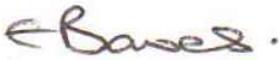




## Attendance Policy

<b>Version:</b>	V3
<b>Last updated:</b>	Jan 2018
<b>Next review:</b>	Jan 2020 (unless there is a significant event or change in relevant regulations)
<b>Lead</b>	Zoe Charnock
<b>Signed</b>	

**Compliance:**

Raise the Youth CIC is committed to providing a full, effective and efficient education to all learners (The Education Act 1996 Part 1, Section 7) and embraces the concept of equal opportunities for all. We will endeavor to provide an environment where all learners feel valued and welcome.

This policy has been written to adhere to the relevant Children and Families Act (2014), Education Act (2011), Regulations and Guidance from the Department for Education (DfE) in addition to guidance from the learners home Local Authorities that we work alongside.

**Aims:**

Regular school attendance is vital for all children, but especially so for those with special educational needs and disabilities (SEND), including those with social, emotional and mental health difficulties (SEMH). This point is stressed to all learners and parents/carers when they are first admitted to the school. Staff support all our learners and their families/carers in sustaining appropriate levels of attendance.

We are aware that the majority of our learners, prior to being placed at Raise, have spent significant periods of time out of education and have significant gaps in their attainment as a result. However, learners are supported to attend school regularly, so they are able to take full advantage of the educational and social learning opportunities available to them, by law, and the wellbeing and therapeutic support offered to them as part of their curriculum.

We fully recognise the level of support required to ensure that learners arrive at school on time and strive to achieve 100% attendance. We invest heavily in resources in pursuit of this aim.

This policy applies to all young people on roll at our school or in our alternative education provisions.

**Procedures:**

Any child who is absent from school at the morning or afternoon registration has their absence recorded as being authorised, unauthorised or as part of an approved educational activity (educated off-site). Only the Head Teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded, in the first instance, as unauthorised. Any amendments will only be done after consultation with parents/carers and/or the Head Teacher, as appropriate.

Morning registration will take place at the start of school. Any learner arriving after this time will be marked as having an unauthorised absence until the next scheduled registration, unless there is an acceptable explanation such as school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the staff at our school work together with other professionals and agencies to ensure that all learners are encouraged and supported to develop good attendance habits.

Raise Education and Wellbeing school will undertake to follow the following procedures to support good attendance:

- Transport our learners to school
- Encourage regular, punctual attendance at the time of collection
- Develop and maintain appropriate registration processes.
- Maintain daily contact with learner, parents/carers.
- Maintain appropriate attendance data.
- Communicate clearly the attendance procedures and expectations to all staff, parents/carers and learners.
- Have consistent and systematic daily records which give detail of any absence and lateness.
- The Attendance and Engagement team will follow up unauthorised absences on the first day of absence
- Follow up absences and persistent lateness if parents/carers have not communicated with the school.
- Work closely with learners, parents and carers to identify and address any issues that may be impacting on attendance
- Inform parents/carers what constitutes authorised and unauthorised absence.
- Strongly discourage unnecessary absence through holidays or other parentally condoned absence during term time.
- Work with parents/carers to improve individual learner attendance and punctuality.
- Refer to the local authority any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- Report attendance statistics to the relevant local authorities and the Department for Education (DfE) where requested.
- All staff should be aware that they must raise any attendance or punctuality concerns to the senior leadership team with responsibility for monitoring attendance.

Raise Alternative Provisions will:

- Encourage regular, punctual attendance
- Develop and maintain appropriate registration processes.
- Maintain daily contact with learner, parents/carers.
- Maintain appropriate attendance data.
- Communicate clearly the attendance procedures and expectations to all staff, parents/carers and learners.
- Have consistent and systematic daily records which give detail of any absence and lateness.
- Notify commissioning school of any absences
- Follow up absences and persistent lateness if parents/carers have not communicated with the school.
- Work closely with commissioning schools/colleges, learners, parents and carers to identify and address any issues that may be impacting on attendance

- Inform parents/carers what constitutes authorised and unauthorised absence.
- Strongly discourage unnecessary absence through holidays or other parentally condoned absence during term time.
- Work with parents/carers to improve individual learner attendance and punctuality.
- Report attendance statistics to commissioning schools/colleges
- All staff should be aware that they must raise any attendance or punctuality concerns to the senior leadership team with responsibility for monitoring attendance.

## Objectives

This attendance policy ensures that all staff in our organisation are fully aware of, and clear about, the actions necessary to promote good attendance. As a whole community we aim to:

- Improve learners' attainment by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 94% attendance for all children
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise parents/carers and learner's awareness of the importance of uninterrupted attendance and punctuality at every stage of a learner's education.
- Work in partnership with commissioning schools, learners, parents/carers, staff and all involved outside agencies so that all learners realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which learners feel safe, secure, and valued, and encourage in learners a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensuring consistency in recognising achievement and dealing with difficulties.
- Provide pastoral support in order to overcome the challenges faced by our young people in order that they can attend regularly.
- Recognise the key role of **all** staff in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents/carers and learners.
- Ensuring that parents/carers have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping young people with the life skills needed to take responsibility for good attendance and punctuality appropriate to their age and development.
- Maintaining effective means of communication with parents/carers, learners, staff, governor and directors on school attendance matters.
- Continually reviewing and developing procedures for identifying, reporting cases of poor attendance and persistent lateness.
- Supporting learners who have been experiencing any difficulties at home or at school which are preventing good attendance.

- Continually reviewing and developing procedures to follow up non-attendance at school.

## **Definitions**

### **Authorised absence**

An absence is classified as authorised when a learner has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a learner has been unwell and the parent/carer has contacted the school on the first morning of absence or informs a member of the well-being team of the illness during transport.

Only the Head Teacher, or their authorised representative, can make an absence authorised. Parents/carers do not have this authority. Consequently, not all absences supported by parents/carers will be classified as authorised.

### **Unauthorised absence**

An absence is classified as unauthorised when a learner is away from school without the permission of the school.

Therefore, the absence is unauthorised if a learner is away from school without good reason, even with the support of a parent/carer.

## **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### **Class teacher**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for non-attendance offered by learners and their parents/ carers.
- Informing the leadership team where there are concerns and acting upon them in a timely way.
- Providing background information to support referrals to commissioning schools, the local authorities or other agencies.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Continually emphasising with their individual groups the importance of good attendance and promptness.
- Following up absences with immediate requests for explanation which should be noted on Behaviour Watch or other recording systems.
- Discussing attendance issues at staff communication meetings where appropriate.

## **Head Teacher and named Attendance Lead:**

The Head Teacher and named attendance lead is responsible for:

- Overall monitoring of school attendance.
- Trends in authorised and unauthorised absence.
- Contacting families on the first day of absence and where concerns are raised about patterns of absence arrange meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised
- Making contact with local authorities, where appropriate.
- Providing reports and background information to inform discussion with the relevant local authorities SEND Team.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

## **Administration staff**

Business Support team are responsible for:

- Collating and recording registration and attendance information and providing to commissioning schools/colleges or LA's.
- Taking and recording messages from parents/carers regarding absence
- Ensuring the absence or lateness is recorded appropriately.
- Informing commissioning schools/colleges or LA's of any concerns
- Contacting parents/carers of absent learners where no contact has been made and the young person is an independent traveller.
- Recording details of young people who arrive late or go home early (independent travellers).
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by young people and their parents/ carers and reporting concerns to the Head Teacher and/or attendance lead.
- Sending out standard letters regarding attendance.

## **Commissioning Schools/Colleges**

- Responsible for ensuring learners understand the importance of attending
- Take appropriate action when there is persistent none attendance
- Provide information which may explain attendance issues

## **Parents**

Parents/Carers are responsible for:

- Ensuring that the child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and managed with the appropriate interventions and support.