



Principles

The school will promote positive behavior and good attendance through its use of curriculum and learning materials. Good attendance and behavior by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

All children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a 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 may make things worse. We are obliged to remind parents that school also has a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to the Education Welfare Service. Permitting absence from school without a good reason is an offence.

This policy includes the practice for our residential short breaks service: Sleepover Club as well as the day school, since children cannot attend the Sleepover Club in isolation from attending Day School.

Procedures

School will take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent every half-day absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing. Bearing this in mind Saxon Hill applies the following procedures in deciding how to deal with individual absences:

1. Parents should inform the school office by telephone with a message for the form teacher – A written note should be sent into school on the pupils return.
2. The office may ring home if school has not received a message regarding an absence.
3. Parents wishing to take pupils out of school for exceptional leave should apply to Headteacher for "leave of absence" – a form is available from the school office. Headteacher's are no longer authorized to grant 10 days holiday leave.

When an individual pupil's attendance level falls enough to raise concern, without good reason, advice will be sought from the EWS. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1966 s.444.

It is not appropriate for school to authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency or for medical appointments which may be in school time.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- **Parents 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**

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the child to the Education Welfare Officer from the County Council. He/she will also try to resolve the situation with voluntary support, if other ways of trying to improve the child's attendance have failed, these Officers can issue Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the child.

Please note that the maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Alternatively, parents or children may wish to contact the EWO 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 Education Authority.

Saxon Hill Academy runs a termly Attendance Analysis to interrogate the reasons why children fall below 90% attendance.

Form tutors work closely with families and the Family Support Worker to establish the validity of poor attendance, and to ensure families receive all possible support to improve attendance at school where appropriate.

Children Missing Education

See: <S:\Policies\Policies 2016\Attendance - CHILDREN-MISSING-EDUCATION-POLICY>

And: <S:\Policies\Policies 2016\flexi schooling policy February 2017.docx>

This policy updates the guidance and procedures from Keeping Children Safe – September 2016:

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. Schools must place pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified

date, the school should consider notifying the local authority at the earliest opportunity to prevent the child from going missing from education.

It is important that the admission register is accurate and kept up to date.

Schools should regularly encourage parents to inform them of any changes whenever they occur. This can assist the school and local authority when making enquiries to locate children missing education.

Schools should monitor attendance and address it when it is poor or irregular.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Where a parent notifies a school that a pupil will live at another address, **all** schools are required⁷³ to record in the admission register:

- the full name of the parent with whom the pupil will live;
- the new address; and
- the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- the name of the new school; and
- the date on which the pupil first attended or is due to start attending that school.

Schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are registered at the start of the school's youngest year, unless the local authority requests for such information to be provided.

Schools must also notify the local authority when a pupil's name is to be deleted from the admission register **under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register.**

This duty does not apply where the pupil has completed the school's final year, unless the local authority requests for such information to be provided.

A pupil's name can only be deleted from the admission register under regulation 8(1), sub-paragraph (f)(iii) or (h)(iii) if the school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries. Advice on carrying out reasonable enquiries can be found in the Children Missing Education guidance.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide⁷⁹ the local authority with:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;

- *the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;*
- *the name of pupil's destination school and the pupil's expected start date there, if applicable; and*
- *the ground in regulation 8 under which the pupil's name is to be deleted from the admission register.*

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Schools and local authorities should work together to agree on methods of making returns. When making returns, the school should highlight to the local authority where they have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. Schools should also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.

School's Attendance Target

The school has adopted the Local Authority attendance target for special schools. (91.6%).

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, with this in mind we welcome contact regarding any problems you may have.

Signed Chair of Governors: _____

Date: _____

Reviewed:

(Updated September 2016 in line with Keeping Children Safe in Education)

Next review Date: