

# Attendance Policy



## *Sandwell Home and Hospital Tuition Service*

Signed by Chair of Governors:	<i>May Banks</i>
Date ratified by Governing Body:	24/10/2018
Date of Review:	24/10/2021





## **Introduction**

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly. Referrals to our Service, supported by medical professionals, assume that pupils will attend. It is therefore very important that each pupil attends regularly as has been agreed with staff, pupil and parent/carer.

This policy is applicable to pupils both in the centre and home tuition.

## **Why Regular Attendance is so Important**

Learning – Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. Any child's absence disrupts teaching routines and so may affect the learning of others in the same class.

It is the legal responsibility of parents/carers to ensure that their child attends regularly and does not permit absence without good cause.

Safeguarding – A child may be at risk of harm if they do not attend regularly. Safeguarding the interests of each child is everyone's responsibility, as is promoting their welfare and life opportunities.

## **Promoting regular attendance**

Helping to create a pattern, and expectation, of regular attendance is everybody's responsibility – parents/carers, pupils and all members of staff.

To help with this we will:

- Agree individual attendance target around each child's individual needs. This could be an initial period of home tuition, an agreed short term induction or integration timetable or full time attendance in the centre.
- Support each child to achieve their targets.
- Reward good or improving attendance through certificates and rewards.
- Report to parents/carers through half termly reports and reviews.
- Maintain daily contact in any period of absence.

## **The law relating to attendance**

Section 7 of the Education Act 1996 states that ‘ *the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable a/ to age, ability and aptitude and b/ to any special educational needs he/she may have - either by regular attendance at school or otherwise.*’

### **The Law relating to safeguarding**

*Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.*

### **Understanding types of absence**

Every half day absent from the centre has to be classified by the centre (not the parents) as either Authorised or Unauthorised. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from the centre for a valid reason such as illness, hospital appointments which unavoidably fall in school time and emergencies.

**NB: If a medical appointment with a GP or a dental appointment has to be taken in school time the centre expects your child to attend before or after the appointment as normal.**

Unauthorised absences include:

- Parents/ carers keeping children off school unnecessarily
- Absences which are not properly explained
- Shopping, looking after other children, parents/carers birthdays or pupil birthdays
- Day trips and holidays in term time which have not been agreed

Any child may be off school because they are ill but sometimes they can just be reluctant to attend for a wide variety of reasons. Any problems over attendance should be discussed with the pupil’s pastoral lead, parents/carers and child. It is never better to cover up absence or give in to pressure to excuse your child from attending as this will generally only make matters worse.

### **Absence procedures**

If your child is absent you must:

- Contact us as soon as possible on the first day of absence. This can be by a telephone call from the parent/carer.
- Maintain daily contact for the period of the absence unless agreed otherwise.
- Where absence is for a hospital appointment prior evidence of the letter is required.
- Where absence is for a medical appointment with a GP or a dental appointment prior evidence of an appointment card is required.
- Call in to the centre and speak to one of the pastoral leads.
- For Home Tuition pupils please contact the Centre as soon as possible if your child is unable to access the lesson. This avoids teachers having to make unnecessary journeys and be able to use their time elsewhere.

**If your child is absent we will:**

- Telephone the parent/carer on the first day of absence, and subsequent days, if we have had no communication.
- 2<sup>nd</sup> day of absence the Family and Pupil Support Worker will contact the parent/carer either by telephone or visit to support the pupil within school to attend school.
- 3<sup>rd</sup> day of absence the Family and Pupil Support Worker will visit the home to support the pupil to attend school if no visit was made on the 2<sup>nd</sup> day.
- Endeavour to provide additional support to improve attendance, being mindful of any difficulties and problems.
- If your child's absence becomes a cause for concern you will be contacted by your child's pastoral lead to discuss this further, this will take the form of a phone call, letter home or invitation to a meeting in the centre, to which the mainstream school will be invited to attend.
- Discuss the matter with the Attendance and Prosecution Service if the matter cannot be resolved.
- In extreme cases your child's place may be withdrawn when support and strategies have been exhausted
- See Appendix 1 - Attendance Flow Chart for structure of Attendance Intervention

### **On return to school:**

Following any absence from school the parent/carer is requested to notify the school in writing of the reason for the absence. The Headteacher will only consider authorising any absence upon receipt of written notification – any absences will therefore remain unauthorised until their time. The Family and Pupil Support Worker will further support the pupil to ensure full attendance is maintained.

**NB: If your child has been in hospital a discharge letter from the hospital could be provided.**

### **Lateness**

The school day starts at 9.00 am and all pupils should be in by this time. Registers close at 9.20 and if a pupil arrives between these times they will receive a late mark, unless a special arrangement has been made. After 9.20 a pupil will receive a mark that shows them to be on the site but it will not count as a present mark. Special arrangements in individual cases may be put in place.

### **Requesting a leave of absence**

Requesting any leave of absence during term time will affect your child's education just as much as any other absence and we would ask parents /carers to help us by not requesting any such leave.

There is no automatic entitlement in law to time off in school time and we follow any guidance from the Government and DFE on this.

Any request for a leave of absence during term time should be made in advance and in writing to the Headteacher a minimum of 3 weeks before the requested first day of absence using the attached form (additional forms are available on request from the centre. Any leave of absence forms received within 3 weeks of the requested first day of absence will not be considered and any subsequent absence will be deemed as unauthorised.

A decision will be made within 5 working days of receipt of the leave of absence request form and parents/carers informed by phone and/or email of the decision. Parents/carers are advised not to plan, book or pay for anything in advance in relation to the leave of absence application until they have been notified of the Headteacher's decision.

Authorised leave of absence will only be granted if the Headteacher considers that there are "exceptional circumstances" relating to the application. The fundamental principles for defining 'exceptional' are rare, significant,

unavoidable and short. 'Unavoidable' means that it could not be reasonably scheduled at another time. Absence during term time for holidays is therefore not considered an exceptional circumstance.

### **Recording and Reporting**

We constantly monitor absence and attendance to show us areas of concern and where improvements need to be made. This is done on a weekly basis for each child as well as a more in depth analysis every half term. Pupils could be put onto Attendance Watch if the school feels the pupils need further support to improve or maintain their attendance in order to gain a full learning experience within the school environment. We have a duty to report our data on attendance to the Governing body each term.

## Attendance Flow Chart

