



ATTENDANCE POLICY

School Attendance Mission Statement

- Evergreen School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his / her potential, in a welcoming, caring environment where each member of the school community feels wanted and secure.
- Evergreen School will use a staged model of intervention to promote attendance, that is within the Warwickshire County Council (WCC) guidelines.

Aims

To improve the overall percentage of attendance of pupils at Evergreen School:

- By applying School Absence & Attendance Policy consistently
- Analyse attendance data and make recommendations as appropriate

To make attendance and punctuality a priority for all those associated with Evergreen School including pupils, parents & carers, teachers and governors:

- Use Evergreen School Prospectus / website
- Production of annual / termly reports to parents / governors
- Information in Newsletters

To develop a framework which defines agreed roles & responsibilities and promotes consistency in carrying out designated tasks:

- Make phone calls, using School Office staff, on first day of absence
- Ensure have clearly defined late registration procedures
- Clearly define the roles and responsibilities within the school staffing structure
- Have clear procedures prior to referral to ACE & be familiar with system
- Review attendance regularly

To provide support, advice and guidance to parents and pupils:

- Outline support offered by Evergreen School
- Provide accurate & up to date contact information for parents

To develop a systematic approach in gathering and analysing attendance related data:

- Standardise recording of authorised / unauthorised absence
- Identify developing patterns of irregular attendance and lateness

To further develop positive and consistent communication between home and school:

- Continue with 1st day absence contact
- Promote expectation of phone calls from parents (via Information for Parents Booklet)
- Use of Family Support Workers to support parents/carers with attendance
- Provide information in a user-friendly way (including languages other than English)

Legal Framework & Issues

Evergreen School is legally obliged to:

- Maintain school registers
- Have an attendance Policy in place

- Seek regular reports on attendance matters
- Ensure there are processes in place to identify pupils who are not attending
- Keep parents informed of how non-attendance matters are dealt with and any concerns relating to their child if relevant
- Produce annual statistics for parents, governors and the Department for Education (DFE)

Under the 1996 Education Act, Section 444, it is a parent's responsibility to ensure the regular and punctual attendance of their child at school.

There are only three reasons why a child may be absent from school. These are:

- Illness
- Religious observance
- Where LA transport should be provided but is unavailable

These absences will be authorised by the school following contact with parents or carers. Evergreen School asks parents to telephone on the first day of absence.

- The Headteacher may authorise other absences if they consider them to be unavoidable. If possible, parents should always consult with the school in advance if their child is going to be unavoidably absent.
- Only the Headteacher can authorise absence. Parents do not have this legal authority.
- Absences not accepted by the school will be 'unauthorised'. If sufficient unauthorised absence accumulates Evergreen School will take steps, such as inviting parents to various meetings, to improve attendance.

Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.

- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Truancy is a form of unauthorised absence where a child deliberately misses school. Parents, however, remain legally responsible for this absence. Assistance is available in this situation and may be sought via Evergreen School or by directly contacting the Education Social Work Service (ESWS).

If there is no improvement in attendance the Headteacher will make a referral to the Attendance, Compliance and Enforcement Service and this may result in legal action.

Roles & Responsibilities

Class Attendance Register

The class Attendance Register is a legal document and is required by law to be completed by a Teacher. It will be completed at the start of each morning and afternoon session. It is the responsibility of the Class Teacher to ensure the Register is completed correctly.

Registration Times

	Register Taken	Register Closed
Morning Session	9.15am	9.30am
Afternoon Session	1.30pm	1.40pm

Absences from School

Parents and Carers are requested to contact the school (via telephone) on the first day of absence, to explain why their son / daughter is not in school.

On the first day of absence, if parents / carers have not contacted the school, then the School Office will attempt to make contact with them as soon as possible. If the School Office has been unable to make contact with the child’s primary contact then they will attempt to make contact with any of the formal contacts logged on SIMS. If the School

Office is unable to make contact with any of the child's contacts then the School Office will attempt to make contact using other means: E-Mail, School Comms, Dojo.

If the School Office has been unable to make any contact with the child's parents / carers on the first day of absence they will refer the matter to the Head/Deputy Head Teacher.

Where the child remains absent the following day then they will continue to try to make contact using the above methods and once again inform the Head/Deputy Head Teacher if they have been unable to do so.

If the child has remained absent for 3 days and the School has been unable to make any contact with the child's parents/carers (and the Head/Deputy Head has not already taken action) then the School Office will send out a standard letter requesting an explanation. If this is not returned, the School Office will inform the Headteacher who will decide upon the appropriate action to take depending upon individual pupil / family needs.

If the child has remained absent for a period of 10 days then a referral to the 'Children Missing from Education' Team via a CME referral form:

<https://api.warwickshire.gov.uk/documents/WCCC-1010-94>

and sent to: cme@warwickshire.gov.uk.

For urgent concerns about a child's safety or wellbeing that the Head/Deputy Head Teacher believe requires urgent/immediate action, then they will contact the MASH Team on 01926 414144.

Monitoring of Attendance

A report will be provided to SLT by the Administration Team each week including the total school attendance over the previous week together with any child whose attendance is falling. Discussion about each child will take place and any follow-up action determined as appropriate. The follow-up action may include a referral to additional services such as our family support team, SENDAR, Flex Learning, ACE or social care (where a child's attendance remains low for a period of 6 week). The school's safeguarding governor has a specific remit to monitor attendance and follow-up actions taken by the school in cases causing concern.

Lateness

Pupils may be recorded as late whether within or after the registration period. Reasons for lateness should be given to the School Office / Classroom staff, and recorded either in the Class Register or in the Pupils Signing In/Out Book (prior to being transferred onto SIMS.net by the Office Staff)

If a pupil leaves the school after registration has taken place, then they should leave via the School Office. One of the Office Staff will ensure that the pupil's name is entered into the Pupils Signing In/Out Book along with the reason and time – this is essential for Fire Safety purposes.

The school recognises that some students may require a late start or early finish to enable them to successfully access learning within the school day. This would be identified within their EHCP or at Annual Review.

Persistent lateness or early finishes without the above identification will be referred to the Head/Deputy Head Teacher.

Reports on Attendance & Absence

Official School Register A hard copy of the official school register is taken from SIMS.net Attendance every 4 weeks. This is held in the School Office in the Attendance Monitoring folder, and then archived each half-term.

ACE Reports The Attendance Officer / School Office will produce reports based upon ACE guidelines which require either referral to their service or an informal conversation with parents / carers. Any pupils showing possible concern are flagged up with the Headteacher for discussion and possible further action as is felt appropriate.

Reports to Parents / Carers At the end of each academic year, all parents / carers will receive a Registration Certificate showing the pupils' record of attendance for that year (this is a statutory requirement), which they have the opportunity to respond to.