Silverstone Attendance Policy

Approved by:	Penny Harris (Director) Jane Cox (Director)	**Date:** 1st September 2024
Last reviewed on:	18th September 2023	
Next review due by:	1st September 2025	

All policies are generated and reviewed with an awareness of equality and diversity in relation to pupils, staff and visitors. All policies are generated and reviewed placing safeguarding and wellbeing at the heart of all that we do.

Policy Point

This policy is designed to ensure the safety and well-being of our pupils by recording attendance, alerting relevant agencies to any emerging patterns of pupil absence and reviewing the provision in the light of new information.

This policy should be read alongside the Safeguarding and Child Protection Policy, and the associated appendices, and the Children Missing Education policy.

- Education Act (1996) and (2002)
- Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Working Together to Improve School Attendance (2023)
- Keeping Children Safe in Education

Our school is committed to:
- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to a relevant education suitable to their needs and capability.
- Acting early to address patterns of absence.

Schools must meet for at least 380 sessions or 190 days during any school year to educate pupils. If a school is prevented from meeting for one or more sessions because of an unavoidable event, it should find a practical way of holding extra sessions. If it cannot find a practical way of doing this, then it is not required to make up the lost sessions.

It is a legal requirement for a school to have an up to date and accurate Admissions register (See Admissions Policy)

All pupils entered on the admissions register must also appear on the attendance register and a pupil should be placed on both from the beginning of the first day on which the school has agreed that the pupil will attend. If a pupil fails to attend on the agreed date, the school should notify the local authority to prevent the child from going missing in education.

Parents or carers must inform the school if the pupil is unable to attend that day or session. This should be done as early as possible with an acceptable reason for the absence.

Amendments to the attendance register

Every amendment made to the attendance register must include:
- the original entry
- the amended entry
- the reason for the amendment
- the date on which the amendment was made
- the name and position of the person who made the amendment

Attendance Record Keeping
- Attendance register should be taken twice a day, AM and PM. AM and PM registration timings: AM: 09:00 - 9:30, PM: 12:55 - 13:25.
- Full details will be filled in on the attendance register to include full name, date of birth, address and contact details of parents/carers.
- If a pupil does not arrive for a session, the parents must be contacted to ascertain the reason for the absence and ensure the correct code entered on the register. This contact should be recorded.
- Any safeguarding concerns relating to a pupil's absence should be managed appropriately.
- Welfare checks will be completed for students that have been absent for 5 days unauthorised absence or no contact made by parents/carers.
- Attendance checks will be made on a daily basis to alternative provision or work experience providers to ensure accurate recording of attendance codes.
- Unauthorised absence concerns relating to attendance must be communicated to referring agencies, parents and carers and education welfare services when necessary. Any absence of 10 days (20 consecutive sessions) must be reported to the relevant local authority.
- Every entry in the attendance register is preserved for a period of three years after the date on which the entry was made.
- Individual pupil attendance % to be recorded termly and sent to parents and other professionals involved with the pupil, including the referring agency as part of the termly progress report.
- Pupils are only removed from the attendance register once they have been removed from the admissions register. The local authority should be notified if a pupil is deleted from registers.
- School Leaders must liaise with the placing local authorities to arrange attendance reporting procedures for the pupils they have placed at the school.

Contents of attendance register

Pupils must be in line of sight when the register is taken. The register should be taken within 30 minutes of the start of first lesson and again within 30 minutes of the start of the afternoon session. Using the codes provided below, the register must record whether every pupil is:
- present at school
- attending an approved educational activity
- absent
- unable to attend due to exceptional circumstances

The school will follow up all absences to:
- ascertain the reason
- ensure that any proper safeguarding actions have been taken
- identify whether the absence is approved or not
- identify the correct code and enter it on the attendance register

All contacts relating to absence will be recorded appropriately and promptly on School Pod.

Monitoring pupil attendance

Directors will work with leaders to promote the importance of school attendance in the school. They will ensure there is provision for supporting and improving attendance, and ensuring this is appropriately resourced, including, where applicable, through the effective use of funding and fees. Directors will regularly review the data and reports

provided by the school to identify patterns in attendance and common issues and barriers to pupils attending school using appropriate comparators including data from local authority area, region and other schools in the organisation.

At On Track Education Silverstone attendance is everyone's responsibility. All staff are responsible for undertaking regular data analysis of data and attendance patterns to identify and provide additional support to pupils or pupil cohorts that need it. Leaders will analyse historic and emerging patterns across the school and develop strategies to address them. Staff will monitor and analyse weekly attendance patterns and trends to deliver intervention and support in a targeted way to pupils and families. Leaders will conduct analysis of half-termly, termly, and full year data to identify patterns and trends that inform monitoring and quality assurance reports to Directors.

The School Leaders will prioritise implementing strategies to continually improve attendance for each individual pupil and for the school as a whole. A range of strategies and interventions will be used to improve attendance and the school will work with parents, carers and multi-agency partners to effect positive change.

The setting recognises some pupils may find it harder than others to attend school, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships, working together to put the right support in place through our escalated response model (see below).

Stage 1 – Decreasing attendance pattern
- Communication via tutor.
- Letter 1 - highlighting attendance decreasing and offer of support.

Stage 2- Below expected attendance (60-80%)
- Initial contact from Family Liaison team-parent and carer invited to an attendance meeting.
- Increase well-being sessions and input to improve students' interactions and connections with learning and school.

Stage 3- Seriously below expected attendance (40-60%))
- Student is persistently absent.
- Seek relevant external support – Early Help Services, Safeguarding referral, CAMHS referral.
- Put in place an alternative education provision and plan to increase engagement and attendance.

Stage 4- High level concern (0-40%)
- Ongoing persistent and severe absence.
- Parents or carers invited to meeting with senior leaders.
- Assessment of support and intervention in place, referral to SASS.
- Arrange, where appropriate, for an emergency EHCP to be held.

The setting will make reasonable adjustments to escalated responses based on individual need and contextual factors. These may include considering support or reasonable adjustments for transport, routines, access to support in school and lunchtime arrangements, reduced timetables and phased returns. It will also work with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities and medical conditions as appropriate e.g. ensuring the provision outlined in a pupils' education, health and care plan is accessed.

Absence and Attendance Codes

1. **Present at School**

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

Code L: Late arrival before the register has closed. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

2. **Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity is of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. If a pupil is attending an alternative provision, arrangements must be in place whereby the school is notified of any absence,

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.
Arrangements need to be made for reporting attendance to the school at which the pupil was initially registered. This may be daily or weekly.
Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absence are promptly followed up.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code

3. **Authorised Absence from School**

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorised by the school
Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances, and relevant background context behind the request.   All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example a medical condition or an integration/re-integration package. A part time timetable should not be used to manage a pupil's behaviour and must only be in place for the shortest time necessary with regular evidenced reviews.

Code E: Excluded but no alternative provision made
If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school
School Leaders should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the School Leader must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the School Leader will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the School Leader's discretion. A leave of absence cannot be granted retrospectively.

Code I: Illness (not medical or dental appointments)
Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes. Pupils with long term illness may need additional support to continue education and education must be full time or as close to full time as the pupil's health allows and be put in place as soon as it is clear that a pupil may be away from school for an extended period.

Code M: Medical or dental appointments
Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance
Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave
Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise. Study leave should only be considered if the School Leaders is convinced that pupils will genuinely use this time for revision and independent study. The School Leader should also be convinced that there are no safeguarding issues relating to the pupils spending this additional time at home.

Code T: A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.
This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school, but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

4. Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or for a longer period than that agreed by the School Leader. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided. Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation. If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

5. Administrative Codes The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances This code can be used where a pupil is unable to attend because:
- the school site, or part of it, is closed due to an unavoidable cause; or
- the transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:
- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities, then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on admission register. This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training.

The school can set different term dates for different pupils for staggered starts or induction days. Code # can be used to indicate the group not attending, but these pupils must still be offered a full education over the school year.

6. Retention and Destruction of Information

Once records have reached the end of their administrative life, they will be disposed of in the appropriate way.   All records containing personal information, or sensitive policy information, will be shredded before disposal.

The school will maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or other unique identifier);
- File title (or brief description);
- No of files
- The name of the authorising officer

All pupil information will be transferred to pupil files which will be retained securely until the date of birth of the pupil plus 25 years after which time the file will be securely disposed of. The Pupil Attendance Registers will be kept securely for 3 years after the date of the last entry and then will be securely destroyed.

7. Unauthorised Absence (Missing from school)

See Children Missing Education Policy

The School Leader will provide the placing local authority with the details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence.   In the event of long term unauthorised absence, a multi-agency meeting will be called and a referral may be made to the Education Welfare Service.

Patterns of absence should be considered in the light of information from the On Track Child Protection Safeguarding Policy and associated Appendices. Pupils missing from school are in danger of exploitation and abuse and this risk must be assessed and addressed.

8. Review
In order to ensure that this policy is relevant, if you have any comments please email directors@ontrackeducation.com