



Archers Brook SEMH Residential School

Attendance Policy

School Aims

Here at Archers Brook School, where we learn today to succeed for tomorrow, you will witness:

- The school community developing socially, emotionally, spiritually and healthily.
- The school community feeling safe and secure.
- The achievement, enjoyment and celebration of success.
- An increasing desire to part of our community.
- Pupils being equipped with the skills to be lifelong learners and achieve economic well-being.

Reasons for Policy

We believe that children can reach their full potential only by receiving full-time education, through regular and structured attendance. All staff play a part in promoting regular attendance and it is crucial there are good communications between pupil, parent and school.

Policy Aims

- To improve the overall percentage of pupils attending school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers, care staff and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents and pupils.
- To develop a systemic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To implement a system of rewards for good attendance.
- To utilise Learning Mentor, Family support worker, School Councillor, Alternative Therapies and Out Reach.
- To promote effective partnerships with the EWO, Childrens Young Services and other agencies.

Principles

- Parents of registered pupils have a legal duty under the Education Act 2002 to make sure that children of compulsory age attend school on a regularly and full-time basis.
- Every half day absence from school has to be classified by the school as either authorised or unauthorised.
- Authorised absence is only given for legitimate reasons.
- It is for the school, not the parent, to decide whether or not to authorise any absence. The school will not authorise absences in the following circumstances.
 1. Where no parental explanation is given.
 2. For extended visits overseas where no approval has been given.
 3. For holidays in term time (unless there exceptional circumstances)
 4. For shopping trips.
 5. For leisure days out.
 6. Where it is believed a parent is condoning an unnecessary absence.
 7. In other cases where it is deemed there is no reasonable explanation.
- Problems with poor or non-attendance are in the first instance sorted out between the school, parents and pupil. If this is not successful communication will be made with the EWO to assist in reintegration.
- As from 1 September 2013, the law does not give any entitlement to parents to take their child on holiday during term time. Any applications for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstance warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from school.
- Parents are expected to ensure pupils are present for registration. A late mark is given if arrival is between 9.05am and 9.30am. Absence mark is given if arrival is after 9.30am unless previously arranged.

Change of address and other contact details

Parents must inform the school immediately if they or the named emergency contacts have a change of address, phone number or email address. In case of emergency, we must be able to contact the parents, carers or third person. Parents must provide this information when they first register their child, and keep information including telephone numbers up to date.

Procedures

The school endeavours to follow the county guidelines for recording daily attendance.

- Schools Attendance officer/Family Support Advisor will enter agreed codes in registers and onto SIMS between 9.00am -9.30am
- Registers are kept by School Attendance Officer/Family Support Advisor with late comers signing late book at front office. These are used in conjunction with Arbor data during EWO consultations.
- School Attendance Officer/Family support Advisor will phone parents of non-attenders as soon as possible and lease with office staff to send text message. Any relevant comments and communications will be noted on Arbor.
- Live recording of attendance administered on Arbor by class teacher each lesson. Attendance Officer/Family Support Advisor will check PM registration mark.
- Attendance officer/Family Support makes follow up phone calls on second or third day of absence.
- After third day unauthorised absence formal letter sent highlighting the responsibility of parent and what constitutes authorised absence.
- EWO informed if 5 days of unauthorised absence achieved within one term or if attendance falls below 90%.
- Home visit from Attendance officer/Family Support Advisor between day three and five.
- Mediation offered and consequences discussed.
- If absence persists formal EWO involvement requested with possibilities of FPN and legal actions.

Support

Discussion and mediation is always attempted as early as possible to assist in reintegration. Strategies available are:

- Flexible time tables and reintegration.
- Use of packages, college courses, work related learning.

- Use of outreach TA's and Family Support Advisor to provide continual links and support.
- Termly rewards and vouchers.

Roles and responsibilities

- The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.
- The headteacher is responsible for ensuring this policy is implemented across the school, and for monitoring school-level absence data and reporting to governors.
- The attendance officer monitors attendance data at the school and individual pupil level. Reports concerns about attendance to the headteacher. Works with education welfare officers to tackle persistent absence. Arranges calls and meetings with parents and advises headteacher of fixed penalty notices.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition | Scenario |
|------|-------------------------------|---------------------------------------------------------------------------------|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| 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 |

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| 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 |

| Code | Definition | Scenario |
|-----------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Authorised absence | | |
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| H | Authorised holiday | Pupil has been allowed to go on holiday 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 |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| Unauthorised absence | | |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| 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 reason for pupil's absence |

Attendance Policy

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| U | Arrival after registration | Pupil arrived at school after the register closed |
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| 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 | School site is closed, there is disruption to travel as a result of a local/national emergency, or 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 half-term/bank holiday/INSET day |

Signed:
Mrs Myers-Whittaker
Headteacher

Date:

Signed:
Mr R Crompton
Chairman of Governors

Date: