



LPW School

Attendance Policy

September 2024

## **Introduction**

LPW School is committed to providing a full, effective and efficient education to all students (The Education Act 1996 Part 1, Section 7) and embraces the concept of equal opportunities for all. We endeavour to provide an environment where all students feel valued welcome, safe and happy.

Regular school attendance is vital for all students, but especially so for those who come to our setting due to the significant gaps in their education experience prior to joining LPW. This point is stressed to all students and parents/carers when they are first admitted to the school.

Since the students we cater for are usually non-attenders, or have specific learning or behavioural difficulties, we need them to be in school every day in order for us to be able to support them in achieving their full social and academic potential in addition to successfully transitioning them into appropriate post 16 placements. Many of our students have joined us as they are at risk of permanent exclusion. Each student has an individualised timetable which is reviewed regularly. Targets for each student address learning and personal development needs as well as planning next steps and their post 16 progression routes beyond LPW.

## **Legal Framework**

1. Section 7 of the 1996 Education Act states that parents / carers must ensure that students receive efficient full -time education suitable to their age, ability and aptitude to any special needs they may have, either by regular attendance at school or otherwise.
2. Under the Education Act 1996 the Local Authority has a statutory responsibility to ensure parents / carers secure education for children of compulsory school age and, where necessary, use legal enforcement.
3. The Education Regulations 2016 requires schools to take an attendance register twice a day once at the start of the morning session and then again during the afternoon session.
4. The register must record whether the student was • present • absent • present at approved educational activity • unable to attend due to exceptional circumstances
5. In the case of any dual registered students, LPW School would communicate with another educational setting and attendance certificates are sent weekly to and from main provision.

## **Aims**

The school will:

- Offer an environment for students in which they feel valued and safe.
- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Develop positive and consistent communication between home and school.
- Reward good attendance and punctuality.
- Encourage parents/carers to play an active role in resolving attendance issues.
- Review attendance and attendance patterns regularly.
- Set targets for improvement to improve the attendance of the whole school and key target groups (e.g. persistent absentees).
- Support families where attendance may be a concern and try and break down barriers to attendance.

## **School Procedures**

### **Registration**

Any student who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher or a member of SLT acting on their behalf can authorise absence. If there is no known reason for the absence, then the absence must be recorded in the first instance as unauthorised.

### **Punctuality/Lateness**

It is essential that all students arrive to school between 9:00 – 9:30. The registers will remain open for 1 hour and 15 minutes after this. This is due to our students arriving from across Bristol City via public transport, many students travel a long distance to attend and maybe affected by local transport issues. Any student arriving after 9:30 will need to make up on the work missed within that time frame, and will be supported to do so. This time is to be used to ensure that missed work is caught up on and explore any reasons for lateness with their Keyworker. Lateness will be marked as such on Arbor and minutes recorded.

In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close (L).

Any students arriving after the register has closed will be recorded as a late after registers close (U) mark unless a more appropriate code is needed.

Afternoon registers will open at 12:30 and will be taken no later 1:15pm. The afternoon register will close at 2:00pm. This will allow for those students that are not expected on the school site until the afternoon for example those with bespoke timetables that attend offsite educational activities in the morning. The end of the school day is 3:00.

Persistent lateness with led to meetings with parents/careers, Action Plans or an alternative support plan.

### **Appointments and illness**

We firstly advise that any medical appointments are avoided being booked in the school day. Any student who needs to leave the school premises during school hours for any reason will need to present a medical note. Students who feel ill or having sustained an injury during school hours must report to a member of SLT where they will be assessed and if necessary parents/carers will be contacted in order that provision can be made for collection by a parent/carer. Students cannot be sent home without first contacting with parents to make sure it is safe to send them home.

If your child has repeated episodes of school absence due to sickness you may be invited in for a meeting to explore additional support that maybe needed for you and your child in order for them to attend school more.

### **Students who cannot attend school due to medical reasons.**

LPW School will always work in collaboration with our parents/carers when it comes to supporting students who are experiencing ongoing health issues. Evidence must be provided by a consultant which specifically outlines the condition that has led to the students being unfit to attend school at that time. As a school we will implement guidance set out by medical professionals and where suggested seek respite for students who might benefit from a placement in a medical unit. This includes mental health issues that a student may experience within school. Support from the Pastoral Team, School therapist and external agencies will be coordinated to ensure that students can access as much of the curriculum as possible and make the best possible progress in their learning.

### **First Day Absence**

Parents/Carers will be expected to contact the school office and leave a message stating the name of the student and reason for absence. If a call has not been received by 09.30 an administrator will contact the parent/carer to establish the reason for absence. If after three days a student has not returned to school and there has been no reason given for absence, Key workers will arrange a home visit to the students. If there are safeguarding concerns the frequency of this may change, these visit maybe booked in advance or will be unannounced.

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

Families do not have a right to take their children out of school for family holidays or trips abroad during term time. Government guidance instructs Headteachers **NOT** to authorise leave of absence in term time except in the most exceptional circumstances. Requests for leave of absence during term time should be made to the Headteacher in writing. Each request will be judged on a case by case basis.

## **Unexpected absence**

If for any reason your child cannot attend school due to unexpected reasons, please ensure you contact the attendance officer or your child's Keyworker as soon as possible before the start of the school day.

## **Maintaining good attendance**

We believe that prioritising high levels of student attendance will encourage students to actively engage and succeed during their time at LPW School. Making students feel happy, secure, appreciated and cared for will also help. A positive approach is taken towards regular attendance.

We regularly hold whole school and tutor group activities to celebrate good attendance and academic progress. These are given to students for a variety of reasons including, good performance in specific subjects, attendance and punctuality. Students have an opportunity to receive rewards for punctuality and attendance through our vouchers system. Where students improve on personal attendance or behaviour after being of some concern, individual rewards may be given. e.g. pens, books, gift vouchers. We also celebrate with a termly meal for all learners who have achieved above 90% attendance for that term.

## **Persistent Absence Student**

Persistent absence is described as when a pupil misses 10% or more of school. Severe absence is described as when a pupil misses 50% or more of school.

Absence is monitored regularly and parents receive daily phone calls and text home, if the student is not at school identified students with specific medical, therapy or Special Educational needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Recording absence as authorised

- Working with the Local Authority to record such absences as authorised to reflect attendance as good as can be expected for these students and the school
- Provide home visits where appropriate
- Recognise that some students are not 'available for learning' and work with the LA and other agencies to support them in this process.

### **Truancy**

Truancy is a serious concern at the school, please see our Relationship and Behaviour Policy for further information.

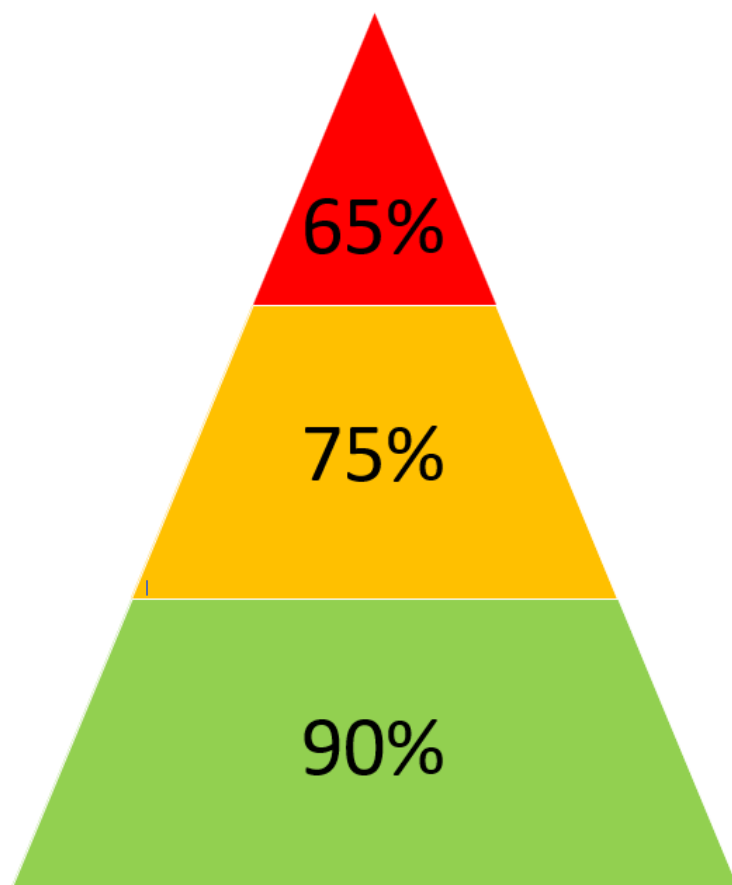
### **A Welcome Back**

It is important that on return from an absence that all students are made to feel welcome. This should include ensuring that the student is helped to adjust to school's daily routine; catch up on missed work and brought up to date on any information that has been passed to the other students.

### **Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the Head Teacher will be responsible for overseeing this work. We recognise the national target is 96%, which we strive to reach, however, we also have strategies in place to recognise the social, emotional and mental health needs of our students, including emotionally based school avoidance.

## Attendance routes in the school



### Letter 3 – Attendance has declined to 65% and below

Immediate action will be taken. Home visits/school meetings will take place where and assessment will happen.

Attendance Action Plan will be prepared with Keyworkers. These will be regularly reviews with the families to set measureable attendance targets. At this point a verbal 'legal warning' will happen

### Letter 2 – Attendance has dropped to 75%

Key workers will invite parents/carers into school. They will explore the attendance data, explain issues and ask parent/carer for information regarding the attendance issue.

Targets will be set during meeting and recorded. Key workers will need to work closely with the families and keep reviewing these on a fortnightly basis with parents/carers.

### Letter 1 – Attendance has dropped below our target and is at 90% or below

Letter will be sent out by attendance officer, Keyworkers will work towards improving attendance of students who have dropped to this level. Key workers are to 'fact find, monitor and conduct home visits'

Attendance between 90% - 96% will be monitored by keyworkers, discussion will take place to look for reason absence may occur

At LPW school we like to celebrate good attendance in an arrange of ways, this may include -  
For attendance above 96% - positive letter sent home from Headteacher, Headteacher award or acknowledgement and reward meals.

## Attendance Action Routes

### 1. Low level attendance strategy

#### Letter 1:

School staff to work towards improving attendance of students with inconsistent or poor attendance. Staff to 'Fact find, monitor, send letters and conduct home visits'. Set clear expectations around attendance

If appropriate, refer to external agencies, target set and attempt to make contact with parents/carers.

### 2. (A) Continued absence

### 2. (B) Improved attendance

Continued support from Key workers

#### Letter 2:

Key Workers to invite Parents/carer to school or carry out a home visit. Explore the register together and explain issues and ask parents/carer for information regarding attendance issues.

Create measurable attendance targets, and set rewards for achieving targets.

### 3. No improvements after Letter 2

#### Letter 3:

Key Workers to invite Parents/carer to school or carry out a home visit. Attendance Action plan created.

Verbal 'legal warning' given

### 4. No Improvement Made

Invite parent in for meeting (letter should contain Legal Warning)

Give verbal Legal warning and set Targets and Fortnightly Reviews, until attendance at an acceptable improved level

### 5. Targets not met

Inform parent/carer, 'the facts will be presented to the Education Welfare Officer and Bristol City Council. The team will request that the matter be considered for Prosecution.'

This must be followed up in writing to the parent/carers  
Attendance office will present this to SLT and prepare witness statements if this route is seen as appropriate





### **Roles and responsibilities**

#### **The Governing Board has overall responsibility:**

- Monitoring the implementation of the attendance policy and procedures of the school.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

#### **The Deputy Head Teacher is responsible for:**

- The day-to-day implementation and management of the attendance policy and procedures of the school and distributing these to parents/carers.

#### **Staff, including teachers, HLTAs, TAs, and volunteers will be responsible for:**

- Following the attendance policy, and for ensuring students do so too. They will be responsible for ensuring the policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual students to inform decisions as to whether any welfare concerns should be escalated
- Designated members of staff will take the attendance register at the start of each school day and at the start of each afternoon session. Keyworkers are expected to take calls from parents/carers about absence and refer to the Attendance Officer.

#### **The school will inform the LA of any student being deleted from the admission and attendance registers if they:**

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.

### **The Attendance Officer**

- Monitors student attendance and punctuality and ensures that follow up procedures are adhered to.
- Takes calls from parents/carers about absence and records it on Arbor.
- Ensures that attendance registers are accurate.
- Sends out the daily calls for those who are not in school by expected times.
- Produces attendance reports for students below the threshold for the Head Teacher for Safeguarding and Wellbeing
- Reports concerns about attendance to the Head Teacher for Safeguarding

### **Class teachers/Key worker**

- Class teachers are responsible for recording attendance on a daily basis and for each lesson, using the correct codes, and submitting this information to the school office.
- Keyworkers are responsible for checking attendance for students in their Keywork group and raising awareness with the appropriate member of staff of any discrepancies or issues of concern.
  - Carrying out attendance Action plans and carrying out home visits
- They are also responsible for phoning home for any attendance concerns.

### **Attendance monitoring and review**

- The Attendance Officer monitors student absence on a daily basis.
- The school monitors attendance and punctuality regularly throughout the year.
- Attendance is communicated at least fortnightly to keyworker, pastoral leads, Safeguarding leads and teachers. During this time the impact of interventions is reviewed and monitored.
- Student-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this. Attendance data is also used internally to track and monitor the attendance of an individual or group of students, in order to identify students who may need additional support or assess the impact of intervention.
- This policy will be reviewed annually.
- Any changes made to the policy will be communicated to all members of staff.

The designated senior leader responsible for attendance is Nicola Lace [nlace@lpw.org.uk](mailto:nlace@lpw.org.uk)

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

## Key

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

Review date: September 2025