



# Attendance policy & Procedures.

<b>Approved by:</b>	Paula Tucker	<b>Date:</b> 15/9/25
<b>Review by:</b>	31/9/26	

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### 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole school culture and ethos that values good attendance, including:

- 1.1 Promoting good attendance
- 1.2 Reducing absence, including persistent and severe absence
- 1.3 Ensuring every pupil has access to the full-time education to which they are entitled
- 1.4 Acting early to address patterns of absence
- 1.5 Building strong relationships with families to ensure pupils have the support in place to attend school
- 1.6 We will also promote and support punctuality in attending lessons.

### 2. Legislation and guidance

2.1. This policy is based on the DfE's statutory guidance (Working together to improve school attendance, effective from 19 August 2024) and [school attendance parental responsibility measures](#)

2.2. It also references:

- the Education Act 1996 (s.444 parental duty to ensure regular attendance)
- The Children Missing Education statutory guidance (2016)
- The Alternative Provision Statutory Guidance (2016)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- Keeping Children Safe in Education (2025) where attendance is identified as a safeguarding issue.

### 3. Roles and responsibilities – The Role of the senior leadership:

Senior leadership have a responsibility to support, challenge and monitor all aspects of the school's work on attendance. Specifically, they will:

- Monitor the school's attendance data
- Hold those to account for management of procedures and interventions

- Will be available to attend an Attendance Panel meeting with parents/carers as appropriate
- Recognise that if a student's behaviour or welfare is a concern at the detriment of learning, a reduced timetable may be considered as a short-term intervention. Any reduced timetable must be time-limited, agreed with parents/carers and the Local Authority, and supported by a reintegration plan which is regularly reviewed. This would need to be agreed at a half termly Attendance committee meeting.

#### **The senior leadership team will provide:**

- A safe environment that encourages good attendance
- A varied, broad, motivating and inclusive curriculum for all students
- School systems that meet statutory requirements
- Ensure correct red flagging procedures have been carried out for trips, activities and interventions designated member for the Leadership Team who has specific responsibility to lead and oversee attendance. (DAL – Designated attendance lead)

#### **The designated senior attendance leader responsible for attendance**

3.1 The designated senior attendance leader DAL) (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

#### **Attendance Champion:**

- Named person – DAL Katie Close\*. [katie@refocus.school](mailto:katie@refocus.school)
- Attendance deputy– Liam Kerr [liam@refocus.school](mailto:liam@refocus.school)

#### **The attendance officer**

3.2 The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher

- Working with Local authority attendance officers to tackle persistent absence - Local Authority are expected to hold Targeted Support Meetings with the Attendance Lead from SLT, meeting to be held termly.
- This is a mandatory meeting that must take place at least once an academic year and, will take precedence over our regular attendance meetings.
- The focus of these meetings is to look at the data of the whole school's attendance.
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- Home visits – students refusing to attend, attendance concerns, to assist with and ensure attendance.
- provide transport support for students and parents if necessary

### **Each student's attendance and welfare are mentored by a key worker.**

3.3 Key Workers see their students daily. They are ideally placed to assess a student's immediate wellbeing. They will analyse weekly attendance data, pick up early concerns and initiate early intervention.

Specifically, they will:

- Monitor and act upon attendance and punctuality data of their student
- Lead on interventions for their student, liaise with students and home
- Action letters with the knowledge and support of the DAL
- Prepare a support package on a student's return from long term absence
- Use the BROMCOMs register procedures with accuracy
- Monitor the individuals in their group and any attendance patterns that occur – liaise with DAL
- Have discussions with students about attendance at every level
- Using the 1-hour non-contact time to Initiate early interventions (see staged attendance procedures. Key workers call home every week to discuss the student's progress, behaviour and attendance. (See appendix a)
- All staff members are responsible for:
  - Be a positive role model in his/her own attendance and punctuality
  - Create a safe and purposeful learning environment
  - Report concerns regarding Attendance within the daily debrief that is held at the end of each day, speak to DAL or any member of senior leadership
  - Follow urgent student missing protocols for safeguarding purposes
  - Ensure correct red flagging procedures have been carried out for trips, activities and interventions

### **The role of the referring school and agencies**

3.4 ReFocus students are referred by mainstream schools, The EIPT team (Education, Inclusion, Partnership Team) and Virtual Schools. We will work together with excellent communication to ensure that the student is supported throughout their education. This is discussed and agreed at the admissions meeting.

3.15 Referring schools and agencies are responsible for:

- Ensuring that the placement at ReFocus is organised and funded
- Ensuring that transport has been arranged/ and funded
- To maintain excellent communication by appointing a designated member of staff that will liaise with ReFocus and ensuring all information is passed to DAL
- To agree to visit the student regularly and attend reviews.
- To be available for all meetings regarding attendance
- Promote good attendance and support ReFocus with any strategies and incentives.
- Follow up attendance concerns that have been raised as a concern by ReFocus
- If required and necessary be able to make home visits and communicate with parents/carers and students regards attendance.
- Contact ReFocus with any concerns as soon as possible

### **The role of Parents/Carers**

3.16. Students can achieve success when parents /carers work in partnership with the school. We specifically ask that you:

- Ensure your child is fully prepared for school each morning and they are organised the night before – this avoids unnecessary stress and lateness
- Ensure your child is in the building by 09:15am, moving on time to first lesson at 09.30am.
- Follow up late to school texts with your child and yourselves
- Promote good attendance by not allowing your child to have time off unnecessarily
- Contact school on the first day of absence and any subsequent day of absence.
- Provide notes for absence and medical evidence of appointments and illnesses.
- Liaise with the relevant Key Worker if you have concerns or need support.
- Attend meetings and respond to letters or calls.
- Parents are required to sign an admissions contract agreeing to the above. Attendance responsibilities are part of safeguarding: repeated failure to ensure attendance may result in referral to the Education Inclusion Partnership Team (EIPT) or legal action under the Education Act 1996.

### **The role of students.**

Students must

- Aim for 100% attendance; only be absent through genuine illness
- Arrive at school no later than 09.15am, fully prepared.
- To always try your hardest to improve your attendance
- To agree targets for attendance at the admissions meeting
- Speak to their Key Worker if they are worried, stressed and have concerns.
- Must not phone or text parent/carers if they are ill. They should go to the medical room where school staff will contact parents/carers if appropriate.
- Never leave the school premises without permission.

## **4. Recording attendance**

### **4.1 Attendance register**

4.1 We will keep an attendance register and place all pupils onto this register.

4.2 We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

4.3 Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

4.4 See Appendix A for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

4.5 Pupils must arrive in school by 9.15 on each school day.

4.6 The register for the first session will be taken and will be kept open until 10.00.

4.7 The register for the second session will be taken at 12.00 pm and will be kept open until 12.30pm..

#### **4.8 Unplanned absence**

If your child is absent, you must:

- Contact the school on the first day of absence before 09:00 on 01933 391660 or the DAL's number is 07434780631. Leave a message if needed. Alternatively, you can email [enquiries@refocus.school](mailto:enquiries@refocus.school)
- Please explain the reason for absence and give an estimate of how long the absence will be.
- Send a note or medical evidence in on the first day your child returns to school to explain the absence or speak to their key worker or DAL. You must do this even if you have telephoned. It is vital that absences are reported; unreported absences are classified as unauthorised and will affect overall attendance targets and may trigger the next stage in our attendance procedures.
- If your child is absent school will:
- Telephone or text you, every day of absence if we have not heard from you. We may do a home visit where appropriate. You will be contacted by school to discuss your child's attendance if it falls below 95%, the school will apply its interventions and staged procedures thereafter.
- If there are concerns, absence may not be authorised without relevant or medical evidence (for example, a medical appointment card or information from your

practitioner). Work with you and your child to support long term absence and reintegration into school.

4.14 If your child is late to school, you must:

- Contact the school immediately that morning.

#### **4.15 Planned absence**

4.16 Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

4.17 However, we encourage parents/carers 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.

4.18 The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.19 Lateness and punctuality**

4.20 A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

4.21 If your child is late to school we will:

- Text you to notify you that your child was late and to notify you of any consequence. Call you to discuss further consequences (as per late to school policy)

#### **4.22 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
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### **5. Authorised and unauthorised absence**

#### **Approval for term-time absence**

5.1 The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

5.2 The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

5.3 Any request should be submitted as soon as it is anticipated. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' 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, barges (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, but it is not known whether the pupil is attending educational provision

5.7 More details can be found in the policy Appendices

### **5.8 Legal sanctions**

5.9 The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

5.10 If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

5.11 Penalty notices can be issued by a headteacher, local authority officer or the police.

5.12 The decision on whether to issue a penalty notice may take into account:

5.13 The number of unauthorised absences occurring within a rolling academic year

5.14 One-off instances of irregular attendance, such as holidays taken in term time without permission

5.15 Where an excluded pupil is found in a public place during school hours without a justifiable reason

5.16 If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## **6. Strategies for promoting attendance**

Attendance linked incentives

6.1 ReFocus will always encourage good attendance. Key workers can and will set attendance targets and use incentives as encouragement if it is appropriate to do so.

6.2 Positive points will be given to those students with 100% attendance in a week or for meeting set targets.

6.3 Negative behaviour points will be issued to students with persistent lateness arriving to school after 9:30am.

6.4 ReFocus will provide an end of term incentive or trip which is linked to positive points. All students are encouraged to attend and ReFocus links it to good behaviour and attendance.

6.5 Breakfast is provided for every student who arrives before 9.15. ReFocus opens at 9.00 am

6.6 The Attendance champion runs weekly praise and award incentives to encourage 100% attendance. E.g. December 2024 luxury hot chocolate for students achieving weekly 100% attendance on Fridays.



Please refer to appendix B for reference.

## 7. Attendance monitoring

### Monitoring of Attendance and Punctuality

7.1 Ongoing: Both senior leaders and DAL review and monitor absence of students on weekly /daily basis. Key workers or any member of staff should report any concerns either directly to senior leaders / DAL or discuss in the **daily debrief** at the end of each day.

7.2 Early interventions will be initiated (See appendix a) Key workers monitor and challenge their students who are late to school daily along with the DAL. Consequences are actioned that day and a member of staff will alert parents of absence and lateness to school via texts, phone calls or email.

7.3 Fortnightly: The Key workers meet with the DAL to review the attendance and punctuality of their students. Discussion and employment of the actions on the staged approaches (See appendix a) The DAL meets with the deputy DAL to monitor and review whole tracking and to discuss emerging issues and actions, with particular focus on students who are classed as Persistent Absentees and for those on a white punctuality report.

7.4 Monthly: The DAL and deputy DAL will meet with the executive head to discuss key students that are a concern and subsequent actions.

7.5 Half Termly: The Attendance Committee Meeting. (All members of ReFocus) This meeting is designed to bring everyone involved in attendance together to share information, best practise, key data with priorities and concerns. It is at this meeting we will quality assure our procedures and suggest ways in which keep attendance at the forefront of practice.

7.6 Termly: The DAL's and Headteacher prepare data, analyse trends and emerging issues for presentation for the governors meeting

7.7 Annually: The DAL's will prepare an annual report for governors and for the School Evaluation Process. Whole School Attendance Targets are set for the following year

## 7.8 Monitoring attendance

### Attendance Matters

7.9 Our values here at ReFocus are Employable, Sociable, Ready and these are directly linked to having good Attendance. Promoting attendance is part of our commitment to raising high levels of achievement. Every lesson does count for your child; children fall behind quickly even if one day is missed. Good attendance at school is linked to achievement, strong peer relationships, social skills, a good work ethic and a safe lifestyle. By agreeing to attend ReFocus you are agreeing with our values.

### 7.10 Some Key Facts:

- 90% Attendance seems to be pretty good, however what that means is that a student is absent from school for the equivalent of one half-day every week. If a student continues to attend for only 90% of the time, then over five years they will miss the equivalent of one half of a school year.
- 80% Attendance again seems very good, however what that actually means is that a student is absent from school for the equivalent of one day every week. If a student continues to attend for only 80% of the time, then over five years they will miss the equivalent of one school year.
- For every 10% drop in attendance, a student is likely to achieve 1 less qualification

- At 95% attendance, student has 80% chance of achieving 5 qualifications grade 5-9 / Level 2
- At 90% attendance, student has 60% chance of achieving 5 qualifications
- At 85% attendance, student has 42% chance of achieving 5 qualifications
- At 80% attendance, student has 24% chance of achieving 5 qualifications
- Students have 13 weeks of school holidays. Please do not request exceptional leave of absence for a family holiday in term time. This will not be authorised.

## **8. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher and approved by the Governing Board. Attendance data will also be presented to governors termly for oversight.

## **9. Links with other policies**

This policy links to the following policies:

- Safeguarding and Child Protection policy
- Behaviour policy

## Section 10 - Appendices

### Appendix A: 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

Code	Definition	Scenario
<b>Authorised absence</b>		
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

<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel because of a local/national emergency, or pupil is in custody
<b>Y1</b>	Transport unable to deliver student to school	Disruption to travel arrangements because of extreme weather or an unforeseen circumstance.
<b>Z</b>	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
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## Appendix B School Staged Attendance Procedures

Attendance stage	Action	WHO	WHAT THIS MEANS
<b>1</b> 95% - 100%	Praise  5 positive points every week that is 100% Attendance.  100% half term, termly and yearly rewards given.	Whole school approach. Key workers DAL/s Senior leadership	Praise is essential to encourage the importance of excellent school attendance. Rewards motivate and encourage students
<b>2</b> 90% - 94%	Phone call to discuss with Key Worker. Targets set with Key Worker. followed by letter 1. 5 positive points every week that is 100% Attendance  <ul style="list-style-type: none"> <li>Weekly communication to referring agency.</li> </ul>	Key worker DAL/S	early warning letter. Informal reminder. Parents are made aware that attendance is close to or at the minimum target expected of school which is 95%
<ul style="list-style-type: none"> <li>Every student has an attendance target of 95% or above</li> <li>The DFE directs schools to class attendance at 90% or below as Persistent Absenteeism</li> </ul>			
<b>3</b> 84% - 89%	Phone call by DAL followed by Letter 2 / Meeting. Referring agency will be involved in the meeting.  Targets set in meeting. EIPT team contacted.  5 positive points every week of 100% Attendance.  <ul style="list-style-type: none"> <li>Weekly communication to referring agency</li> </ul>	Key worker DAL/s Referring agency Senior leadership EIPT team	A wider team meeting with parents in which where targets are given.  Non-compliance will be recorded by the school or local authority as it may be used as evidence in a future legal attendance case. School will do all they can to support parents / the child
<b>4</b> 75% - 83%	Phone call by DAL followed by Letter 3 / meeting and placed on attendance contract. EIPT team contacted. Fixed penalty notice may be enforced  5 positive points every week of 100% Attendance  <ul style="list-style-type: none"> <li>Weekly communication to referring agency</li> </ul>	Referring agency Senior leadership EIPT team Intervention support agency	Non-compliance will be recorded by the school or local authority as it may be used as evidence in a future legal attendance case. School will do all they can to support parents / the child. Possible further interventions will be discussed and put in to place to help parent / student.

<b>5</b> 65% - 74%	6 weekly reviews of attendance with parent/carers and EIPT team. Fixed penalty notice may be enforced  5 positive points every week of 100% Attendance  <ul style="list-style-type: none"> <li>Weekly communication to referring agency</li> </ul>	Referring agency  Senior leadership  EIPT team Intervention support agency	Non-compliance will be recorded by the school or local authority as it may be used as evidence in a future legal attendance case. School will do all they can to support parents / the child and will put alternative interventions in place to help support all parties.  The school will refer to Local Authority for possible Legal Intervention.
<b>6</b> 50% - 64%	4 weekly reviews of attendance with parent/carers and EIPT team. Fixed penalty notice may be enforced 5 positive points every week of 100% Attendance  <ul style="list-style-type: none"> <li>Weekly communication to referring agency</li> </ul>	Referring agency  Senior leadership  EIPT team Intervention support agency	Non-compliance will be recorded by the school or local authority as it may be used as evidence in a future legal attendance case. School will do all they can to support parents / the child  The school will refer to Local Authority for possible Legal Intervention
<b>7</b> 50% - BELOW	4 weekly reviews of attendance with parent/carers and EIPT team. Fixed penalty notice may be enforced 5 positive points every week of 100% Attendance  Weekly communication to referring agency	Referring agency  Senior leadership  EIPT team Intervention support agency	Non-compliance will be recorded by the school or local authority as it may be used as evidence in a future legal attendance case. School will do all they can to support parents / the child  The school will refer to Local Authority for possible Legal Intervention

### General Attendance Procedures – Staff REWARDS – Appendix C

Recognition	Weekly attendance success - name displayed in student area
Bonus Credits (Key worker and DAL)	Individual targets can be set by key workers and DAL. Incentives can be agreed within <b>SMART</b> target setting. Credits work towards whole school trip incentive at the end of each half term.
100% attendance for the week 5 credits	5 credits rewarded for every week of 100% Attendance
Congratulatory communication home	Whole school approach, if good Attendance is recognised or an improvement seen a text or phone call home to parent / Carer.
Most improved attendance	To work as a standalone or in conjunction with target setting. An incentive or prize to be rewarded to those with most improved attendance.

100% Attendance for half termly, termly and yearly	Incentive and prize to be rewarded for outstanding attendance.
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### Recording on BROMCOM – Appendix D

<p>First 15 minutes</p> <p>codes for Attendance Team only use 3 codes: N / L</p> <p>No missing marks</p>	<p>The register must be taken during AM registration 09:15 – 10:00. Any reports of absentees must be given to DAL/s by 10:00</p> <p>Student present: code with /</p> <p>Student late after 09:30- 10:00 use code L</p> <p>Student absent use code N</p> <p>Do not leave a missing mark</p>
<p>Save and close register</p> <p>Student Missing</p>	<p>Make sure you save and close register</p> <p>If a student is in but not in your lesson, please report it immediately</p>
<p>Afternoon register</p> <p>Register amendments</p>	<p>PM registration is completed at 12:30 by senior leaders or DAL/s</p> <p>Will only be carried out by DAL /s</p>

### Late To School Procedures Appendix E

Excellent Punctuality is vital in a child's education. This sets the tone for the day and prepares students for the world of work. Being on time is a basic expectation of all students. Lateness to lesson has a negative impact on the students learning experience. They miss the lesson objectives and key instructions for activities and it disrupts the teaching and learning of an entire class.

If a student is late 10 minutes each day, this equates to nearly 7 full days of absence over a school year! The school recognises that there will be "one off" occasions where lateness to school was beyond student or parent/carer control and the following policy allows for this. However, persistent lateness will not be tolerated and it will be sanctioned in accordance to this policy.

Parents/Carers have a responsibility to ensure that their child is punctual to school and we expect parents/carers to support this policy by working in partnership with the school if their child is late.

<b>09:00</b>	Students should be in the building at 09.00am to ensure that they are prepared for the morning. Breakfast is available for all students who arrive before 9.15.
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<b>09:15</b>	School starts, every student should be onsite by 09:15 latest. Any student arriving after 09:15 will be recorded as late
<b>09:30</b>	Lessons begin
<b>10:15</b>	Registers close and any student arriving after 10:15 will be marked as U (arriving after registers are closed or O – unauthorised)
<b>Late to lessons</b>	Will be dealt with by most appropriate member of staff in the first instance and picked up by key worker when they are able to do so.

### Consequences of Lateness to School – Appendix F

Lateness to school is accumulated on a weekly basis

Lateness Record	Consequence
1 <sup>st</sup> late or arriving between 09:15 – 09:25	Key worker reminder / -1 points
2 <sup>nd</sup> late in a week or arriving between 09:25 – 09:40	No phone at lunch, Early morning check-in by text the next day and 2 points
3 <sup>rd</sup> Late or arriving between 09:40 – 10:15	Communication home and no phone at lunch and -3 points
4 <sup>th</sup> late / arriving after 10:15	Communication home, No phone at lunch, -3 points and a session to be completed during lunch
5 late / arriving after 10:15	Communication home, no phone at lunch, -3 points to be recorded on BromCom and a session to be completed on a Friday PM
Persistent lateness	A student who accumulates over 9 negative points for lateness in 2 weeks has persistent lateness. This will be a formal warning by letter by DAL/s  If no improvement is seen a meeting will be held with DAL, parents/carers, referring school and key worker

### Appendix G - attendance guidance for parents

#### Student Support

Parents/Carers are encouraged to contact their child's Key worker, DSL or DAL at school as soon as possible if they have concerns about their child's welfare.

Within school, a range of support strategies are utilised to remove barriers to learning and improve attendance.

- This list is not exhaustive but may include:
- A welcome ethos and a school which is safe and secure
- A sensitive approach to individual needs of our students
- Reintegration meetings
- Reintegration support plan



- Personalised timetables
- Twilight sessions
- In-school support from a variety of staff
- Small staff briefing
- Regular parent meeting/update
- Referrals for counselling
- Mentoring
- Close working relationships with a range of external agencies.
- Meeting with SENCO if appropriate
- 1:1 support
- Management of medicines in school
- Risk Assessment
- Referral to an alternative provision that may be better suited to the student's needs

### **Further Information for Parents and Carers**

Regular Attendance and Punctuality is important for Safeguarding:

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses: -

Attendance Punctuality Behaviour Management

- Health and Safety
- Access to the Curriculum
- Anti- bullying

Failing to attend school on a regular basis will be considered as a safeguarding concern.

### **The Law Relating to Attendance:**

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable: - (a) to age, ability and aptitude and (b) to any special educational needs he / she may have Either by regular attendance at school or otherwise'

The Law relating to Safeguarding: Keeping Children Safe in Education, September 2021 and preceding legislation places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Understanding types of absence

Every half-day absence from school has to be classified by the school (not by parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like 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. This type of absence can lead to legal proceedings, and include:

- 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 mark
- looking after other children, shopping or birthdays
- day trips and holidays in term time

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/carers 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. Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 10% or more time across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need the fullest support and co-operation of parents / carers to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this. PA students are tracked and monitored carefully and we also combine this with academic mentoring where absence affects attainment. All our PA students and their parents/carers are subject to our staged interventions/procedures.

### **The School Designated Attendance Leader (DAL)**

Parents/carers are expected to contact school at an early stage and to work with the key worker in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the key worker may refer the child to the School's DAL. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, will work with the Education Inclusion Partnership Team (EIPT) and may use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

### **Leave of Absence in Term Time**

We expect parents/carers not to knowingly affect their child's progress by taking them out of school during term time. Please remember that 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/visit. In a situation where taking your child out of school during term time is unavoidable, you must apply for Leave of Absence. All applications must be made in advance, using a standard form which can be obtained from ReFocus DAL. At our discretion, leave of absence may be authorised in exceptional circumstances. In making these decisions, the school will consider the circumstances of each application individually, including any previous pattern of leave in term time. It is important that you understand the circumstances when leave in term time will not be agreed by us:

- any time in September, when students are just starting the school or just starting in a new. This is very important as your child needs to settle into their new environment and establish good habits.
  - immediately before and during any assessment period
  - when a student's attendance record already includes any level of unauthorised absence
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and will attract sanctions such as a Penalty Notice.

## Application for Exceptional Leave of Absence During Term-Time

If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation **AT LEAST 10 DAYS IN ADVANCE** of the proposed leave. Parents / carers do not have the right to take their child out of school during termtime. By law, you must ask permission for exceptional leave of absence during term-time. If you take your child out of school without authorisation you risk receiving a fixed penalty fine. The penalty is at least £60 If paid within 21 days, doubling to £120 if paid between 22 – 28 days and applies per parent per child for which permission has been refused or was not sought. If the fine is not paid, parents will be reported for prosecution. All schools in both the North and West Northamptonshire have agreed to follow a common policy on absence during term time. Good attendance leads to improved outcomes for students.

## Appendix H– parental request for exceptional leave

**TO BE COMPLETED BY PARENT / CARER**

Name of student:	Name of Key worker	Address
D.O.B	Year group	Contact details
Length of leave requested:	Dates requested:	Parent details:   Sign:

Please state the exceptional circumstances that require you to apply to take your child out of school during term-time instead of making arrangements for the proposed activity to take place during the school holidays. The cost, convenience or availability of a particular holiday will not be taken into consideration.

Reason for request:	information provided by parent / carer will be checked by school	
Will the student be missing any final assessments?	yes	No
Has the student have attendance over 95%?	yes	No

Will this leave take him/her over 10 days so far this academic year?	yes	No
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## Appendix 9 – Onset of Student Illness or Emergencies During the School Day

### Procedures for staff

Medical emergencies or when a student becomes unwell and may need to go home.

If the student is not well enough to go un-aided to the Medical Room, a First Aider should be alerted and they will attend to the student

If a student can make it to a designated first aid room or area, then they should do so and a member of staff can escort them.

The First Aider will assess the student's needs. If the student cannot be moved, further medical assistance will be sought and parents informed

In extreme circumstances an ambulance may be called and the student accompanied by a member of staff if a legal guardian is not present.

Students will be monitored whilst awaiting the arrival of the ambulance or the parent / carer / nominated contact

The Staff who are first aid trained are listed in multiple locations within the building

First Aiders will log all details on Bromcom including date/time of arrival, nature of illness and action taken and/or accident form if appropriate.

Accidents will be also recorded in the accident book which are located in the Kitchen and Workshop.

A member of staff will have communication with the parent / carer and will establish if the student will be attending the following school day.

A student must be clear of sickness and diarrhoea for 48 hours before returning to school

A student could, in certain circumstances attend school with a broken bone if reasonable adjustments can be made and this will include a further risk assessment of the workshop, PE and accessibility to / on site.

Trained First Aiders are: - All staff are first aid trained.

The Medical Room is on the ground floor, also known as the 1:1 room and is near the toilets. In this room is a first aid box and a reclining chair.

The second first aid location is on the first floor, clearly marked, proximity to a first aid box, toilets and has a comfy chair that can also be a medical bed if required.