



Attendance Policy

Strive for Education

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1. Aims

Attendance at school is integral to success and progress at Strive. Pupils at Strive may have adverse attendance and are highly likely to be persistent absentees. Providing an engaging curriculum in a supportive and caring environment will promote attendance and therefore progress. Strive will work closely with pupils, families, host schools and any external agencies to provide an environment where attendance is high.

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to an education to which they are entitled
- Acting early to address patterns of absence
- To address areas of concern highlighted by host schools and work hard with individual pupils and families to improve attendance as a key priority.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

As a small school, attendance recording, monitoring, tracking and intervention will be a very closely monitored and immediate processes put in place to respond to pupil absence.

The attendance register will be taken at the start of the day when pupils arrive ready at the start of school. Attendance marks will be recorded on Arbor MIS.

It will mark whether every pupil is:

- Present
- Absent
- Unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Structure of the 22-23 day for KS4:

9:45am	Form time
10:10am	Breakfast Club
10:20am	Learning 1
10:55am	Break
11:10am	Learning 2
11:50am	Lunch
12:35pm	Learning 3
13:15pm	Break
13:30pm	Learning 4
14:20pm	Depart

Registers will be taken at both am and pm sessions. Attendance is shared with home schools every day.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 10am or as soon as practically possible (see also section 6).

Parents/carers can either email on andy@striveforeducation.co.uk or call 01423 649070

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Parents/carers can either email on andy@striveforeducation.co.uk or call 01423 649070 to inform the school of any planned medical/dental appointments.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code. Ongoing attendance issues will be discussed with the student, the student's family and the host school.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents/host school

On being marked present, home schools will be notified via email as soon as possible. Pupils will be marked using the appropriate code by home schools.

On being marked absent for the am session, Strive will notify both the parents/carers immediately to find out the reason. Strive will make every effort to make contact through a text message, phone call or email to find out where their child is or why they are absent. Should a student fail to arrive then the host school will be notified of their absence. We will contact schools via email to and ensure identified key staff, usually attendance officer and SLT/Head of Year, are immediately aware of a student's absence.

Safeguarding: should Strive have any welfare concerns about a student and their attendance, we will follow our safeguarding policy. Should a student be expected to arrive but doesn't, we will alert schools and parents in the immediacy. Should we not be satisfied about any concerns and are concerned that a young person could be at risk of or suffering harm, we will contact social care services and/or the police.

Attendance will form a key aspect of induction meetings and will be reviewed constantly.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

The Head of Centre may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances' e.g family funeral.

Strive will liaise with the host school when considering each application for term-time absence, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the host school headteacher's discretion.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school.

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Strive will work closely with host schools prior to legal sanctions.

The decision on whether or not to issue a penalty notice will ultimately rest with the headteacher of the host school.

5. Strategies for promoting attendance

Strive is committed to supporting pupils to achieve high attendance and punctuality standards by:

- A well planned induction programme for pupils transferring at any stage.
- Rewarding good attendance rates for individuals and classes.
- Using effective and immediate communication where absence is a problem.
- Taking part in LEA initiated projects.
- Showing parents that unjustified absence will have a detrimental effect on pupils' learning.
- Regular telephone attendance checks
- Contacting and meet with parents when patterns begin to emerge.
- Sending home weekly reports informing parents/carers of their child's attendance.
- Monitoring by pastoral leader and carry out home visits where required.
- Celebrating Good Attendance

The daily nominated attendance officer monitors pupil absence on a daily basis. Unless otherwise required the Head of Centre, Pastoral Leader or Operations Director will act as attendance on specified days.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2), a text message can also be accepted.

We will track the attendance of individual pupils, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support. All attendance information will be recorded through Arbor MIS.

7. Roles and responsibilities

7.2 The Head of Centre

The Head of Centre is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to host schools and key stakeholders.

7.3 The attendance officer

As a small school the Pastoral Lead, Operations Director and Head of Centre will all take the role of the attendance officer. The Pastoral Lead will be responsible for school attendance and will:

- Monitor attendance data at the school and individual pupil level
- Report concerns about attendance to the Head of Centre
- Work with education welfare officers and professional services to tackle persistent absence
- Arrange calls and meetings with parents to discuss attendance issues

7.4 Class teachers/form tutors/support staff

Class teachers will not be required to take individual registers. All attendance will be recorded in one central location by the officer in charge of attendance at the time. They will record attendance on a daily basis, using the correct codes, and submitting this information into the school MIS Arbor.

8. Monitoring arrangements

This policy will be reviewed annually by the Head of Centre. At every review, the policy will be shared with schools and on our website.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious

		observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day