Fromefield Manor School

Attendance - Local Procedure
June 2024

Local Procedure Title	Attendance
Site	**Fromefield Manor School**
Local Procedure date	June 2024
Local Procedure review date	Sept 2025
Local Procedure Author(s)	Head Teacher (Gemma Drury)
Local Procedure Ratification	Checked and Approved by: Regional Director (Nancy O'Regan)

1. Aims
Fromefield Manor School believes that regular attendance at school is vital to young people achieving their full potential academically, socially, and personally. We understand that individual students may have had a disrupted education prior to joining Fromefield Manor School and that they may require a phased transition into school to be successful and our goal is to support fulltime attendance within 6 weeks. While we appreciate that some young people with Autism suffer from anxiety that may affect their school attendance our aim is partnership with parents that all our students will ultimately attend school on a full-time, regular basis to take full advantage of the opportunities that are open to them. Our school aims to meet its obligations with regards to school attendance by: • Promoting good attendance and reducing absence, including persistent absence (attendance of less than 95% of timetabled sessions). • Ensuring every pupil has access to full-time education to which they are entitled • Acting early to address patterns of absence We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly.

2. Legislation and Guidance
Our attendance procedure meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance: • The Education Act 1996 • The Education Act 2002 • The Education and Inspections Act 2006 • The Education (Pupil Registration) (England) Regulations 2006 • The Education (Pupil Registration) (England) (Amendment) Regulations 2010 • The Education (Pupil Registration) (England) (Amendment) Regulations 2011 • The Education (Pupil Registration) (England) (Amendment) Regulations 2013 • The Education (Pupil Registration) (England) (Amendment) Regulations 2016 • The Education (Penalty Notices) (England) (Amendment) Regulations 2013 This procedure also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3.	School Procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken 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

The school day starts at 09.20, although the registration period is between 8.30 and 9.15am as children arrive at staggered times.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 08.30 or as soon as practically possible (see also section 6). Parents / Carers should contact the school by phone by 08.30 and either notify a member of the administrative staff or leave a message on the school answerphone. (Tel: 01373 814980) The decision to authorise absence rests with the Head Teacher. The reasons must be clear and acceptable. MNS recognises that working with parents to identify reasons for absence, trends and early decline in attendance will help support our students maintain high attendance. Staff phoning about poor attendance will ask sensitive but probing questions to support all the family in the process.

In this example one can see how small amounts of lost time can build.
90% attendance means that a student is absent from lessons for the equivalent of one-half day every week.
• If a student had 90% in a school year, they have missed the equivalent of four whole weeks (a month).
• If the student continued this pattern over five years they will miss the equivalent of about one half of a school year.
• Habits of poor attendance and lateness in school are often repeated in working life which is why employers ask the school for such information as part of references.

On the rare occasions where school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents 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. E.g. attend school in the morning and leave for the medical appointment in the afternoon.
Parents / carers should notify the school in advance of medical or dental appointments by email or letter. A copy of the appointment card / email will be required by the school.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed 09:15 in the morning will be marked as late, using an L code.

A pupil who arrives after the register is closed will be marked a U code- (arrived in school after registration closed) This means they are present in school but goes as an absence. (Gov. guidelines)

In exceptional circumstances the Head teacher can authorise a change of code such as taxi or transport issues, in which case they will be marked as late but present. Where transport issues repeatedly result in lateness, we will notify the parent / carer and the relevant Local Authority transport team.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not, and identify the correct attendance code to use. If the school has not been notified of the reason for absence by 09.15, we will attempt to contact parents/ carers by phone. If the child has a child protection plan, we will also notify the child's social worker of the absence.

3.6 Reporting to parents

Attendance will be reported to parents /carers in the written termly report that is issued at 3 points in the year.

3.7 Lesson attendance

Teachers will monitor and record attendance at each of their lessons in the 'purple grab folder'. Teachers are responsible for managing the pupils throughout this lesson. Where a pupil fails to turn up or leaves prior to the end of the lesson teachers will either manage this between them and their LSA. I.e. they go and locate the student and support them and or engage support to locate the student.

3.7a Support to locate the student not in lessons
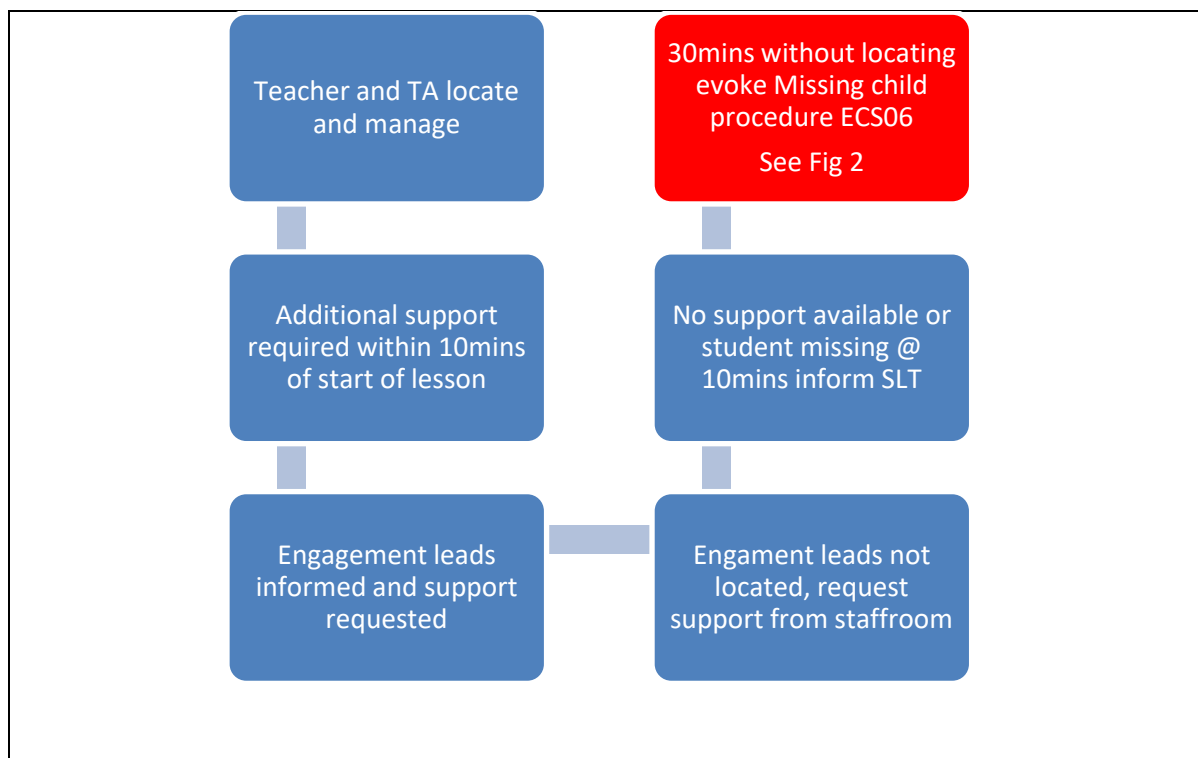
4. Term time leave

4.1 Granting approval for term-time absence

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is authorised entirely at the head teacher's discretion.

A parental request must be made in writing prior to the date of the proposed term time absence and be agreed in writing by the Head Teacher. The Head Teacher will specify the number of days that the absence is authorised – any child not returned to school on the expected date will be considered a 'Child Missing from Education' and will be referred to their Local Authority as a safeguarding concern.

4.2 Valid reasons for authorised absence

These may include:

- Medical /dental appointments – as explained in sections 3.2 and 3.3

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (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

- Leave of absence approved by the school.

4.3 Unauthorised absences

These include:

- Term time leave without prior approval
- Refusal to attend school that is not considered to result from medical needs or anxiety linked to Special Educational Needs
- Leave for student birthdays

Fromefield Manor School will address unauthorised absence by:
- Contacting parents / carers and meeting with them to follow up the reasons for absence
- Monitoring attendance patterns
- Working with young people, parents and carers to address the reasons for the absence
- Instigating attendance plans where necessary
- Notifying the Local Authority where there are attendance concerns
- Contacting Children's' Social Care where there are safeguarding concerns

4.4 Persistent absence

Persistent absence is defined as an absence record of less than 90% attendance (this includes authorized and unauthorized absence). Data will be reviewed at SLT meetings, and the circumstances of the individual student looked at. In the first instance tutors will look to support pupils and families in identifying reasons and addressing these. This supportive process will start when attendance drops below 90%. The impact of this intervention will be monitored for positive trends.

If the absence % continues to fall i.e. below 90%, then other agencies will be informed. E.g. local authority. SLT will coordinate therapy, teacher and residential (where relevant) meetings to discuss further supportive steps which will be communicated with parents and relevant stake holders. Plans will be put in place to monitor absences over a 6-week period. If the % continues to decline the Local Authority will be notified and an emergency annual review will be called.
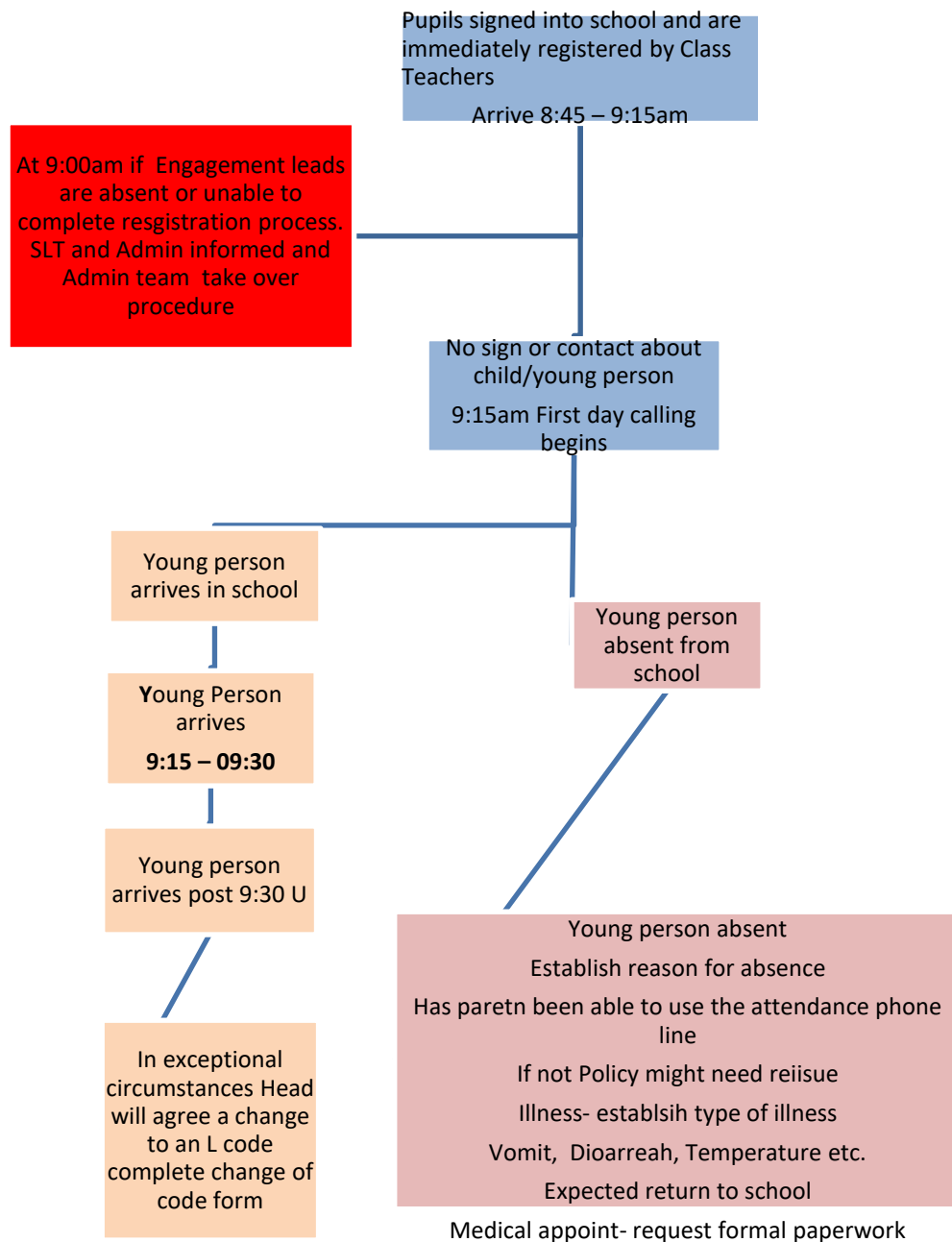
5.   Strategies for promoting attendance

Good attendance is rewarded through end of term PCR awards. Certificates are also awarded to students who have made the greatest improvement to their attendance. Where there are concerns about attendance, the student's tutor plays a critical role in working in partnership with parents/ carers to identify possible causes for non-attendance and to implement agreed strategies to improve the child's attendance.

6.   Attendance monitoring

Our Teachers and Admin monitor pupil absence on a daily basis. Parents /Carers are expected to call the school before 08.30 if their child is going to be absent due to ill health (see section 3.2). If a pupil's absence extends beyond 5 days, we will contact the parents to discuss the reasons for this. If after contacting parents /carers, a pupil's absence continues to rise, we will notify the Local Authority.   The persistent absence threshold is 5%. If a student's individual overall absence rate is greater than or equal to 5%, the pupil will be classified as a persistent absentee. Pupil's attendance data is reported each term to parents via reports and annual via reviews. Our attendance is recorded within our governance reports. We use a secure online management information system to record and store attendance data. Senior leaders regularly track and analyse attendance data of individuals and cohorts and identify concerns and trends. We utilise the data to inform the need for interventions and support.

7.	Roles and responsibilities

7.1 Governance

The Operations Manager, Nancy O'Regan, is responsible for monitoring attendance figures for the whole school on, at least, a termly basis. They hold the Head Teacher to account for the implementation of this procedure.

7.2 The Head Teacher

The Head Teacher, Gemma Drury, is responsible for ensuring this procedure is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governance. The Head Teacher also supports other staff in monitoring the attendance of individual pupils.

7.3 Engagement Leads

Teachers: (supported by Admin)

- Check registers twice daily and liaises with parents /carers and tutors regarding absence and lateness

- Record attendance data provided by Alternative Providers

- Monitor attendance data at the school and individual pupil level

- Report concerns about attendance to the head teacher

- Arrange calls and meetings with parents to discuss attendance issues

Admin and Teachers are responsible for recording attendance on a daily basis on the school information management system, using the correct codes. They are also responsible for liaising with students and parents / carers regarding attendance. Admin and Teachers are responsible for informing the Pastoral Support Team of any student who is not present for registration without a known reason.

7.4 Administrative staff

Administrative staff take calls from parents concerning absence and convey messages regarding attendance to the Teacher, Pastoral Support Team or the Senior Leadership Team as appropriate.

8.	Monitoring arrangements
This policy is reviewed annually by the Head Teacher and is approved by the Regional Director.	
9.	**Links with other policies**
Safeguarding Children OP06 Running Away / Missing ECS06 Missing Child Procedure ECS06	

Fig 1

Pupils signed into school and are immediately registered by Class Teachers

Arrive 8:45 – 9:15am

At 9:00am if Engagement leads are absent or unable to complete resgistration process. SLT and Admin informed and Admin team take over procedure

No sign or contact about child/young person

9:15am First day calling begins

Young person arrives in school

Young Person arrives

9:15 – 09:30

Young person arrives post 9:30 U

In exceptional circumstances Head will agree a change to an L code complete change of code form

Young person absent from school

Young person absent

Establish reason for absence

Has paretn been able to use the attendance phone line

If not Policy might need reiisue

Illness- establsih type of illness

Vomit, Dioarreah, Temperature etc.

Expected return to school

Medical appoint- request formal paperwork

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions