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**ATTENDANCE POLICY**

**CROOKHEY HALL SCHOOL**



This policy should be read in conjunction with the Crookhey Hall School Safeguarding Framework Policy

Attendance Lead: Andrew Speight Attendance Deputy Lead: Sean Connoughton

Reference: Keeping Children Safe in Education (September 2024)

Aim of the policy

Students arrive at the Crookhey Hall School with a varied attendance record. Many students have had periods out of education. This can vary from several months to one to two years. Attendance is therefore a crucial element in demonstrating progress in the engagement of their education.

# Policy Attendance

At Crookhey Hall School we believe that children can only learn effectively if they attend school regularly. It is important that students arrive and leave school on time. It is equally important that students should not be at school if they are unwell.

Crookhey Hall School is a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child’s welfare.

As attendance is crucial to effective learning and the continuity of learning experiences, school places great emphasis on this in its communication with parents.

Why regular attendance is so important:

**Learning: -** Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning. Any pupil’s absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child’s regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

**Safeguarding: -** Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school, we will adhere to ‘Working together to Safeguard Children’ (2023):

* Protecting children from maltreatment.
* Preventing impairment of children’s health or development.
* Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
* Taking action to enable all children to have the best life chances.

Failing to attend this school on a regular basis will be considered as a safeguarding matter. Promoting regular attendance:

Helping to create a pattern of regular attendance is everybody’s responsibility - parents, pupils and all members of school staff.

# To help us all to focus on this we will:

* Report to you at least termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
* Celebrate good attendance by providing positive feedback;

# 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:-*

1. *to age, ability and aptitude and*
2. *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 absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

***Authorised absences are sessions away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.***

Please refer to this NHS guidance to help you assess whether you young person is well enough to attend school [Is my child too ill for school? - NHS (www.nhs.uk)](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm_medium=email&utm_source=govdelivery) .

Unauthorised absences are those which the school does not consider reasonable and for which no “leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

* Parents/carers keeping children off school unnecessarily
* Truancy before or during the school day
* Absences which have never been properly explained
* Children who arrive at school too late to get a mark
* Shopping, looking after other children or birthdays
* Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Parent(s) should provide evidence from a medical practitioner advising that any period of absence was necessary, the absence for the evidenced period will be authorised.

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

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| **Code** | **Code Name** | **Description of code** |
| / | Present | AM session - present at school when attendance register is taken |
| \ | Present | PM session - present at school when attendance register is taken |
| B | Educated off site | Offsite supervised activity approved by the school (not at home). (Nature of the educational activity must be recorded in the Nature of Absence area) |
| C | Absent with permission - other | Authorised by the school - other circumstances |
| C1 | Absent with permission - performance | Leave of absence for regulated performance or employment abroad |
| C2 | Absent with permission - part time timetable | Leave of absence for period of temporary part time education |
| D | Dual registered | Scheduled to attend another school at which they are registered |
| E | Suspension/Exclusion | Suspension or exclusion (but no alternative provision made) |
| G | Unauthorised holiday | Holiday not authorised by the school |
| I | Illness | Illness - not medical or dental |
| J1 | Interview | Interview for employment or other educational institution |
| K | Other education provision | Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by the LA. (Nature of the educational activity must be recorded in the |
| L | Late (before register close) | Late arrival before the register has closed |
| M | Medical or dental | Attending a medical or dental appointment (should not be used for periods of illness) |
| N | Reason for absence not yet provided | Temporary code to be used when not aware of the reason for absence. Code should be amended once the reason has been established |
| O | Unauthorised absence | Absent from school without authorisation |
| P | Supervised sporting activity | Supervised and approved activity by the school |
| Q | No access arrangements | Local authority not provided access arrangements |
| R | Religious observance | Authorised absence for religious observance |
| S | Study leave | Study leave to be granted to Year 11 pupils for public examinations. Provision should still be made available for those students who wish to attend school to revise |
| T | Parent travelling for occupational purposes | To be used when travelling for occupational purposes and have agreed this with the schools, but it is not known whether the pupil is attending educational provision |
| U | Late (after register close) | Arrived after registration has closed. Schools should be alert to patterns of late arrival and seek and explanation |
| V | Education visit | Attendance at an organised trip or visit (including residential trips organised by the school or supervised trip of an educational nature by an organisation approved by the school) |
| X | Not required to be in school | Non-compulsory age children not expected to attend school |
| Y1 | Transport not available | Transport normally provided not available and not within walking distance to school |
| Y2 | Widespread travel disruption | Widespread disruption to travel caused by a local, national or international emergency |
| Y3 | Partial school premise closure | Part of school premises is unavoidably out of use |
| Y4 | Whole school unexpected closure | School is unexpectedly closed (for example - adverse weather) |
| Y5 | Criminal justice detention | Pupil in criminal justice detention |
| Y6 | Unable to attend in accordance with public health guidance or law | The pupil is well enough to attend (otherwise code I would have been recorded) but there are government rules or guidance to limit the spread of infection or disease which say they should not attend. |
| Y7 | Unable to attend because of any other avoidable cause | An unavoidable cause, that is not covered by one of the other ‘unable to attend’ codes detailed above, is preventing the pupil from attending school |

***Code H has been removed. Holidays will be recorded under Code C if applicable***

**Code J has been replaced by J1**



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The Designated Safeguarding Lead is to ensure that:

Children’s Services are notified if a child subject to a Child Protection Plan is absent for more than two days without explanation and the social worker is informed when a child subject to a Child Protection Plan or a Child in Need Plan moves to a new setting.

A child missing from an education setting is a potential indicator of abuse or neglect. Local Authority guidance procedures will be followed for dealing with a child who is missing from education, particularly on repeated occasions.

It is important to monitor the welfare of those children with attendance concerns, particularly those with chronic poor attendance or persistent absentees. Attendance plans are in place for those with poor attendance and home visits would be arranged. School should also scrutinise the attendance of off-site provision. Similarly, the attendance of children who are vulnerable or with known welfare and safeguarding concerns such as children who have a Child Protection Plan, a Child In Need, are a Child Looked After and/or Special Educational Needs should be monitored on a weekly basis.

Social care should be informed immediately when there are unexplained absences or

attendance concerns. It is important that the school’s attendance team, including the Local Authority and Safer Schools Officer, are aware of any safeguarding concerns. It is critical that when a child is not attending school their welfare is confirmed and best practice would be for an appropriate professional to visit the home and speak to the child away from their parents/carers, particularly if there are any safeguarding concerns.

There are times when we need to contact parents about lots of things, including absence. We need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don’t, then something important may be missed. **You have a duty to notify school as soon as possible of any changes to contact details.**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the school attendance support team from the Local Authority.

If your child’s attendance falls below 90% it might be necessary to meet with you and/or your child to discuss the reason for absence, please be aware that we may not always give you prior warning of this contact, so please advise us if you would prefer contact before such action. Please be aware if your child’s absences persist, the school attendance support team can use sanctions such as Penalty Notice fines or prosecutions in the Magistrates Court to address irregular school attendance.

Lateness:

Poor punctuality can affect progress and wellbeing. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons. This can be embarrassing for the child and can encourage absence.

**How we manage lateness:**

The school day starts between 8:45am – 9:05am (depending on transport arrangements) and we expect your child to be in school at that time.

Registers will be marked at that time and your child will receive a late mark if they are not present in the class.

The register will be closed 30 minutes after school’s start time. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site, but this will **not** count as a present mark, and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record, you will be asked to meet with a member of school staff and/or the school attendance support team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Should school be unable to resolve an ongoing lateness issue we reserve the right to bring forward the close of register. This would mean that your child’s lateness would be recorded as unauthorised which could result in the Education Welfare Service considering enforcement proceedings against you. **We will always inform you in writing should this action be necessary.**

**The School’s strategy for reducing persistent and severe absence:**

* Identify students with attendance below 90% and create an attendance plan that supports their individual needs.
* Hold regular meetings with parents/carers and/or the student to review the plans and resolve any barriers to attendance-EBSA framework.
* Signpost further support to parent/carers to help remove any barriers to attendance.
* Seek further support through outside agencies and attend TAF/ CIN meetings or work with other schools, to support this, and action plans to support good attendance.
* Ensure that staff are trained in how to support good attendance.
* Hold regular EHCP overview meetings to ensure that we are able to support our students needs and ability to attend and inform the annual review.
* Work with the LA should concerns continue.

**Equality Impact Statement**

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Regional Director for Acorn Education and Care. Outcomes First Group will then actively respond to the enquiry.

This policy was reviewed September 2024

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**We are part of the Outcomes First Group Family, by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world**