT as soon as possible. The SLT will then take immediate action to inform the student's home school, commissioner, and the local authority.
- Appropriate follow-up measures will be taken in line with safeguarding procedures, including assessing the reasons for absconding and implementing any necessary interventions to support the student and prevent further incidents.

### **Child Missing Education**

If a staff member suspects that a child is missing education (CME), it is their duty to act promptly to safeguard the child's right to education and welfare. Once these concerns are documented, they should immediately inform the designated safeguarding lead (DSL) or appropriate school authority. Attempts will be made to contact the child's home and parents to verify their educational arrangements and well-being. This includes home visits to ensure the child is safe and well. If the concerns persist after initial contact attempts, the DSL will notify the local authority's CME team and the commissioner. The home school will be contacted via email with a report and updates of the young person that is missing education straight away.

### **Medical or Dental Appointments**

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments.
- Parents/carers are encouraged to make all medical appointments out of school hours.

## Holidays during Term Time

- Amendments to the 2006 Pupil Registration (England) Regulations remove all references to family holidays and extended leave for holidays in term time. The amendments make clear that the Directors may not grant any leave of absence during term unless there are exceptional circumstances. It is for the Head to determine what constitutes exceptional circumstances and for her to determine the number of days a student can be away from school if the leave is granted.
- Continuity of learning is essential and the DfE requires a minimum average attendance of 95%. DfE guidance states that taking a holiday during term time means that children miss important school time both educationally and for other activities. It is calculated that children who miss two weeks of school per year miss 5% of their education.
- In the case of an unauthorised holiday, the Local Authority will be notified of the holiday taken and a Penalty Notice may be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. Unauthorised absences are an offence under section 444 of the education act 1996 (2006 amended). Parents are warned that if they take leave without authorisation the Local Authority has the power to issue Fixed-Penalty Notices of £60, rising to £120 if not paid within 21 days. Parents may be prosecuted if 28 days have expired and full payment has not been made.

## Other Absence

Other absence from school will be considered on an individual basis and a decision will be made to authorise or unauthorised the absence.

### Approval for term-time absence

The home school considers each application for term-time absence individually, taking into account the facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in writing to the Head Teacher. Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents /carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

## REPORTING TO PARENTS AND CARERS

All absences both authorised, unauthorised absence and lateness will be reported to the parent/carer throughout the academic year within their child's report which will also be sent to the commissioner.

Parents are informed each term on their child's attendance and punctuality. The commissioners will be informed daily where necessary.

## REWARDS

- Students who achieve 100% attendance will receive a certificate
- A voucher is presented to the student who has maintained the best attendance and punctuality throughout a term.
- Certificates will be awarded for students with most improvement in their attendance and punctuality.

NSE defines our key levels of attendance as:

Attendance	Days lost per year	Weeks lost per year
98-100%	0-4	Less than 1
95-98%	5-9	1 to 2
93-95%	10-13	2 to 3
85-93%	14-28	3 to 6
Below 90%	More than 25	More than 5

Green = Good Attendance

Amber = Attendance requires improvement

Red = Attendance is a cause for concern

## School Attendance Codes 2024

### Present Codes

/\	Present during registration
B	Educated off site and for taster days and do not fit K, V, P or W codes
K	Attending provision arranged by the local authority under Section 19 of the EA 1996
L	Arrived after the register has started but before it has closed
P	Participation in a sporting activity with prior agreement from school
V	Educational visit or trip supervised by a member of the school staff
W	Attending work experience under arrangements by the school or local authority
<b>Absent Codes</b>	
<b>Authorised Absence</b>	
C	Absence due to exceptional circumstances, agreed by the headteacher
C1	In a regulated performance/undertaking regulated employment abroad
C2	Absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	Dual registered
E	Suspended or permanently excluded, and no alternative provision made
I	Illness (both physical and mental health related; not medical or dental appointments)
J1	Job/School/College interview
M	Medical or dental appointment
Q	Unable to attend because of a lack of access arrangements

R	Religious observance (only 1 day allowed; any more coded as C if agreed)
S	Study leave
T	Parent travelling for occupational purposes
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport provided not being available
Y2	Unable to attend due to widespread transport disruption
Y3	Unable to attend due to part of the school premises being unexpectedly closed
Y4	Unable to attend due to unexpected whole school closure
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
<b>Unauthorised Absent Codes</b>	
G	Holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	Reason for absence not yet established (must be corrected within 5 days)
O	Absent in other or unknown circumstances
U	Late after register has closed
<b>Administrative Codes</b>	
Z	Prospective pupil not yet on register

#	Planned whole school closure (e.g., holidays, Insets and polling station days)
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#### MONITORING AND EVALUATION

- Attendance data will be collected at agreed intervals to establish patterns of irregular attendance