



*Clifford Holroyde Specialist SEN College*

# CLIFFORD HOLROYDE SPECIALIST SEN COLLEGE

## Attendance Policy

**Clifford Holroyde is committed to 100% Attendance**

### **Introduction:**

This policy aims to improve the attendance of pupils at Clifford Holroyde to ensure their continuity of education and to contribute to the safety of pupils, by gaining knowledge of their whereabouts, during the school day. This is a successful and happy school and your child plays their part in making it so. However, for our pupils to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time every day that the school is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

### **Why Regular Attendance is so important:**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

The school has an escalation process for those pupils whose attendance is becoming a concern (Refer to Appendix 3).

### **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility- parents, pupils and all members of school staff.

### **To help us all to focus on this we will:**

- Report to you at least termly on how your child is performing in school, what their attendance and punctuality rates are and how this relates to their attainments.
- Celebrate good attendance by displaying individual and class achievements, staff's good attendance is also celebrated for pupils to

model themselves on. Termly attendance stars are highlighted in the main reception area of the school with pupils pictures displayed.

- Ensure each pupil has an individual achievable attendance target which is displayed in all form rooms.
- Reward good or improving attendance through the school's behaviour management system including certificates, prizes and reward trips.
- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school. Form teachers to lead on weekly class attendance and this is monitored and celebrated through the weekly reward assembly. Termly class prize for the highest attendance.
- Attendance message is recorded on the schools answer machine stating the school is committed to 100% attendance.
- Attendance is discussed at Parents afternoon as well as by all staff at any given opportunity if there is a concern.

### **Understanding Types Of Absence:**

Every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for reasons such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. It is this type of absence which can lead to the Authority using sanctions and/or legal proceedings and includes:

- Parents/Carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a late mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse, we will use our PAEWO and / or Parent Liason Officer and Pastoral Manager to liase with families where this is the case.

## **Persistent Absenteeism (PA)**

A pupil is a persistent absentee when they miss 10% or more of their schooling across the year **for whatever reason**. This means any pupil who's attendance is below 90% is classed as a persistent absentee. Absence at this level is doing great harm and we need parents' fullest support to address this.

We will give priority to any pupil either at the PA level **or at danger of reaching it** and parents will be informed of this immediately so that together we can put a plan in place to get that child back into school.

All PA cases are also automatically made known to the Pupil Attendance and Education Welfare Officer (PAEWO) and referred by the school on an individual basis.

A child needs to have 6 sessions of unauthorised absences for the Pupil Attendance and Education Welfare (PAEWO) Service to send a letter of warning. Following this, if there are more unauthorised absences, the PAEWO has choices of sanctions and penalties which can go from £60 fines to prosecution in court with severe sanctions that can be up to £2500 fine per parent.

The Government takes attendance in school very seriously and **it is the responsibility of the parent to make sure that their children attend school**. Not to do so is a criminal offence.

### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence;
- Or, you can speak with any member of staff that you see in school and tell them why your child is or has been off school.

### **If your child is absent we will:**

- Telephone you on the first day of absence if we have not heard from you if we are unable to make contact a text message will also be sent;
- Make a home visit on the third day followed by a letter;
- If your child has not been seen by any professional after numerous attempts to contact you and home visits being completed our schools police officer will conduct a home visit. In addition this may lead to a referral to Children's services.
- Write to you after three days absence if we have not heard from you;
- Invite you in to discuss the situation with the Headteacher, Pastoral Manager and / or Governors if absence persists;
- Refer the matter to the Pupil Attendance & Education Welfare Officer.
- Pastoral Manager will meet with your child on the first day back to school to discuss reason for absence and record this.

In accordance with the DFE Children Missing Education 2016 the school ensures that those pupils who are missing from education are seen within the time frame specified (10 days) this is done by home visits by school staff or through close working relationships with other agencies. Every effort is made in an attempt to see a child and ensure their welfare.

### **Telephone Numbers:**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

### **The Pupil Attendance and Education Welfare Officer (PAEWO):**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Pupil Attendance and Education Welfare Officer from the Local Authority. For our School this is Mrs Anne Marsh. She will also try to resolve the situation by agreement but, if other ways of trying to improve your child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or Local Authority. Alternatively, parents or children may wish to contact the PAEWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority on 0151 225 4980.

### **Lateness:**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss earning points as part of the Behaviour Management System in school. They also do not spend time with their form tutor getting vital information and news for the day. Late arriving pupils also disrupt lessons and can be embarrassing for the child. Lateness can also encourage absence.

### **How we manage lateness:**

The school day starts at **08.30 am** and we expect your child to be in at that time.

Registers are marked at **08.40 am** and your child will receive a late mark if they are not in by that time.

Exceptions will be made if your child travels to and from school via taxi and the school are aware that the taxi is running late for whatever reason that may be.

At **09.30am** the registers will be closed – in accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be present on site, **but this will not count as a present mark** in law and it will mean they have an unauthorised absence. This means that you may face the possibility of a Penalty Notice if the problem persists.

Registers are checked each morning at 09.00hrs by the Admin Officer and Pastoral Manager. (Refer to attendance procedures appendix 1.)  
In the afternoon your child must be in for **12.55pm**. The registers will be closed again at **1.00pm** and again arrival after this time will be treated as an unauthorised absence.

### **Engagement Programme**

Those pupils at Clifford Holroyde who are on the Engagement Programme should all be at their respective training providers unless the school has been notified. Attendance is checked during both morning and afternoon sessions. (Refer to attendance procedures appendix 2).

### **Holidays in term time:**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

Remember any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

### **School targets, projects and special initiatives:**

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Our target is to achieve **better than 90%**. We are aiming for this level because although it is below the government's recommendations we feel it is a realistic and achievable target for an SEMH school. This target will be reviewed on a termly basis and raised accordingly.

Information on any projects or initiatives that will focus on these areas will be provided on our Facebook / Website page and we ask for your full support.

**Those people responsible for attendance matters in school are:**

Mrs J Pepa: Headteacher

Mrs K Garrett: Pastoral Manager/ Designated Safeguarding Lead

Mr C Pover: Engagement Programme Manager

The Pastoral Manager meets weekly with the PAEWO and discusses all persistent absentees as well as any falling attendance. This is evidenced in the attendance tracking process on SIMS.

Headteacher monitors attendance of all pupils through meetings with the Pastoral Manager and PAEWO as well as informally on a daily basis.

Attendance tracking is sent on a weekly basis to all staff at Clifford Holroyde.

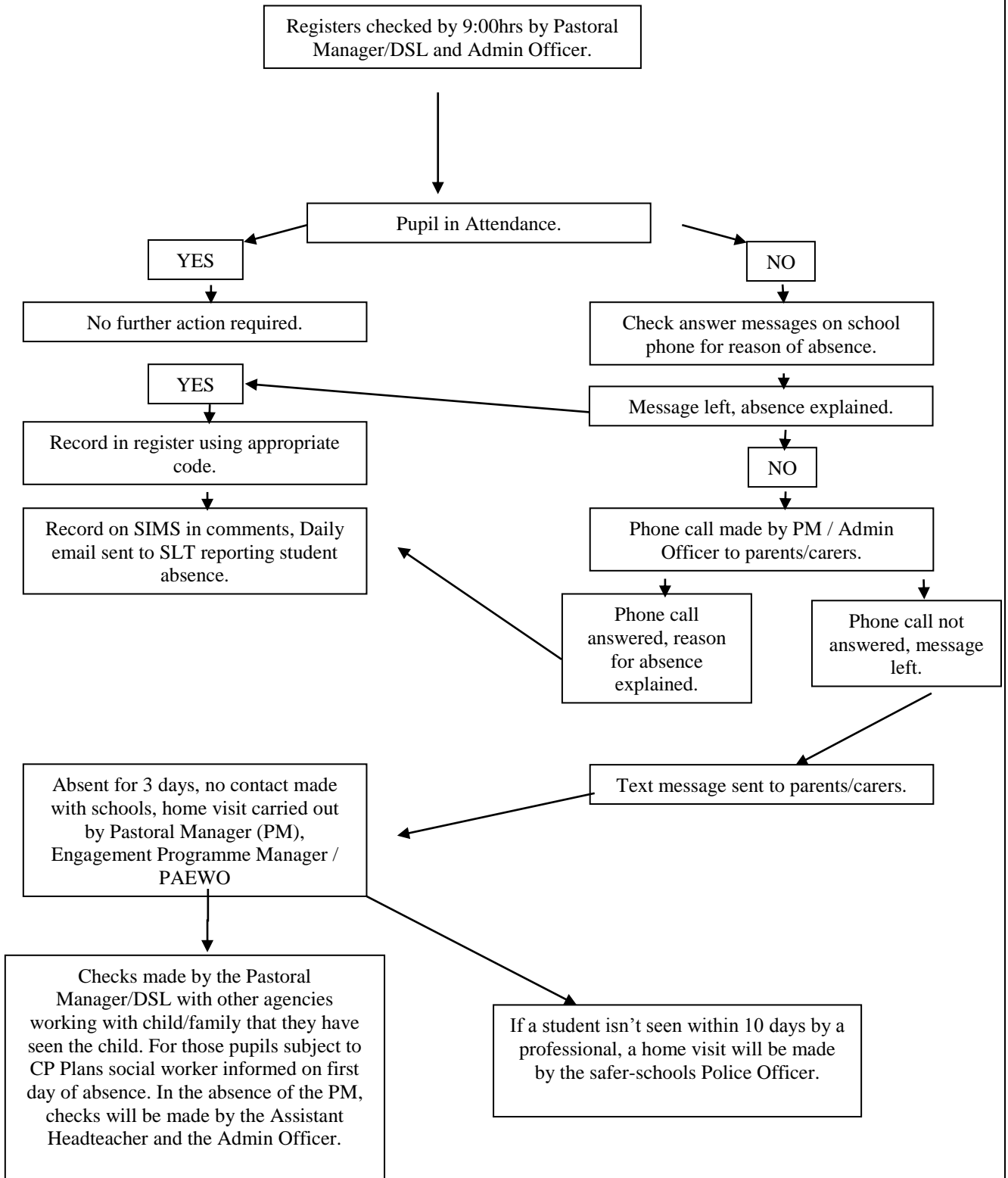
**Summary:**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

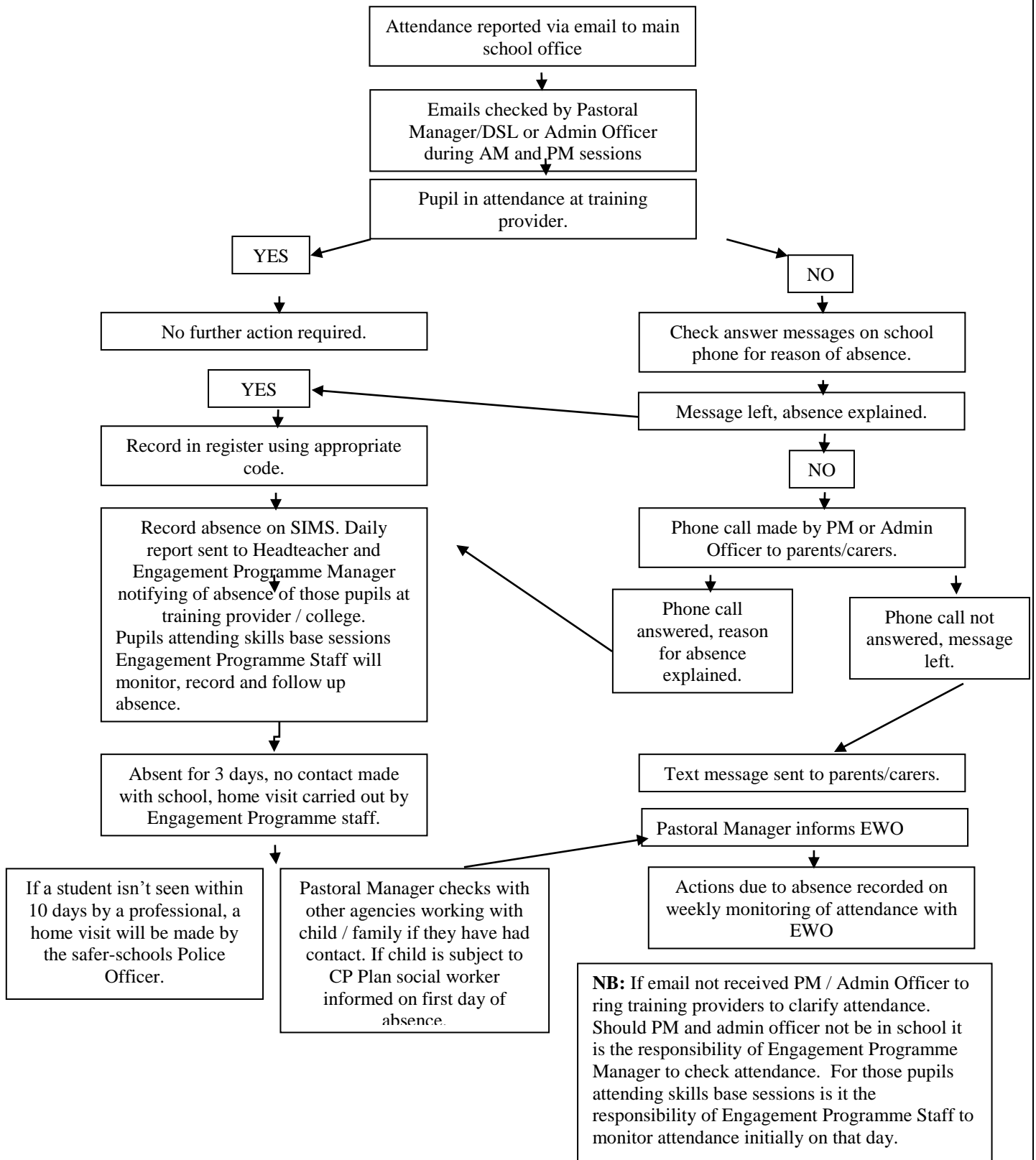
This Policy is reviewed Annually and was last reviewed by the Governing Body in June 2018.

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# **CLIFFORD HOLROYDE ATTENDANCE PROCEDURE FOR SCHOOL BASED PUPILS**



# CLIFFORD HOLROYDE ATTENDANCE PROCEDURE FOR ENGAGEMENT PROGRAMME PUPILS





## **Clifford Holroyde – Attendance Escalation Process**

### **1, The School's Admission Process includes:**

- Expectations of attendance clearly communicated at admission meetings (Attendance contract to be signed as part of Home School Agreement)
- Pupil Attendance Education Welfare Officer (PAEWO) to be present at admission meetings for pupils / families with a history of poor attendance. During the meeting the Attendance Escalation Process will be explained

### **2, If attendance falls below 95% then Consequence Letter 1 will be sent to parents/carers**

- This will be reviewed at the weekly monitoring meeting between the Attendance Lead (DSL) and the PAEWO
- Letters will be sent out the first week of every month

### **3, Consequence letter 2 to be sent out and the parents/carers will attend a meeting with the Form Tutor, Learning Support Assistant, Engagement Programme Manager or senior member of staff (whoever is most appropriate given the child's needs)**

- This will be reviewed at the weekly monitoring meeting between Attendance Lead (DSL) and the PAEWO
- Letters will be sent out the first week of every month

### **4, Consequence letter 3 to be sent out where parents / carers will attend a meeting with Attendance Lead (DSL) and PAEWO**

- This will be reviewed at the weekly monitoring meeting between the Attendance lead (DSL) and the PAEWO.
- Letters will be sent out when necessary
- If parents / carers fail to attend the meeting then the EWO will send a court warning letter out

### **5, Consequence letter 4 to be sent out where parents / carers will attend an official meeting with the PAEWO and Headteacher (if applicable)**

- This will be reviewed at the weekly monitoring meeting between the Attendance Lead (DSL) and the PAEWO
- Letters will be sent out when necessary.

### **6, PAEWO to commence court proceedings**

### **7, Emergency review to be completed by the Headteacher including a representative from the Local Authority SEN department being present.**

- This will include the Headteacher exploring if there are any other options for school placements available