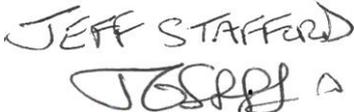
	<b>Name of School</b>	Corbets Tey School
	<b>Policy Adopted Date</b>	14/06/2017 With 19/01/19 update to Procedures For Follow Up Absences/Lateness
	<b>Next Review Date</b>	15/5/2019
	<b>Reviewed by</b>	Governor Name: JEFF STAFFORD Governor Signature: 

## Attendance Policy

### **Equality Impact Assessment**

The school aims to design and implement services, policies and procedures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. In the development of this policy, the school has considered its impact with regard to equalities legislation.

### **Statement of Intent**

Corbets Tey School aims to work with parents and to encourage and assist all pupils and students to achieve excellent levels of attendance.

### **Rights, Responsibilities and Roles**

The rights of each child to have full opportunity to attend school is recognised. The responsibility of each family to ensure that this attendance is supported is recognised. The school bears responsibility both for ensuring the education on offer is appropriate and also to monitor the attendance of each child.

### **School Aim**

Staff will set a good example in matters of attendance and punctuality and will promptly investigate all absenteeism and lateness.

### **Pupils**

Pupils will be supported to ensure that they attend school regularly and on time. It should be noted that the majority of pupils and students are transported by local authority transport. The school liaise with the transport department to facilitate the arrival of children and young people in good time.

### **Parents**

Parents are legally responsible for ensuring their child's regular and punctual attendance. Parents and their children are asked to enter a Home/School agreement to adhere to the school policy on attendance. Parents are asked to immediately inform the school concerning any actual or potential absence or lateness.

### **Registration (including Punctuality)**

In Corbets Tey School the registration is considered to form an important part of each child and young person's personal and social development programme. Registration will take appropriate forms in classes and might include a collective and individual song on occasion.

The importance of the registration process is stressed – this includes its legal aspect and also as a necessary part of providing an orderly start to the school session.

Registers will be taken punctually each day:

- between 9:00 and 9:30am
- between 1:00 and 1:30pm

Staff will utilise formal attendance codes as appropriate. For further guidance on attendance codes please see DfE School Attendance. Guidance for maintained schools, academies, independent schools and local authorities. November 2016:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/564599/school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf)

The register will normally be taken by a class teacher except in circumstances in which the teacher delegates this task to a teaching assistant.

### **Authorised/Unauthorised Absence**

The school will determine whether an absence is authorised or unauthorised.

School requests that all absences are explained by the parent or carer. As the school operates a very close parent partnership it will be sufficient for a telephone communication to confirm such reasons on occasion. Calls to and from the school are recorded.

Absence from school may be authorised if it is for the following reasons:

- sickness
- unavoidable medical/dental appointments
- days of religious observance
- education in alternative and agreed circumstances
- exceptional family circumstances, such as a bereavement.

Wherever possible parents are asked to arrange for medical and dental appointments to take place outside of normal school hours. However school recognises that the nature of individual needs of individual children will necessitate on occasion significant health support including that of attendance at hospitals including those out of the region.

### **Holiday Requests**

Parents can only book family holidays during term time if this is in exceptional circumstances. This will require written authorisation from the Head Teacher, see appendix 1. The procedure is as follows:

1. Any holiday request forms received should be passed to Diane Costin (Pupil Records Assistant)
2. The Pupil Records Assistant will add holiday and non-holiday total days taken by the student and then pass the request to the Headteacher for consideration.
3. The headteacher will make a decision and complete, sign and return the form to the Pupil Records Assistant
4. The Pupil Records Assistant will then add the future holiday absence to SIMS as an authorised absence with the reason for the absence clearly marked in the comments.
5. A copy of the completed holiday request form will be sent to the class to send home to parent/carers.
6. The Pupil Records Assistant will also place a copy in the student file.

### **Guidance - First Day Calling – This is the process that we follow:**

The school follows attendance closely and will contact parents/carers immediately if an absence without reason occurs. Parents are asked to provide the school with contact details of at least 4 different adults who can be contacted regarding absence/lateness. Messages about absence must be advised directly, by telephone, to a member of school staff by a family member with legal parental responsibility. Messages cannot be accepted by school staff if they are passed through bus drivers/escorts, text messages or email.

1. All messages received about student absences will be communicated immediately to the receptionist on duty at the appropriate site (Main Site, Post 16 or Post 19 provisions).
2. Class teachers/class leads will initially follow up any absences by contacting the receptionist for any messages, taking/answering calls from parents/carers and attempting to make contact with parents/carers to obtain reasons for absences
3. Class teachers/class leads will take registers promptly by the deadline times (9.30am and 1.30pm). Appropriate codes will be used for any absences due to confirmed illness (I) or medical appointments (M) and a comment added to describe the circumstances or details of the absence.
4. Family Practitioners (Crystal, Aaron or Sue Hillier) will check the registers at 9.30am and 1.30pm to identify any missing marks and will immediately notify the Headteacher or her deputy which students are missing without reason and are therefore a safeguarding concern.
5. Family Practitioners will follow up the absences and will agree codes for reasons obtained with the Headteacher or her deputy as they become known. After 9.30am, children for whom we have no explanation and been unable to contact will be regarded as '**Children missing from education**' and will convert into safeguarding cases and documentation.
6. It is good safeguarding practice for Class staff to check later in the day for progress/updates when appropriate to share.

If no reason is obtained the Family Practitioners will ensure the Headteacher or her deputy is aware so that they can take appropriate action to ensure that all safeguarding issues are considered and actioned where necessary.

The rest of this guidance is to advise on approaches to making contact:

- Start first day calling for children absent without explanation, call everyone on the contact list until you get an answer. Leave messages if there is a voicemail option. If you have text message systems use them – but don't leave it at that.  
You might get an overseas ring tone – is the family taking a holiday they haven't told you about.  
**Once you make contact, stop this 'first day calling' process.**  
Continue to manage the unauthorised absence, using your attendance processes.
- Call the contact list at least twice.
- By this stage, if you have a good contact list (4 numbers minimum) you probably have a reply.
- If no reply at all, from anyone on the contact list for the child
  - Does the child have additional agency support, such as a social worker, contact them.
  - Do you have any in school intelligence, does anyone know the family.No explanation from a supportive family is very worrying – so don't just concentrate on children who you already know to be vulnerable.
- Make a prompt home visit.
- If you cannot get an answer refer immediately to children's services / MASH / Police – request a welfare call.

Where contact cannot be made and there is concern for the safety of a pupil, the school will send a member of staff to visit the family home. If there is no answer the police should be called immediately.

The school will work closely with parents to facilitate appropriate attendance.

In rare circumstances and where the above does not appear to prove effective the educational welfare service will be invited to consider a follow up.

### **Pupils who are Travelling Independently to and from School**

We recognise that there are increased risks for students who are travelling into school unaccompanied using public transport and therefore we aim to reduce these risks through prioritising these students within our absence follow-up procedures.

Students are assessed and identified as able to develop skills to enable independent travel by a Local Authority panel made up of representation from the CAD 5-19 Support Team (Children and Disabilities), Joint Commissioning and Havering Passenger Services. They will then be allocated a travel trainer by DABD, an independent support service, who will carry out a home visit to assess the suitability of the young person and organise and deliver a programme to work towards independent travel.

On request, the school will provide DABD <https://www.dabd.org.uk/> with a copy of the Pupil Information Profile (PIP) during the initial assessment process.

On the first day of travel training programme, the travel trainer will call into the school reception to give the school the travel trainer's contact information (mobile number, etc.)

DABD will provide copies of 2 week progress reviews to the school during the travel training period and a summative report when the young person has completed the reduction plan and is ready to travel unsupervised.

When the young person is assessed as ready to begin completely independent travel by DABD, a reduction plan will be instigated and the travel support reduced over a planned period of time. DABD will notify the school when the reduction plan is commenced and will provide a copy of the plan by email. If during the reduction plan period there is a need for a change of travel trainer, the reduction plan will be suspended.

When the school is notified by DABD that a student will be travelling unsupervised the class teacher will contact DABD to obtain a copy of the risk assessment which will include the following information:

- Travel time
- Usual route
- Numbers of buses used
- Expected time of arrival at school and home

The class teacher will also contact the parent/carer to obtain the:

- Telephone number of the student's mobile phone. If the mobile phone is an iPhone, parents will be encouraged to install the 'Find My iPhone' app so that they can be tracked if needed.

DABD will provide the young person with a travel assistance card to use if they need help while travelling.

The class teacher will then notify the site receptionist (main school and CT@TA) and Family Practitioners (main school only) that the student is an independent traveller and this will be recorded

on their SIMS pupil record. Details of this and mobile number of the student will be kept in the front office on the site the student attends.

These pupils will remain a priority in terms of monitoring arrival at school at expected times and the following steps will be carried out if they do not arrive at the usual/expected times:

1. Reception staff will be responsible for notifying the Family Practitioners and Head Teacher if any independent traveller does not arrive at school at the usual/expected time.
2. After speaking to class staff to ensure there is no reason for the absence, the Family Practitioners will attempt to make contact via:
  - a. Student mobile phone
  - b. Home phone
  - c. Parent/carer contact numbers
  - d. Other family members contact numbers
3. If no satisfactory contact has been made with either the student or the parent/carers then the Head Teacher will be informed and will take appropriate action to ensure that all safeguarding issues are considered and actioned where necessary. This could include tracing the usual route that the student should have taken in a vehicle or informing the police.

### **Strategies for Promoting Attendance/Punctuality**

The school regularly reviews its general curriculum offer. Surveys of children and parents indicate that children and young people enjoy school. If a child or young person appears unhappy in school this will be followed up and appropriate action taken. This is in support of children and young people wishing to attend school.

School wishes to note that on occasion and in circumstances in which a child appears to be very unwell, parents will be contacted and invite to collect them. This is in support of the child concerned and respective of the general health and welfare of other children and members of staff.

The school offers an attendance certificate to one class per week in recognition of successful attendance and regular reminder of the schools promotion of attendance and punctuality.

The governing body will be kept informed of attendance data termly.

In cases in which a child has enforced absence through particular medical intervention such as – e.g. leg(s) in plaster or supported by splints – the child will be gradually phased back into the school. Appropriate advice will be sought, e.g. from a physiotherapist, concerning travel around school and required support.

### **Collection of Attendance Data**

The school will collect and analyse attendance data on all children including individually or for vulnerable groups where needed (see Single Equality Policy and Looked After Children Policy)

This information will be used to assess the impact of the school's attendance practices and interventions to inform future strategies and interventions.

Basic attendance data will be collected by class staff and entered into SIMS by class staff and then further considered by members of the Senior Leadership Team (SLT) and School Governors.

Any cases of persistent or unusual absence patterns will be fully investigated by the SLT.

The school will follow the unique child model – considering each child entirely as an individual.

**Attendance Officer**

The attendance officer is **Mrs Emma Allen**, the Head Teacher. This policy will be reviewed on an annual basis.

**Contacts**

**DABD**

Central Office  
Pembroke Gardens  
Dagenham  
Essex RM10 7YP  
020 8592 8603  
info@dabd.org.uk

**Related Policies**

Single Equality Policy  
LAC Policy

APPLICATION FOR PUPIL ABSENCE DURING TERM TIME

As a parent you will understand that regular attendance at school is necessary for your child/children to make good progress with their education. Therefore we hope that family holidays will be arranged in the school holiday periods. Request for leave of absence for pupils may only be made on the understanding that the circumstances are exceptional and should be made by the parent or guardian and forwarded to the Head Teacher at least 14 days before the period of absence.

**NB: The Local Authority may consider issuing parents who take children on term time holidays with a Penalty Notice.**

The Penalty Notice will be issued in line with the Local Code of Conduct section 11 that states that a Penalty Notice may be issued:

“Where a parent has taken the pupil on holiday during term time without the school’s authorisation or (in cases where the school has authorised absence for a holiday) has failed to return the pupil to school on the date agreed with the school”

Authorisation for absence is unlikely; therefore, to be granted for the purposes of a family holiday unless there are educational, emotional, social or other benefits to the child. For our pupils there are many benefits that can be gained from experiences outside the classroom. Please telephone the school if you would like to discuss an absence request.

Name of Pupil \_\_\_\_\_ Class: \_\_\_\_\_

Inclusive holiday dates

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason/benefit for term time absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Holiday: \_\_\_\_\_

Total Number of Days Requested: \_\_\_\_\_

Signed Parent / Carer: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

Date Form Received in School: \_\_\_\_\_

Pupil Name: \_\_\_\_\_

Permission authorised by Head Teacher  Yes  No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The reason for this decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Number of days granted this academic year to date (including this absence): \_\_\_\_\_

Check List Enter Date Received  Obtain Head Teacher Signature  Enter on Sims  Photocopy to parents  Filed