

MAYFIELD SCHOOL

ATTENDANCE POLICY



Date of policy: September 2018

Written by: Emma Hunt

Ratified by GB on: 8/10/2018

Signed (chair of governors): 

Review date: October 2019

Rationale

Mayfield School seeks to promote the most effective education for all its pupils. In order to achieve this it is vital that pupils attend school consistently and promptly. Good attendance and timekeeping are also important to facilitate equal opportunities both in the job market and for further education.

In order that pupils and parents co-operate with this policy and pupils gain their full entitlement to education, parents will be informed regularly of the requirements on attendance.

Aims

1. To improve the overall attendance of pupils at the school.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, all staff and governors.
3. To provide support, advice (including medical advice and guidance to parents and pupils).
4. To develop a systematic approach to gathering and analysing attendance related data.
5. To further develop positive and consistent communication between home and school.
6. To implement an effective monitoring and intervention strategy.
7. To promote the Fast Track system (incorporating the schools own Early intervention procedures) of highlighting poor attendance.
8. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence through illness.
9. To identify and provide a curriculum for students who are long term sick or a referral to James Brindley.
10. To improve and further develop links with school transport.
11. To reward and promote improved attendance for students.
12. To ensure that school registers are completed by 9.45am and afternoon by 1.30pm.
13. To make first day absence calls and or home visits where necessary.

>92%	Excellent
92%	National special School Average.
<92%	Below average

Register Codes

<u>CODE</u>	<u>DESCRIPTION</u>	<u>MEANING</u>
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Educational activity
C	Other authorised circumstances (not covered by another appropriate code/description including school transport issues. (late)	Authorised absence
I	Illness (not medical or dental appointments)	Authorised absence
J	Interview	Approved Educational activity
L	Late (before registers closed) Or because of Transport issues.	Present
M	Medical or dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code or description)	Unauthorised absence
P	Approved sporting activity	Approved Educational activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late after registers close	Unauthorised absence
V	Educational visit or trip	Approved Educational activity
W	Work Experience	Approved Educational activity
D	Dual registration (i.e. pupil attending another establishment)	Not counted in possible attendances
X	Untimetabled scheduled sessions for non-compulsory school age pupils	Not counted in possible attendances Entered by the office
Y	Enforced and partial enforced closure Including transport withdrawn.	Not counted in possible attendances
Z	Pupil not on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Categorising Absence

A mark will be made of each pupil during registration. Any pupil who is not present at this time will be marked unauthorised absence unless the reason is already known and accepted by the school in advance or the reason is accepted as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended.

Parental Responsibility

Adults have a primary role in the attendance of pupils. Good examples of attendance and timekeeping by staff and parents provide role models for pupils. Parents are informed through the school website of regulations and procedures regarding timekeeping, their responsibility in ensuring regular attendance and the importance of notifying absences to school. Regular reminders will be issued through school newsletters. Letters will be sent out at the start of each school year reminding parents of the importance of good attendance.

School will also send out letters about attendance as required. Following the early intervention and Fast Track procedures. (please see attached flowcharts)

Contact between parents and school must take place each morning in order to account for absences. This may take the form of telephone call, letters or texts. Copies of pupil medical appointment letters and cards should be supplied to school by parents.

Parents

The term "parent" represents one parent, both parents or carer with whom the child resides.

Parents are informed of their responsibility to ensure their children attend schools regularly. Punctuality is also stressed as lateness impacts on learning not only for the individual but for the class as a whole.

We realise that some pupils are late through no fault of their own (bus issues) Therefore these absences will appear as an L or a C.

Where children have medical appointments out of school parents are encourage to only keep them out of school for the length of the appointment. i.e. if it is am return them in the afternoon if pm collect from school.

Principles

All children should be in school ready to register at 9.15 The register is taken twice a day, by the class teacher

Morning registration finishes at 10.00 am the registers in the afternoon finishes at 1.30 pm

Authorised and Unauthorised absences

Staff will follow the authorities coding system to mark the registers.

It is for the school not the parent to decide whether to authorise an absence or not.

The school will not authorise absences in the following circumstances:

- Where no message is received.
- For parental visits or holidays unless there are special circumstances.
- For shopping trips.
- For leisure days out.
- Where it is believed a parent is condoning an unnecessary absence, e.g. the child is kept away from school because the parent is ill.
- For a second day of absence for religious observation.
- In other cases where it is deemed there is no reasonable explanation.

Leave in term time

The Head teacher may not grant any leave of absence during term time unless there are exceptional circumstances. For example:

- death of parent/carer or sibling of pupil
- life threatening or critical illness of parent/carer or sibling of pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

To apply for leave in term time the parent / carer must:

- Complete the school Exceptional Circumstances – leave in Term Time Request Form.

- As part of the aforementioned form they must demonstrate a willingness to make arrangements that cause the least disruption to their Child's learning
- Agree and sign the home/school contract if the leave is agreed
- Ensure that their child returns to school by the agreed date.

Responding to an application for term time leave the Headteacher will:

- Only consider granting leave in exceptional circumstances as described
- Where they are minded to grant leave, where possible the leave should be wrapped around school holidays and there should be no more than 3 consecutive school days approved.
- Take into account:
 - o The pupil current absence record
 - o The number of previous similar requests
 - o The year the pupil is in
 - o Proximity of major tests / exams
 - o The time of the academic year proposed
 - o The duration of the absence and its impact on continuity of learning
- Agree and sign a home/school contract with the parent / carer when leave is to be granted which clearly stipulates the exact date of return to school.
- Inform the parent / carer in writing of failure to agree the home/school contract, or non-return by the agreed date places the parent / carer at risk of being issued a penalty notice.
- Keep a record of leave taken during term time.

Where leave is not approved, and the parent / carer takes the pupil out of school this will be coded as unauthorised leave on the register. This will then be referred to the Education Legal Intervention Team (ELIT), to consider whether to issue a penalty notice

School Procedures

E-portal is used to record the official school register.

Morning registers close at 9.45 am, except on days of particularly inclement weather, when the head teacher will decide on the time of closure.

Afternoon registration closes at 1.30pm.

Attendance will be monitored daily and a report generated weekly for review at SLT meetings. Absences below 92% without a good reason will have an early intervention letter sent. If there is still no improvement an early intervention action planning meeting will be set up. If both of these processes fail to improve attendance procedures the city's Fast Track procedures will be used.

Class teachers should carry out an ongoing monitoring of both attendance and punctuality using the school tracking system. The office will phone the family on the first day of absence if no reason has been received. After three days the class teacher should phone to see how the child is or pass on to the Pastoral team for a home visit.

If class have been informed that a child is ill but there is no further message after three days class staff should phone to verify the absence. Staff should then phone on a weekly basis to check how the child is.

Attendance will be looked at weekly and analysed on a monthly basis by senior staff.

In the case of a pupil who has repeated short absences this should be calculated and if under 92% an advice letter sent.

Still no improvement then an Early intervention action planning meeting will be arranged, parents given time period to improve.

If there is still no improvement –the pastoral team will refer onto the local authorities Fast Track system using the official paperwork.

As a special school having students with Severe learning difficulties and some with complex medical issues we recognise that some pupils may have specific difficulties regarding attendance and timekeeping due to illness, hospital appointments and transport issues. (If there is a problem that would involve a student in attendance for less than the statutory time then a consultants letter must support this).

We realise that this will have a detrimental effect on the schools overall attendance figures.

Pupils who arrive late at school because of difficulties with organised transport will be marked as present. Where patterns of consistent late running by contractors occur this will be chased up with "Transport".

Rewards Class

Prizes for classes with over 92% attendance for the year – certificates to be given out termly.

Individual Certificate

Any Pupil who has 100% attendance for the half term receives a certificate.

Certificate and Prize

For 100% attendance for the term.

Whole year 100%

Will earn a certificate and a voucher - £20 one4all

Letters

Letters are sent to parents at the end of the year congratulating them on their child's attendance if they have achieved over 92%.

September 2018

Emma Hunt



09:15 Pupils register in class



09:30 Pupils late because of buses registered by class teacher with an L



10:00 Registration closed

Office

Chase up N's

Publish list of reasons



13:30 Afternoon Registration closed

Action

Class Teacher

- Pick up on pattern of absence.
- Contact parents after 2/3 days. (support, signpost to doctors & develop relationships)
- Attendance concerns raised with Pastoral Team.
- Checks the week's register on a Friday for N's and phones parents for reasons.
- Reward Good Attendance.
- Update tracker
- Update CPOMS with relevant concerns linked to attendance

Pastoral Team in liaison DHT/DSL

- Initiate attendance letters for attendance under 92% without genuine reasons, for four week period (1st month).
- ⇒ If no improvement, Early Intervention letter requesting a meeting with parents. (Fast Track process—STEP 1)
- ⇒ Early Intervention meeting arranged and process started. *See separate flowchart*
- ⇒ *Attendance action Plans*
Speak to parents who consistently need reminding to send in messages.
- ⇒ Make list of Attendance agenda items. For SLT
- ⇒ Update tracker
- ⇒ Home visits
- ⇒ Contact GP/consultants where necessary/Request medical evidence (as per procedures).

Office/Stephanie

- Chase up Ns
- Inform Class Teachers of absence and reasons.
- 3 consecutive N or concern for child - contact Pastoral Support.
- Inform Class Teachers and SLT if N remains after 2 weeks.
- Inform pastoral team and SLT of families with persistent reminders.
- Update Tracker
- Request medical evidence (as per procedures).

Attendance Monitoring Process

