



Attendance

Approved by: Teaching and Learning Committee

Signed...Mr Gallafent

Date:-...6th July 2023

Review date: July 2025

This policy extends past school to Post 16 and will be reviewed in line with the changing curriculum and current needs of the pupils.

Where in the policy it says Stone Hill School, we are referring to Stone Hill School and Post 16.

1 Introduction

- 1.1 We expect all pupils on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the pupils to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all pupils. We will reward those pupils whose attendance is very good. We will also make the best provision we can for those pupils who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations, the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a pupil has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a pupil has been unwell, the parent/carers contact the school to explain the absence.
- Following current government guidance in relation to COVID 19.
- Only school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent/carers take a pupil out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a pupil is away from school without the permission of both the school and a parent/carers.
- Therefore, the absence is unauthorised if a pupil is away from school without good reason, even with the support of a parent/carers.

3 If a pupil is absent

- 3.1 When a pupil is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or carer.
- 3.2 When the pupil returns to school, if no contact by parent/carers has been made a note should be brought from a parent or carer to explain the absence or parents and carers must update school via the Seesaw app. If no note is received the class teacher or school office will write to or Seesaw the parent/carers for confirmation.
- 3.3 A note or Seesaw message should be sent to the school prior to the absence for any pre-arranged appointments, e.g. if a pupil has a medical appointment.
- 3.4 If there is any doubt about the whereabouts of a pupil, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or carer, in order to check on the safety of the pupil.

4 Requests for leave of absence

- 4.1 We will follow DfE guidelines concerning religious observance and other exceptional circumstances. Please see link to DfE guidelines on the school website.

5 Long-term absence

- 5.1 When pupils have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that pupils can keep up with their school work. Please see the Remote Learning Plan.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the pupil to be given some tuition outside school.

6 Repeated unauthorised absences

- 6.1 The school has safeguarding duties under section 175 of the Education Act 2002 in respect of our pupils, and as part of this we will investigate any unexplained absences.
- 6.2 The school will contact the parent or carer of any pupil who has an unauthorised absence. If a pupil has a repeated number of unauthorised absences, the parents or carers will be contacted by the school mentor and asked to visit the school and discuss the problem.

If unauthorised absence continues the following will be actioned:

- If attendance is 90% or below, Attendance Letter 1 (Appendix 1) will be sent to the parents or carers
 - When attendance is 85% or below, Attendance Letter 2 (Appendix 2) will be sent to parents or carers advising them that no further absences will be authorised.
 - Should attendance not improve at this stage, parents or carers will be invited into school to discuss an attendance support plan (Appendix 3) to action improved attendance. The school mentor will actively support the actions agreed.
 - Failure to follow the attendance support plan within agreed period will result in the issuing of Letter 3 advising parents and carers of fine (at the discretion of the headteacher and chair of governors).
 - If attendance does not improve following the above support, the school will consider completion of the Graded Care Profile and referral for support via Early Help. The school will also inform Local Authority SEN Team due to the needs of pupils at Stone Hill.
 - In addition to Bullet 4 above, school will contact the LA support services, who will visit the home and seek to ensure that the parents or carers understand the seriousness of the situation.
- 6.3 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or carers who repeatedly fail to accept their responsibility for sending their pupils to school on a regular basis.
- 6.4 Any unexplained absence of a child who is subject to a child protection plan will be treated as the highest priority and the Doncaster City Council will be advised.

7 Rewards for good attendance

- 7.1 All the pupils who have 100% attendance in any one term will receive a certificate for attendance, awarded at the last assembly of the term. Bronze (1 term) Silver (2 terms) Gold (3 terms)

8 Attendance targets

- 8.1 The school sets attendance targets each year in line with DfE guidelines. These are agreed by the governors at the annual target-setting meeting. The attendance targets are advised to the LA.

9 Monitoring and review

- 9.1 It is the responsibility of the governors to monitor overall attendance, and they will request a termly report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be
- 9.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 9.3 The rates of attendance will be reported in the Pupil Wellbeing Committee.
- 9.4 The Pupil Data Manager will be responsible for monitoring attendance in the school and for following up absences in the appropriate way. If there is a longer-term general worry about the attendance of a particular pupil, this will be reported to the headteacher, who will contact the parents or carers.
- 9.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

LETTER 1

Our Ref: APWS/ /AL 1.1.0
Your Ref:
Name:
Email:
Direct Dial:
Date:

Dear

DOB:

At we are committed to providing high quality education and improving outcomes for all our pupils. In order for a child to reach their full potential, we expect a high level of school attendance, so they are able to maximise their learning and achievement.

I enclose a copy of attendance record which shows an attendance of %.

As has fallen below the school target of %, we are expressing our initial concerns. It is appreciated young people sometimes become unwell, but as parents or carers it is important to be aware of the level of your child's school attendance, as it may have a detrimental effect on their educational attainment.

I will continue to monitor attendance and, with your co-operation, I would anticipate an improvement. I may take the opportunity to speak with your child in school should I feel this is an appropriate action in raising attendance.

If you wish to discuss this matter further, or are experiencing any difficulties, please do not hesitate to contact me.

I look forward to your support in this matter.

Yours sincerely

Position in School

Enc.
C.C.

LETTER 2

Your Ref: [REDACTED] / [REDACTED] /
Our Ref: APWS/ [REDACTED] /AL 1.2.0
Enquiries To:
Tel Direct:
Email:
Date:

Dear [REDACTED],

[REDACTED]
DoB

You may recall my letter dated [REDACTED] expressing concern with [REDACTED] current level of attendance. Since that letter there has not been the anticipated improvement and I would therefore like to invite you to a meeting in school on [REDACTED] at [REDACTED]. This will give us the opportunity to look at the issues causing irregular school attendance and if appropriate, put in a suitable support plan to help you with this.

I enclose a copy of the registration certificate for your information, which will form part of our discussion during the meeting.

I must also advise you that it is the decision of the **Headteacher** as to whether an absence is authorised or not, taking into account the reason provided. Due to [REDACTED] continued irregular school attendance, we now require medical confirmation to support any future absences, which will enable us to make an informed decision whether to authorise the absence.

I look forward to meeting with you to discuss how we can work together to improve attendance.

If you are unable to attend the above appointment, please contact me as soon as possible so that an alternative date can be arranged.

Yours sincerely

[REDACTED]
Position in School

INDIVIDUAL ATTENDANCE SUPPORT PLAN

Pupil Name:	Year Grp:
Parents/Carers:	Date:
Others present:	Attendance%

Discussion pointers:

- ✓ Pupil strengths
- ✓ Concerns (attendance and others identified)
- ✓ General consequences of non-attendance (school and life)
- ✓ Possible positive reinforcement (school and home) for improved attendance
- ✓ Effective strategies already in place
- ✓ Ways of monitoring

Discussion notes:

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Action Plan:

What	Who By?	When

Parent/Carer Signature:

Pupil Signature:

Staff Signature:

Others Present:

REVIEW DATE: