



# Attendance Policy

## Strive for Education

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## 1. Aims

Attendance at school is integral to success and progress at Strive. Some students at Strive may have adverse attendance and are highly likely to be persistent absentees due to child protection concerns such as abuse, neglect, suffering or at risk of suffering CCE and CSE issues. Providing an engaging curriculum in a supportive and caring environment will promote attendance and therefore progress. Strive will work closely with students, families, host schools (where appropriate) 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 student 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 students 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 (Student Registration) (England) Regulations 2006
- The Education (Student Registration) (England) (Amendment) Regulations 2010
- The Education (Student Registration) (England) (Amendment) Regulations 2011
- The Education (Student Registration) (England) (Amendment) Regulations 2013
- The Education (Student 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 students are boarders) are required to keep an attendance register, and all students must be placed on this register.

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

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

It will mark whether every student 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 24-25 day for KS4:**

9:30am	Form time
9.50am	Breakfast Club
10:05am	Learning 1
10:50am	Break
11:05am	Learning 2
11:50am	Lunch
12:30pm	Learning 3
13:15pm	Break
13:30pm	Learning 4
14:15pm	Depart
14:30pm	Extra-Curricular/Twilight

Registers will be taken at both am and pm sessions. Where students are on an AP Pathway programme, 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 call 01423 649070 or text (Strive mobile) 07359 109246.

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 student should be out of school for the minimum amount of time necessary. Parents/carers can either email [andy@striveforeducation.co.uk](mailto:andy@striveforeducation.co.uk) or call 01423 649070 or text (Strive mobile) 07359 109246 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 student who arrives late but before the register has closed will be marked as late, using the appropriate code. A student 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.

If a child is absent

Attendance/Pastoral lead will ensure that systems are in place on each site so that;

- Parents/carers/students should report any absence to the school before 10.00am and should contact the school for each day a student will not be attending school.
- If the school is not notified of the absence, parents/carers/students will be contacted by the school office on or before 10.00am by telephone call to ascertain the reason for absence.
- If school is not notified of the reason for the absence by 2.15pm it will be recorded as an unauthorised absence which will adversely impact a students' attendance figure.
- The school will always follow up any absences in order to:
  - • Ascertain the reason for the absence.
  - • Ensure the proper safeguarding action is being taken.
  - • Identify whether the absence is authorised or not.
  - • Identify the correct code to use to enter the data onto the school census system.
- If a student is absent for a second day and contact cannot be made by phone, DSL is notified and arrangements are made for a home visit within 48 hours, if deemed necessary.
- If a student's attendance drops to a level that is of significant concern the Assistant Headteacher /DSL will initiate an action plan.

### **Recording Attendance Interventions**

As attendance issues could also be safeguarding issues, all actions carried out by staff around attendance should be logged by staff on Arbor MIS (and CPOMS if deemed necessary). The information recorded should be sufficient for the reader to understand what action has been taken and the outcome of that action.

Attendance actions and interventions should be logged on Arbor so that they appear on the attendance certificate for each individual student. This ensures that they appear chronologically and that all attendance interventions can be seen in the context of the student's actual attendance.

### **3.6 Reporting to parents/host school (AP Pathway Students)**

On being marked present, home schools will be notified via email as soon as possible. Students 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.

#### **Students on Personalised Timetables**

Even when the curriculum is reasonably adapted in line with best teaching and learning practice and the young person is appropriately supported within our usual systems, there are occasions when they will still struggle to access a full time timetable. The aim will always be to support the young person so that they can return to a full time timetable as soon as possible. The duration will, however, depend on the needs of the individual.

When a student attends Strive on a part time timetable, they shall be marked present ( / ) only for the sessions that they are required to attend. If they are not required to attend a session, this will be marked with the C code.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

Parents/Carers must get permission from the headteacher if they want to take a student out of school during term time. A leave of absence form must be completed at least two weeks in advance of the requested absence and there must be exceptional circumstances. The headteacher will make the final decision regarding the authorisation of the absence.

The Headteacher may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

For our AP students, 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 student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller students 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. Due to the individual, challenging and variable circumstance of each student/family Strive will always look at cases on a standalone basis.

## 5. Procedures to Improve Attendance

Strive will implement a 4 stage programme to encourage and promote good attendance and punctuality, and support parents to ensure their child's attendance is as high as possible

### Stage 1

The attendance officer will work with parents/carers through phone calls home. If there has been no contact for 48hrs or any other concerns prior to this, a home visit will be completed by our Outreach Worker. The outreach support will aim to ascertain reasons for absence and identify any barriers that can be removed. If there has been no appropriate progress or engagement, proceed to Stage 2.

**Stage 2 (Meeting 1)** Implementation of attendance improvement plan. This meeting will require parents/carers and the student to meet with an appropriate member of staff e.g. DSL at either home or school who will set targets and agree a plan to improve attendance will be discussed and agreed upon.

The plan will be put into action and monitored through our systems. This will be reviewed after an appropriate, agreed period of time and successful outcomes will be measured and recorded. If there has been no appropriate progress or engagement, proceed to Stage 3

### Stage 3 (Meeting 2)

- A member of the leadership team will meet with the parents/carers and the student.
- New targets and a plan will be agreed at this meeting.
- The plan will be put into action and monitored through school systems.
- This will be reviewed after an agreed period of time and successful outcomes will be measured and recorded. If further interventions are required because there has been no improvement in attendance, proceed to Stage 4.

### Stage 4 (Meeting 3)

- Strive will call a meeting where the Ast Headteacher, SENCO, Parents/carers discuss plans to withdraw an offer of a place due to Strive being unable to meet need.

## 5. Strategies for promoting attendance

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

- A well planned induction programme for students 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 students' learning.
- Regular telephone attendance checks
- Contacting and meet with parents when patterns begin to emerge.
- Sending home termly 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 student absence on a daily basis. Unless otherwise required the Attendance Officer, AHT, 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 students, 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 Headteacher/Assistant Headteacher**

The Headteacher 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 Assistant Headteacher, Operations Director, Headteacher and Attendance officer will all take the role of the attendance officer. The Attendance officer will be responsible for recording school attendance and will:

- Monitor attendance data at the school and individual student level
- Report concerns about attendance to the Headteacher
- 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 be required to take individual registers. All attendance will be recorded for morning role call and each individual lesson 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.

### **7.5 Outreach Support Worker**

Complete home visits, collect students and complete safeguarding checks in line with this and the safeguarding policy. Transport may be provided and other actions as part of the attendance action plan.



## **8. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher. 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 Working Together to Improve School Attendance 19 August 2024.

Code	Meaning	Type
/ \	Present at the school / morning \ afternoon	Present Mark
B	Attending any other approved educational activity	Present Mark
C	Authorised Circumstance (see next page for breakdown)	Authorised Absence
D	Dual registered at another school	Present Mark
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the Local Authority	Present Mark
L	Late arrival before the registers have closed	Present Mark
M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the student has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed	Unauthorised Absence
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark
X	Non-compulsory school age student not required to attend school	Not expected to attend

Y	Unable to attend school because of unavoidable cause (see next page for breakdown)	Not expected to attend
Z	Prospective or previous student not on admission register	Not expected to attend

Code	Meaning	Type
<b>The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:</b>		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as student is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the student from attending. The unavoidable cause must be something that affects the student, not just the parent.	Not expected to attend
<b>The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:</b>		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a student can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age student subject to a part-time timetable.	Authorised Absence