

	<b>Name of School</b>	<b>Corbets Tey School</b>
	<b>Policy Review Date</b>	<b>3<sup>rd</sup> November 2020</b>
	<b>Next Review Date</b>	<b>Autumn 2021</b>
	<b>Reviewed by</b>	<b>Governor Name: Jeff Stafford</b> <b>Governor Signature:</b> 

## 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 carers to encourage and assist all students to achieve excellent levels of attendance.

Please note that where the school is referred to in this policy, it covers both the school and the Routes4Life provision.

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

The rights of each child and young person 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 for both for ensuring the education on offer is appropriate and also to monitor the attendance of students.

### **School Aim**

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

### **Students**

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

### **Parents and Carers**

Parents and carers are legally responsible for ensuring their young person's regular and punctual attendance. Each parent/carer and their young person are asked to sign a Home School agreement and to adhere to the attendance policy. Parents and carers are asked to immediately inform the school concerning any actual or potential absence or lateness.

**COVID-19 – Registration during COVID-19 (staggered start and finish times)**

Whilst the COVID-19 pandemic continues to pose a threat and in accordance with the whole school risk assessment, the school is operating staggered start and finish times. Therefore, some classes may not complete the register by 9.30am and Family Practitioners will take this into account when identifying children who may be missing from education.

**Registration (including Punctuality)**

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

The importance of the registration process is stressed – this includes the legal aspect and also as a necessary part of providing an orderly start to the morning or afternoon 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 August 2020:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907535/School\\_attendance\\_guidance\\_for\\_2020\\_to\\_2021\\_academic\\_year.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf) and the addendum guidance: <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

The register will normally be taken by a class teacher except in circumstances when the teacher may delegate 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/carer. As the school operates a very close parent and carer partnership it will sometimes be sufficient for a telephone communication to confirm such reasons. 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.
- **not attending in circumstances relating to coronavirus (COVID-19)**

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

## Holiday Requests

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

1. Holiday request forms should be submitted to reception or emailed to: [office@corbetstey.havering.sch.uk](mailto:office@corbetstey.havering.sch.uk) for consideration by the Headteacher.
2. The Headteacher will make a decision and complete, sign and return the form to the parent/carer, indicating whether the request has been approved as an authorised absence.
3. The Pupil Records Admin Assistant will 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 occurs without explanation. Parents are asked to provide the school with contact details of at least 4 different responsible adults who can be contacted regarding absence or lateness. Messages about absence must be advised directly, by telephone, to a member of school staff by a family member with legal parental/carer 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/ Provision Leader or Coordinator (Post 19) will initially follow up any absences by contacting the receptionist for any messages, taking/answering calls from parents/carers and attempt to make contact with parents/carers to obtain reasons for absences.
3. Class teachers/ Class leads/Provision Leader or Coordinator (Post 19) 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 will check the morning registers as soon as practicable to identify any missing marks and will immediately notify the Headteacher or Deputy Headteacher which students are missing without explanation, and are therefore a safeguarding concern. For Routes4Life, the Provision Leader or Provision Coordinator will contact the Family Practitioners and verbally advise them of any missing marks. If they cannot be reached, the Provision Leader or Provision Coordinator will notify the Headteacher or Deputy Headteacher as they keep separate non-SIMS records.
5. Family Practitioners will follow up the absences and will agree codes for reasons obtained with the Headteacher or Deputy Headteacher as they become known. After 9.30am, students for whom we have no explanation and been unable to contact will be regarded as '**Children missing from education**' or adult safeguarding cases and will convert into safeguarding cases and be documented.
6. It is good safeguarding practice for class staff or the provision leader to check later in the day for progress/updates when appropriate to be shared.

If no reason is obtained, the Family Practitioners will ensure the Headteacher or Deputy Headteacher 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 students absent without explanation and 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 there is no reply at all, from anyone on the contact list for the student:
  - If the student has 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 students who you already know to be vulnerable.
- Make a prompt home visit.
- If you cannot get an answer, refer immediately to children/adult services / MASH / Police – request a welfare call.

Where contact cannot be made and there is concern for the safety of a student, 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 and carers 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.

### **Students who are Travelling Independently to and from School and Routes4Life**

We recognise that there are increased risks for students who are travelling 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:

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

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

The class teacher will inform 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 student record. Details of this and the mobile number of the student will be kept in the front office on the site the student attends.

These students 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 Headteacher 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/carer then the Headteacher 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.

*NB: For Routes4Life Provision, the Provision Leader or Coordinator will be responsible for notifying the Headteacher and appropriate staff of any issues, concerns or potential risks.*

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

The school regularly reviews its general curriculum offer. Surveys completed by students and parents/carers indicate that children and young people enjoy school. If a student appears unhappy in school, this will be followed up and appropriate action taken. This is in support of students wishing to attend school.

School wishes parents/carers to note that in circumstances where a student appears to be very unwell, they will be contacted and invited to collect them. This is in support of the student concerned and respective of the general health and welfare of other students and members of staff.

The school offers an attendance certificate to one class per week, in recognition of successful attendance and as a regular reminder of the school's promotion of attendance and punctuality.

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

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

### **Collection of Attendance Data**

The school will collect and analyse attendance data on all students individually, or for vulnerable groups where needed (see Single Equality Policy and Children who are Looked After Policy).

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

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

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

The school will follow the unique child model and consider each student entirely as an individual.

### **Attendance Officer**

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

### **Contacts**

#### **DABD**

197 South Street  
Romford  
RM1 1QA  
01708 769514  
[ese@dabd.org.uk](mailto:ese@dabd.org.uk)

### **Related Policies**

Single Equality Policy  
Children who are looked after (CLA) Policy  
Child Protection Policy  
Safeguarding of Adults at Risk (Routes4Life)

Appendix 1

CORBETS TEY SCHOOL

APPLICATION FOR STUDENT ABSENCE DURING TERM TIME

As a parent/carer, you will understand that regular attendance at school is necessary for your young person to make good progress with their education. Therefore, we hope that family holidays will be arranged in the official school holiday periods. Request for leave of absence for students may only be made on the understanding that the circumstances are exceptional and should be made by the parent/carer 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 and young people 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 or young person. For our students 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 Student \_\_\_\_\_ Class/Provision: \_\_\_\_\_

Inclusive holiday dates

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

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

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

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

Signed Parent or Carer: \_\_\_\_\_

Name of Parent or Carer: \_\_\_\_\_

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

Date Form Received: \_\_\_\_\_

Student Name: \_\_\_\_\_

Permission authorised by Head Teacher  Yes  No

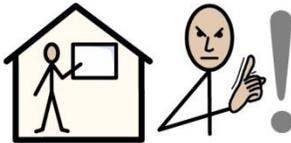
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

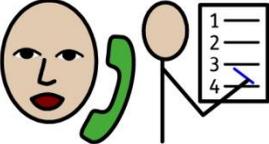
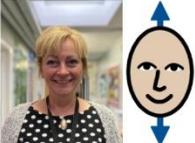
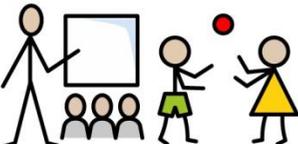
The reason for this decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## Attendance Policy - Easy Read

	<p>It is important for everyone to come to school each day</p>
	<p>Every day you will learn something new and try new things</p>
	<p>The more you are at school the more you will learn</p>
	<p>Your parents should try hard to get you to school each day</p>
	<p>Sometimes though you may be unwell and cannot come to school.</p>
	<p>Sometimes you may need to stay at home to stay safe</p>

	<p>There may be other reasons why you cannot come to school</p>
	<p>Your parents should phone the school in the morning to let us know if you will not be coming in</p>
	<p>If your family want to take you on holiday during when school is open they must ask the headteacher first</p>
	<p>Sometimes the headteacher will say that you do not have to come to school</p>
	<p>Some students travel to school using public transport</p>
	<p>If you travel to school on your own you must phone the school if you are going to be late</p>
	<p>If you come to school as much as you can you will be able to learn and have fun with your friends.</p>