

## **PERCY HEDLEY EDUCATION SERVICES**

### **Attendance (Missing Education) Procedure**

#### **Introduction**

Good attendance is critical to continue the progress that we have made at Northern Counties School. All staff at Hedleys College, Northern Counties School and Percy Hedley School are part of a whole school approach to encourage excellent attendance.

Attendance is monitored daily by the administration team and any unexplained pupil absences are followed up the same day. Electronic registers are completed at the start of the morning and afternoon lessons. It is vital that all staff adopt a professional approach to the completion of registers. Registers are completed accurately and are completed by 9.30am and 1.30pm.

Please refer to code system in registers to ensure accuracy.

We recognise that for some of our pupils their attendance may be disrupted due to ongoing medical needs and appointments. As far as possible we aim to support parents and carers in minimising the impact of health and disability issues on their child's attendance. For example: holding all clinics in school where possible.

#### **Aims**

- To ensure all pupils to attend school / college regularly and promptly.
- To encourage positive attitudes to school / college and attendance from the parents of the pupils and the wider community.
- To ensure that all staff are carrying out the whole school approach to attendance and following school policy.
- To reward good attendance in the weekly whole school assembly.

#### **Procedure**

- Registration takes place in class groups, tutorial groups in Post 16 ASD.
- Registration is from 9.00 am to 9.30 am and from 1.15 pm to 1.30 pm.
- Late marks should be given to pupils who arrive after 9.30 am.
- Parents / carers should inform school / college if any student requires time off for religious reasons.
- We recognise that some pupils may miss home to school transport due to no fault of the parents. This may be due to medical issues such as seizures, or behavioural difficulties of the pupil. If parents make an effort to secure their child's attendance, late arrivals will be authorised.
- Any unaccounted absences are always followed up by the administration team and monitored by the Headteacher / Principal.

- If required staff will undertake home visits to support the family.
- School staff work closely with families who are experiencing a range of difficulties that might have an impact on a child's attendance. If parents wish to ask for a term-time leave of absence for a holiday for their child, they need to seek the permission of the Headteacher / Principal.
- In the event that attendance is not improved to an acceptable level, the school / college will involve Local Authority attendance monitoring processes.

## **Definitions**

For the purpose of this procedure, the school / college defines:

*Absence as:*

- Arrival at school after the register has closed.
- Not attending school for any reason.

*An authorised absence as:*

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

*An unauthorised absence as:*

- Parents keeping children off school unnecessarily or without reason.
- Absences which have never been properly explained.
- Arrival at school after the register has closed (this will be overturned if there is a good reason for the delay).
- Absence due to day trips and holidays in term-time which have not been agreed.

*Persistent absenteeism as:*

- Missing 10 percent or more of schooling across the year for any reason.

## **Roles and Responsibilities**

### Everyone

- Supporting our pupils / students to achieve 95% attendance throughout the year.

### Pupils / students

- To get ready for school each day with appropriate support.
- To walk, travel independently, come to school with parents / carers or local authority transport each day.

## Parents / carers

- Parents / carers are expected to promote good attendance behaviour and ensure their child / young person attends school / college every day unless there is a genuine reason for them being off.
- They are requested to notify the school immediately by telephone or email if their child / young person is unable to attend.
- If parents / carers wish to take their child / young person out of school during school time they are required to discuss this with / ask the permission of the school. This will include medical appointments and any other reasons. If parents wish to ask for a term-time leave of absence for a holiday for their child / young person, they need to seek the permission of the Headteacher / Principal.
- Provide accurate and up-to-date contact details
- Provide the school / college with more than one emergency contact details.
- Update the school / college if their details change.

## Headteacher / Principal and SLT

- Monitor weekly attendance patterns.
- Promotes the importance of attendance to pupils and parents through school publications, online processes, and coffee mornings.
- Establish a range of evidence-based interventions to address barriers to attendance.
- Implement and monitor the effectiveness of these interventions.
- Establish robust attendance escalation procedures:
  - Emails, phone calls, letters to parents /carers
  - Having a weekly teacher / tutor review
  - Attendance review meetings with pupil / student and parents / carers.
  - Engaging with LA attendance teams
- Lead or attend attendance reviews in line with robust escalation procedures.
- Reports to the governing body on attendance.
- Produces attendance figures to meet statutory requirements.
- Promotes the importance of attendance within the school / college.

## Class Teachers / Tutors

- Welcome any pupil / student back after a period of absence, ensuring that they feel settled and well supported to catch up any missed learning.
- Establish plans to remove barriers and provide additional support.
- Make regular contact with families / carers to review progress and impact of support.
- Consider and implement any further action that might be needed to support the pupil / student to maintain high attendance.

## Other staff

- Model good attendance behaviour
- Using their professional judgement and knowledge of individual pupils / students to inform decisions as to whether any welfare concerns should be escalated.

## **Absence procedures**

- Parents / carers will contact the school / college as soon as possible on the first day of absence.
- The school office will contact the home of any student who has not arrived and for whom we have no reason given for absence.
- In case of persistent absence arrangements will be made for the parent / carer to speak with a member of SLT.
- The school / college monitors attendance at least twice per half term.
- Local authorities will be informed of any persistent absence that we have not been able to improve through these procedures.

## **Parental / carer engagement**

The school / college will build respectful relationships with parents / carers.

The school will communicate openly and honestly with pupils and their families about their expectations of school life, attendance, and performance so that they understand what to expect and what is expected of them.

The school will liaise with other agencies working with students and their families to support attendance, e.g. if a pupil has a social worker or case manager.

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

## **Attendance register**

The school / college will input the appropriate code into SIMS / Databridge to record attendance and absences accurately.

Class teachers / tutors will register their class group promptly within the first 30 minutes of school day and record on SIMS / Databridge reasons regarding pupil absences.

## **Term-time leave**

Our aim is to prepare pupils for their future lives and next steps. With this in mind, we require parents / carers to observe the school holidays as prescribed.

The Headteacher / Principal will be unable to authorise holidays during term-time except in exceptional circumstances. Applications will be made in advance and the Headteacher / Principal will be satisfied by the evidence, which is presented, before authorising term-time leave.

The Headteacher / Principal will determine the amount of time a pupil / student can be away from school / college during term-time. Any leave of absence is at the discretion of the Headteacher / Principal.

Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

#### Medical appointments

As far as possible, parents should attempt to book medical and dental appointments outside of school hours.

Hospital appointments are authorised, and we may be able to support attendance at these appointments if required.

#### Modelling, sport and acting performances / activities

Will be addressed on an individual basis, and we will follow local authority guidance on licencing and providing education for such absences.

#### Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

Parents will inform the school in advance if absences are required for days of religious observance.

#### Young carers

The school / college understands the difficulties that face young carers.

The school / college will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

The school /college will take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

#### **Monitoring and review**

The schools and college monitor attendance and punctuality throughout the year.

Percy Hedley Foundation Education Services attendance target is 95%.

Details of absences are shared with governors termly and with local authorities.

This policy will be reviewed biannually by the Headteacher / Principal.