

## Attendance Policy Local Procedures The Beeches School

Please refer to Main Policy A6 Attendance Policy

### 1 Attendance register

**(Including unplanned absence, lateness, and punctuality, following up absence, reporting to parents, attendance monitoring, roles and responsibilities)**

Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges, DfE, 0509-16, states that:

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

*(Regulation 4 of the Education (Pupil Registration) (England) Regulations 2016)*

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority. (in default of such agreement, at intervals determined by the Secretary of State).

At Beeches School attendance registers are kept to:

- monitor pupil attendance
- follow up any attendance issues
- provide information for Local Authorities and on student PEP forms where appropriate
- keep a record of requested absences during term time (e.g. family holidays, house holidays, exceptional circumstances)
- support data analysis of possible issues impacting on pupil achievement
- ensure a consistent approach throughout the school

#### Admissions and Attendance Registers

Pupils join the school roll on the expected first day of attendance and must be listed in both ADMISSIONS REGISTER and ATTENDANCE REGISTER from that day.

Schools cannot take pupils off the attendance register unless they remove them from the admissions register at the same time.

The ADMISSIONS REGISTER records valuable information about the pupils at the school.

Every entry in the admission register and attendance register must be preserved for a period of at least 3 years after the date on which the entry is made.

This policy covers the requirements for Attendance Registers and how these are implemented at Aurora Beeches School. .

## Attendance Register Procedures

The school must take the ATTENDANCE REGISTER at the start of each morning session and afternoon session during term time. The personal information to be recorded in the attendance register about pupils is their names and date of birth. Every entry in the attendance register must be preserved for a period of at least three years after the date on which the entry was made.

On each occasion teachers must record whether every pupil is:

- Present (if a pupil is attending an educational activity *regardless of location*, this could be in the school setting, in the house setting, on-site or off-site)
- Absent (if a pupil is not attending an educational activity even if supervised/supported by educational staff)
- Present at approved off site educational activity
- Unable to attend due to exceptional circumstances. The school should follow up any absences to:
  - Ascertain the reason;
  - Ensure the proper safeguarding action is taken;
  - Identify whether the absence is approved or not; and,
  - Identify the correct code to use before entering it on the Class Register and on the school's electronic register / management information system which is used to download data to the School Census.
- When a pattern of absences or part attendance is noticed, it is the class teacher's responsibility to inform the Head of School, to ensure that the cause for this is identified and suitable measures are put in place to monitor and remediate.

## Attendance Codes

- The national codes adopted by Beeches School must be used by all teachers. This enables the school to record and monitor attendance in a consistent way which complies with regulations.
- They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes most commonly adopted at The Beeches School are:

PRESENT		
/	Present am	Pupils attending class, small groups or individual educational activities on the school site (not necessarily in the classroom).
\	Present pm	
v	Educational visit or trip	Pupils attending an organised trip or visit (e.g. Ascension Day, school trips related to curriculum topics).
W	Work experience	Pupils attending work experience (e.g. Charity providers, National trust, local library, etc.).

ABSENT		
I	Illness	Pupils may be absent for a variety of reasons which are personal to them (e.g. health, medical conditions). Some pupils' absence, whether single days, part of a pattern or persistent, could be an indicator of wider needs which must be addressed as part of their educational programme (e.g. high anxiety levels, disturbed sleep patterns).
M	Absent for external medical appointments	Missing registration for a medical or dental appointment is counted as an authorised absence. The Beeches School encourages appointments to be made out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
H	Absent for house holiday or family holiday/visit	At The Beeches School parents may request leave of absence for holidays and pupil visits during term time. Requests are submitted to the Head of School for approval using the <b><i>Absence from School Request Form</i></b> .
C	Other authorised circumstances	This code is used when the school has authorised absence for other reasons than sickness or medical appointments

## LATE

L	<b>Late (before registration closed)</b>	Registration is taken at the beginning of each school period (morning and afternoon). Teachers take registration after the settling period, this is usually 15 minutes after the beginning of each school period. If a pupil arrives after the beginning of each school period (i.e. morning: 09:00; afternoon: 1.00) and before registration closes (i.e. morning: 09:15; afternoon: 13:15) this code will apply.
U	<b>Late (after registration closed)</b>	If a pupil arrives after registration takes place and no notification is given, this code will apply

## NO SCHOOL

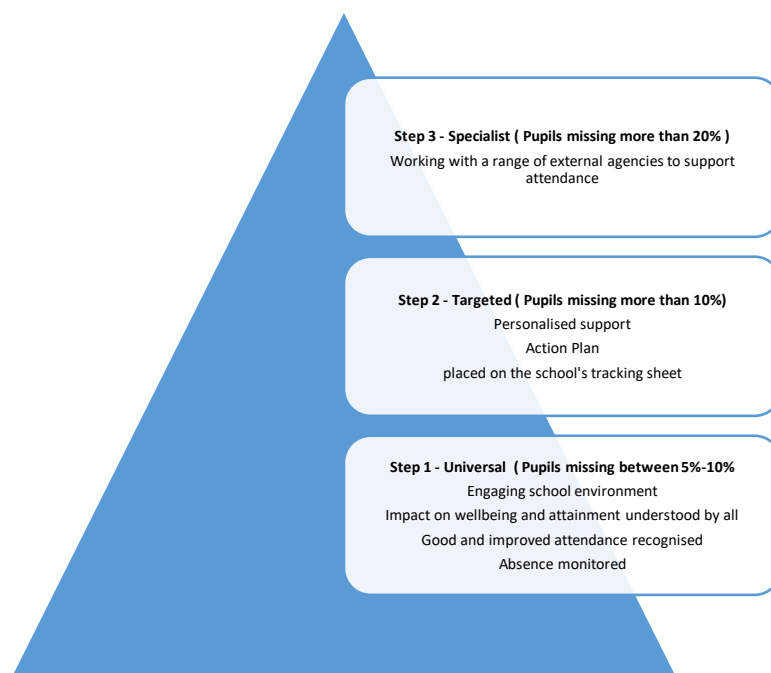
#	<b>School closed to pupils</b>	e.g. INSET DAYS, holidays
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## Expectations

Our expectation is for every learner to achieve at least 90 % attendance. Where this is not the case each pupil will be set an attendance target to support them achieve good attendance.

## Monitoring and supporting good attendance – a stepped approach.

At Beeches School a tiered approach is used to support good attendance.



## **Transition and Re-integration Plans**

To support pupils, achieve good attendance / attendance in lessons a person-centered re-integration/ transition timetable can be put in place to support pupils who are new to the school/have been suspended and or where there are other exceptional circumstances.

The tutor will be responsible for discussing the plan on a weekly basis with the pupil and their family. Following these meetings/phone calls the tutor will send a summary of actions /points to the Assistant Head responsible for behaviour and attendance.

Pupils following a transition /re-integration plan will be discussed in the weekly attendance meeting to measure the impact of interventions in place and next steps. The Pastoral Lead will share any relevant information to each pupil's tutor.

## **Roles and responsibilities of staff**

All staff are responsible for creating an environment where pupils feel safe and valued. Lessons should be exciting with appropriate levels of adaptation / differentiation /use of support to engage pupils in their learning.

### **Tutors**

#### **Take register at the start and end of day.**

As part of the weekly feedback teachers will make a comment about each pupil's attendance /attendance to lessons giving praise for attendance above 90% and or improved attendance from the week before / term /historic attendance

Once a fortnight Tutors will discuss attendance with their class and praise good/improved attendance (school and lessons)

In liaison with the Assistant Head responsible for behaviour and attendance the tutor will set an attendance target and discuss progress with the pupil each week.

### **Teachers/HLTAs**

Record attendance of lessons in line with the Group's Policy

### **Teaching Assistants**

To support the Tutor as outlined above.

### **Pastoral Lead**

Liaise with the Assistant Headteacher and agree safeguarding and wellbeing visits (unannounced and planned)

Agree interventions for pupils on Step 2 and Step 3

Work with pupils who have attendance below 90% as agreed in the MDT meetings.

Be part of MDT and agree strategies to support attendance /pupils who need specialist support.

### **Assistant Head**

The Assistant Head will support the headteacher fulfill their responsibilities.

Promote good attendance by, for example, attendance notice board, newsletters, oversight of rewards

## Head of School

The Head of School / Principal is responsible for:

- Implementation of this policy at their school and training of staff to understand attendance codes and the process for recording and monitoring attendance.
- Creating local procedures to ensure the policy is implemented effectively
- Monitoring school-level absence data and reporting it to governance

Supporting staff with monitoring the attendance of individual students

Ensuring plans are in place to improve attendance in line with local policy and safeguarding arrangements are being followed and recorded with concerns escalated.

Ensuring key stakeholders involved in the pupil's care are fully consulted and aware of concerns about attendance and involved in planning to support improved attendance.

- Issuing fixed-penalty notices, where necessary
- Ensuring staff who are taking registers understand how to input attendance on the MIS
- Ensuring that the MIS is quality assured on a weekly basis and does not have blank attendance session

## 4.1 The Operations Director

The Operations Director is responsible for monitoring attendance figures for the whole school. on at least a termly basis. They also hold the Head of School /Principal to account for the implementation of this policy and present to the Incident and Safeguarding committee any concerns and actions taken to rectify and positively impact on individual attendance.

## Rewarding good attendance

It is important that pupils with good attendance / improved attendance is recognised.

Verbal feedback from staff / Attendance post cards sent home. / Stickers (where appropriate)

Termly attendance certificates for those with attendance above specific attendance /improved/those meeting their attendance target.

End of Year reward trip for attendance above 90%/improved attendance.

## 2 Planned Absence

### LEAVE OF ABSENCE FORM

Permission for leave from school may only be granted under exceptional circumstances. This form must be submitted to the Head of School prior to any firm booking or arrangements being made and at least 1 week prior to the first day of planned absence.

Student Name	
Date Of Birth	

First day & date of absence:	Last day & date of absence:
Total number of school days:	
Reason For Absence:	
Parent / Carer signature:	Date:

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#### For office use only:

Authorised / Unauthorised *(Please delete as necessary)
Comments:
Signed:
Name:
Date:
Total number of days absence in current academic year:
Completed form returned to parent/carers & Class Tutor: