

LPW School

Attendance Policy

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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 will 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 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 Individual Learning Plan that is reviewed termly. Targets for each student address learning and personal development needs as well as planning next steps.

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, LPS 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.
- Set targets for improvement to improve the attendance of the whole school and key target groups (e.g. persistent absentees).

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 and many students travel along distance to attend and maybe affected by local transport issues. Any student arriving after 9:30 will need to make up time missed at the end of the school day, up to a maximum of 30 minutes. 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 SIMs 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.

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

Afternoon registers 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.

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 to parents to make sure it is safe to send them home.

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 Counsellor 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.

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. Learners receive points for our positive behaviour points system for punctuality and attendance. Where students improve on personal attendance or behaviour after being of some concern, individual rewards may be given. e.g. pens, books, gift vouchers

Persistent Absence Student

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. Our school targets is 96%.

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 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, associate staff 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.
- Have been permanently excluded.

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 SIMs.
- 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 teacher's/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.
- 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 throughout the year.
- 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 by the Deputy Head Teacher and the Attendance Officer.
- Any changes made to the policy will be communicated to all members of staff.