

Stratford-upon-Avon School is a company limited by guarantee, registered in England and Wales under number 7690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9DH

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| Policy Title | ATTENDANCE POLICY |
| Policy Reference | SUAS.P.1507.ATT02 |

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| DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000 | Yes | |
| TO BE PUBLISHED ON WEBSITE | Yes | |

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| POLICY OWNERSHIP | |
| Governor Committee: | Quality of Education |
| Attendance Governor | Mrs A Scott - Lee |
| Department responsible: | Quality of Education |
| Post-holder: | Mrs K Berwick Deputy Head Teacher & DSL |
| LINKED PROCEDURES REF: | |
| Responsible Person - procedures | Mrs J Wilkinson Attendance Improvement Officer |

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| POLICY IMPLEMENTATION DATE: | January 2023 |
| PLANNED REVIEW INTERVAL: | 1 Years |
| PLANNED NEXT REVIEW DATE: | January 2024 |

Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please write to the Compliance Manager at the school address or email your comment to policy@stratfordschool.co.uk.

i. POLICY OUTLINE

Stratford upon Avon School aims to maximise attendance rates in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them.

ii. PURPOSE

The purpose of this policy is to ensure pupils attend school and to ensure support is given to those having difficulty attending.

iii. IMPLICATIONS OF POLICY

Compliance with the requirements and guidance laid out in this policy will ensure students attend school as often as possible. Failure to follow this policy will have negative impact of the education of pupils and may also put them at risk of child protection and safeguarding dangers.

iv. EQUALITY

Every policy will be subject of an Equality Analysis (EA) completed by the policy writer, which should be circulated to all those being consulted, with the draft policy.

v. CONSULTATION

Consultation will be with all staff holding significant financial responsibilities, prior to presentation for approval by the Governing Body (Pastoral Committee).

vi. PROCEDURE

Procedure is the method by which the strategic intent of the policy is realised, and is thus an 'instruction manual' on how the policy outcome is to be achieved.

The procedure which supports this policy is an independent document, for internal use by Academy staff. The procedure reference is shown on the Policy Identification Page.

The development or amendment of the procedure is at a tactical / operational level. There is therefore no necessity for active referral to the Governing Body **unless** the policy intent has been altered.

If there is significant change to the procedure element of the policy there may be a requirement to engage in the consultation process and refer to the Governing Body.

vii. RELATED POLICIES AND PROCEDURES

- Behaviour Policy • Child Protection and Safeguarding Policy

viii. DOCUMENT HISTORY

The policy will be subject to regular review once ratified by the Governing Body. The history of the policy will be recorded using the chart following:

| Date | Author /Reviewer | Amendment(s) | Approval/ adoption date |
|-------------|-------------------------|--|------------------------------------|
| April 2015 | K Berwick | Policy updated in line with Pastoral Governor requests | July 2015 |
| 10/15 | K Berwick | Additional guidance from WAS added as Appendix 1 | WAS appendix approved January 2019 |
| 01/19 | K Berwick | Change of name from ACE to WAS | January 2019 |
| 01/22 | J Wilkinson | Complete review and update | February 2022 |
| 01/23 | J Wilkinson | Complete review and update | January 2023 |

Development/Monitoring/Review of this Policy

This Attendance Policy has been developed by following guidance from the Department for Education and will be reviewed by the Governors and Designated Safeguarding Lead (DSL) before publication.

The school will monitor the impact of the policy using:

- Attendance/absence reports and data dashboards
- Monitoring of Attendance Improvement Officer and College Leader concerns
- Monitoring of student behaviour data
- Monitoring of safeguarding issues raised via MyConcern

Scope of the Policy

This policy applies to all members of the school community (including staff, students, parents/carers, volunteers, visitors, community stakeholders) who support students and their attendance at school.

The Law

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil.

Under Section 7 of The Education Act 1996, parents/carers are under a positive duty to ensure that a child receives an efficient and full-time education, either by regular attendance at school or otherwise.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter, email or telephone message from a parent/carer does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered will the absence be authorised.

Roles and Responsibilities

Improving student attendance at Stratford upon Avon School is the responsibility of everyone in the school community. The following section outlines roles and responsibilities of individuals and groups within the school alongside external stakeholders.

Governors/Board of Directors:

Governors are responsible for the approval of the school Attendance Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about student attendance. A member of the Governing Body/Board has taken on the role of Attendance Governor. The role of the Attendance Governor will include:

- Regular meetings with the Attendance Improvement Officer
- Reporting to relevant Governors/Board/committee meeting

Headteacher and Senior Leaders:

- The Headteacher has a duty of care for ensuring satisfactory student attendance across the school, though the day-to-day responsibility for student attendance will be delegated to the DSL
- The Headteacher and (at least) another member of the Senior Leadership Team (SLT) should be aware of the procedures to be followed with regards to student attendance concerns
- The Headteacher/ DSL are responsible for ensuring that they and other relevant staff receive suitable training, to enable them to carry out their student attendance monitoring roles and to train other colleagues, as relevant
- The Headteacher/Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out a student attendance monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles

Designated Safeguarding Lead (DSL):

- Takes day to day responsibility for attendance issues and has a leading role in establishing and reviewing the school attendance policy/documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of a student attendance concern
- Provides training and advice for staff
- Liaises with the Local Authority/relevant body
- Receives reports of student attendance concerns
- Meets regularly with the Attendance Governor to discuss current issues
- Reports regularly to Senior Leadership Team

The DSL should be trained in attendance issues and be aware of the potential for serious child protection safeguarding issues to arise from:

- Truancy, unsociable behaviour, secretiveness (phones, devices, location)
- CSE (child sexual exploitation) - potential or actual incidents of grooming
- County Lines – gang drug involvement
- Drug & alcohol misuse
- Social media platforms – sharing of personal data, inappropriate on-line contact with adults/strangers, cyber-bullying, access to illegal/inappropriate materials, gaming addictions
- Mental health/self-harm concerns - always tired, lack of interest in family, friends, school
- Neglect in the home – physical, sexual or emotional
- Adverse Childhood Experiences (ACE's)
- FGM (female genital mutilation)

Globally most Muslims do not practice FGM, it is neither a requirement nor a `Sunna` in Islam. We are aware that some UK communities are more at risk than others. FGM is illegal in the UK and considered to be child abuse. As such we will follow appropriate safeguarding procedure whenever FGM is a possible reason for absence from school or removal from roll.

Teaching and Support Staff:

Teaching and support staff are responsible for ensuring that:

- They have an up-to-date awareness of attendance matters and of the school Attendance Policy and practices
- All students have a good understanding of school attendance expectations and the detrimental impact of absence on their social development, academic learning and progress in school
- They raise any attendance concerns to the Attendance Improvement Officer or relevant tutor or College Leader
- Safeguarding concerns are reported via MyConcern platform in school
- Parents/carers are informed promptly of any concerns which may arise over a child's attendance
- Unreported absence is communicated home via twice daily text and email absence alert messages
- Calls to parent/carer/social worker are made where necessary for absence concerns
- Parents/carers are written to by the school when appropriate throughout the academic year to offer guidance and support
- Parent/carer whose first language is not English or who have literacy problems will be offered appropriate support from school in matters of communication

Students:

- All students are expected to attend school on time by **8.45a.m** and all of their lessons regularly (**every day the school is open**)
- Students need to have a good understand of the relationship between absence, social and academic progress and attainment at school and take responsibility for their daily attendance
- Students who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the form tutor, and if the need should arise from their College Leader, Progress Leader, Attendance Improvement Officer, Educational Welfare Coordinator or student mentor if appropriate
- Students should endeavour to develop skills and attributes to become a positive and contributing member of the school and wider community

Parents/Carers:

By law, all children of compulsory school age (5 and 16) must receive a valuable full-time education, suitable to their needs. You are responsible for making sure this happens, either by registering the child at school or by making other arrangements, which provides an effective education. If your child is registered as a student at a particular school, that school must give permission for your child to be absent. If your child does not go to the school at which he or she is registered, the relevant education authority can take legal action against you.

Parents/carers are responsible for ensuring that:

- Their child attends school regularly (**every day the school is open**) and on time for an **8.45a.m** start, properly dressed in correct school uniform, equipped and in a fit condition ready to learn
- They notify any absence from school (including medical appointments) or late arrival by leaving a voicemail message on the school 24-hour student absence line **01789 209296**, or by emailing attendance@stratfordschool.co.uk by 9.00a.m on **each day of absence** to support safeguarding
- Routine medical/dental appointments are made outside of school hours where possible.

Should absence be necessary during a school day, students are requested to register with their Period 1 and Period 4 teacher (to secure their daily attendance marks), to then be released from school at the required time. A confirmatory note must be written in the school planner by the parent/carer to allow the student to leave class and sign out at the Attendance Support Room

- When requested by school, provide medical evidence from a GP or healthcare professional to support long term absence, or absence due to a known health condition

The Role of the Authority:

- Local authorities (LAs) are responsible by law, for making sure that registered pupils of compulsory school age attend their school regularly
- The LA employs Educational Caseworkers to monitor school attendance and to help parents meet their legal responsibilities
- Educational Caseworkers work closely with schools, students and parents/carers
- If your child is not attending school regularly, an Educational Caseworker may contact you
- For your child's sake you should co-operate with the Educational Caseworker to make sure your child overcomes attendance problems, to receive a proper and valuable education
- If you do not do everything you can to co-operate with the Educational Caseworker and school, the LA may have no choice but to apply for an education supervision order. This means that the court appoints a supervisor to help and give advice to you and your child

The LA can also prosecute you in a magistrate's court. This could result in parents/carers being fined up to £2500 for each child of attendance concern.

Policy Statements

Education - School

All staff will encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). The school will employ a range of support options to encourage good attendance and good punctuality and will liaise closely with students, parents /carers on a daily basis. Staff will investigate and respond to all absenteeism and lateness firmly, fairly and consistently with a duty of care, to help reduce absence from school to support students' social development and academic outcomes.

Registration (Roll Call)

Students are expected to be in school for **8.45a.m prompt** prior to the school gates being closed and to be ready to learn in class for **8.50a.m prompt**. A.M registration (roll call) will be taken at the start of Period 1 lesson, with P.M registration (roll call) taken at the start of Period 4 lesson. Registers will close at 9.30a.m and at 12.45pm. If a student fails to arrive before the register closes, they will be marked as 'absent'. The class teacher will amend the register entry to read 'late' provided the pupil reaches their classroom before the close of the register. Students with unreported roll call absence will be notified to parents at the earliest opportunity and after class registers have been taken.

Late Arrival:

- Students arriving **after 8.45a.m** are recorded as arriving late under DfE guidelines
- Must enter school via the late entry door and provide a reason for their lateness to staff

- Must be avoided to ensure a smooth start to everyone's day
- Disrupts the flow of learning in lessons, creating gaps in knowledge
- Sets a poor example for later life opportunities, further education, apprenticeship, employment etc
- If persistent without genuine reason, parents will be invited into school to discuss

Welcoming over 1750 students on site every day, school expectations must be met to ensure high standards are maintained. Poor punctuality can become a '**habit**' and our approach to tardiness is designed to re-educate student actions, to promote good punctuality as an essential life skill. We do appreciate travel plans may need to be adjusted from time to time, to take into account congestion, temporary traffic lights and roadworks etc. In the majority of cases setting off just 15 minutes earlier ensures a prompt arrival to school. We also understand that students travelling by school bus have no control over their arrival time, (we would ask parents to report any issues to the travel company).

If a student arrives late to school ***without a satisfactory explanation***, staff in the Attendance Support Room will contact the parent/carer to confirm an after-school detention will be set, for the same day as the late arrival. Students will be expected to remain behind with their form tutor at the end of the day for 10 minutes.

For repeated late arrival without a genuine reason (x 2 per week) a 1-hour detention will be set, and parent/carer will be notified. Please note if a student arrives in school after 9.30a.m and an acceptable explanation is not forthcoming, the pupil will be recorded as 'unauthorised absent' for that session.

Form tutors will be sent a weekly record of absenteeism/lateness by the Attendance Improvement Officer, so that they can monitor the attendance of those students causing concern and discuss strategies to reduce absence/lateness where appropriate. The Attendance Improvement Officer will maintain an overview of the whole school picture.

Authorised/Unauthorised Absence

It is vital that all members of staff are aware of the criteria for deciding whether or not to authorise an absence.

Stratford upon Avon School will decide on how an absence is to be recorded in accordance with the latest guidance from the DfE:

Absence can be authorised if:

- The pupil was absent with leave (defined as 'leave granted by any person authorised to do so by the governing body of the school')
- The pupil was ill or prevented from attending by any unavoidable cause (unless they are classed as being persistently absent from school)
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- The school at which the child is a registered pupil is not within walking distance of the child's home, and no suitable arrangements have been made by the LA for any of the following:
 1. the child's transport to and from school
 2. boarding accommodation for the child at or near the school, and
 3. enabling the child to become a registered pupil at a school nearer to his/her home
- The pupil is the child of Traveller parents and the conditions as stated in the Education Act 1996 Section 444 (6) are met

- There is a family bereavement/funeral
- The pupil is attending an interview with either a prospective employer or in connection with an application for a place at an institute of further or higher education, or for a place at another school
- A Year 11 pupil is granted study leave
- The pupil is involved in an exceptional special occasion (eg. if a pupil is attending graduation of an older sibling)
- Leave of absence is granted by the school in writing for an agreed exceptional circumstance

Absence should be unauthorised if:

- No explanation is forthcoming
- The school is dissatisfied with the explanation
- The pupil stays at home to mind the house or to look after siblings (the guidance suggests that absence in such cases should only be granted in exceptional circumstances)
- The pupil is absent for unexceptional special occasion (e.g a birthday/treat/family gathering/event)
- The pupil is away from school on a family holiday without authorisation from school in writing
- Medical evidence is not provided for students with attendance below the DfE persistent absence (P.A) level of 90%

Holidays During Term Time

Parents should be reminded that they do not have any legal entitlement to take their child on a family holiday or take vacations with relatives or friends or attend family social events during term time. Applications for leave of absence (LOA) must be made ***in advance*** to the school Attendance Improvement Officer.

Removing children from school disrupts the flow of their learning, creating gaps in their knowledge, and can lead to Fixed Penalty Notices being issued to each parent/carer of each child by the Local Authority, Warwickshire Attendance Service (WAS). Where a Fixed Penalty Notice is issued and not paid within the required time frame as set out on the notice, the matter will be referred to W.C.C Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

When pupils are absent from school without approval, we may refer to WAS (see appendix 1).

Strategies for promoting good attendance:

- Stratford upon Avon School will offer an environment in which students feel valued and welcomed. The school's ethos must demonstrate that students feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken
- A varied and flexible curriculum will be offered to all students. Every effort will be made to ensure that learning tasks are matched to students' needs
- Parents will be reminded regularly (via the school website, attendance/curriculum emails, academic reports, Bromcom - My Child at School (MCAS) portal, the school prospectus, parents' evenings etc.) of the importance of regular attendance and the impact of absence
- Staff in school will listen carefully to student and parent/carer concerns to help resolve any barriers to learning in school
- Support meetings will be offered to students and parent/carer to plan a way forward to reduce absence
- The Attendance Improvement Office may refer students with high level absence to the school Educational Welfare Coordinator for a short period of mentoring if appropriate

- Attendance data will be regularly collected and analysed to help identify patterns of student absence, to set attendance improvement targets and formal school attendance targets where appropriate, correlate attendance with achievement, and support and inform policy/practice
- The Attendance Improvement Officer will monitor and review these targets and be supported in this by form tutors, College Leaders and Progress Leaders
- Attendance expectations will be a regular feature in college assemblies and tutor group time
- Students may be asked to provide medical evidence to authorise absences of 3 days or more. Medical evidence can be confirmation of an appointment (letter or appointment card, text etc), copy of a prescription, sight of prescribed medication This will allow appropriate support measures to be considered after a short period of ill health if necessary
- To support longer term student absence due to a physical or emotional health need, school may ask parent/carer to provide a medical evidence letter from a GP or healthcare professional. Guidance to indicate relevant support strategies to facilitate education is extremely useful for school staff.
- Students who are absent through illness for any *extended period of time* may (when appropriate) be re-integrated back into school upon their return, via an individually tailored reintegration programme as agreed by their College Leader
- College Leaders and the Assistant Head for Inclusion will (when appropriate) liaise with external agencies when this may serve to support and assist students who are experiencing attendance difficulties
- The Attendance Improvement Officer will have meetings with the school's Warwickshire Attendance Service (WAS) allocated caseworker. Support and guidance may be requested for those students who are experiencing persistent absence issues, or where high levels of absence exist with poor engagement from a parent/carer
- The Headteacher will make an annual report to the school's governing body on attendance matters. In addition, it is recommended that the Headteacher reports on attendance to the governors termly
- Visits will be made to feeder primary schools to ensure the smoothest possible secondary transfer. Discussions with primary school teachers will seek to identify those pupils who may require extra support during this process. They may be supported by:
 - Group work
 - Parent groups
 - Project work for identified groups of youngsters who may be vulnerable to poor attendance

Education – students

All students must attendance school regularly (every day the school is open) to learn successfully to achieve their full potential. All students have a personal responsibility for their attendance level in school and must be mindful of taking absence.

- Students must feel safe in school and know who to report any concerns to
- Students are encouraged to engage with their form tutor, College Leader or an appropriate member of staff to highlight any barriers to their learning in school and to request support when necessary
- Students are actively encouraged to participate in a wide range of extra-curricular activities to enhance their experiences and time at school

Education – parents/carers

The importance of regular school attendance cannot be overestimated.

It is essential to secure a good education to enhance future life chances and establishing it must be a daily priority for schools, parents/carers and students alike. Support, influence, guidance from home and family

and cooperation with school staff is essential, to allow students every opportunity to thrive and feel proud of their education.

The reasons why attendance problems arise are many and varied. They are often complex and require sensitive and professional handling.

Children who do not attend school regularly diminish the value of the education provided for them. They may also damage the learning of other because of the disruption that can be caused to other students. It is the duty of parents/carers to secure education for their children and for the Local Authority (LA) to ensure that this duty is carried out.

Warwickshire Attendance Service (WAS) carries out this duty on behalf of the local authority. WAS also carries out a number of other duties relating to the welfare of children in the education setting and with employment matter concerning school age children. WAS carry out this duty in a number of ways:

- Working in schools with children, staff, parents/carers and external agencies
- Working directly with families and children
- Project work within schools and communities
- Supporting families to ensure children make the very most of their educational opportunities

Periods of Remote Learning at Home – Exceptional Circumstances

There may be occasions when children are expected to work from home, by accessing remote learning online under the supervision of parents/carers

When appropriate there may be a mixture of 'live' teacher led lessons and complimentary work set for timetabled lessons. Students will be expected to log into each session to complete the work set and feedback to their teachers if appropriate. Students will also be expected to log into their tutor group session as requested by their form tutor. This will enable school staff to check that students are 'safe & well' at home and will satisfy the school's safeguarding requirements. Students who fail to engage with remote learning or contact made by staff, may be considered to be a 'Child Missing in Education' and referred to the local authority for investigation.

The same high standards of behaviour will be expected when accessing remote schooling, as in the school classroom. Staff will monitor remote lessons and contact home should concerns arise. Students experiencing problems with accessing remote learning from home should contact their form tutor in the first instance for support. College Leaders and Progress Leaders will monitor 'learning from home' and contact parents/carers if they have any concerns regarding student engagement or welfare.

Pupils with long-term attendance problems

Truancy – What do we mean?

There is no identikit truant because reasons for non-attendance school are so different. Children may fail to attend school for a wide variety of reasons, including illness (physical or emotional), family bereavement, visits to the country of origin, family holidays, being a young carer, unhappiness at school or finally a defiant rejection of parental or school authority.

The term 'truancy' has generally been used where the decision to miss school is taken by the child without parental or other authority permission and where the child uses the time for his or her own purpose. This truancy is seen as either a response to unhappiness, or more commonly a small act of rebellion. It does not encompass the many other occasions on which a child may not attend school for other reasons.

Some of the most important factors behind truancy lie outside of school, most often in family relationships and peer pressures. But how schools operate can make a great difference in shaping whether children do in fact truant.

Department for Education (DfE) - Persistent Absence Definition

An individual student is deemed as being persistently absent (P.A) from school if their attendance level drops below 90%.

This level of attendance will invariably have a detrimental impact on their social/emotional development and educational outcomes. We will work closely with Warwickshire Attendance Service (WAS) to resolve issues leading to persistent absence. Parents/carers may be asked to provide **medical evidence** to support repeated absence when appropriate and to confirm their child is unable to access a full-time curriculum.

What school and the Warwickshire Attendance Service (WAS) service can do:

The three major areas of influence upon non-attendance (individual, family and social, and school factors) require close co-operation between a range of services to reduce truancy.

Strategies to tackle truancy in Warwickshire:

- Schools having a proactive school attendance policy
- Joint working between schools and WAS to effectively reduce persistent and unauthorised absence
- School targets in line with DfE target setting guidelines
- Governors taking an active role in monitoring their school's performance on attendance
- LA targets to reduce unauthorised absence
- Publish data on schools' performance on attendance
- Computerised roll call/lesson registrations so schools can identify patterns and possible cures
- Curriculum – initiatives on opening up opportunities at KS4
- Police powers to remove truants
- Parenting contracts – a voluntary agreement between parents, Warwickshire Attendance Service (WAS) and school setting clear expectations and goals

- Parenting Order – where a parent has been convicted of failing to secure a child's attendance at school. Court will be able to impose a parenting order for up to 12 months. It can include specific obligations upon the parent (e.g. parent escorts the child to school)
- Fixed Penalty Notices and prosecution of parents where appropriate, who fail to ensure that their child attends regularly

"School Avoidance / School Refusal"

Principles:

Often youngsters reluctant/refusing to attend school have complex, inter-relating difficulties arising from health (physical or emotional), family, social and educational factors.

In cases where non-attendance becomes well established, involvement of professionals beyond the school may be indicated. It is important that their respective roles and responsibilities are agreed and that clear procedures for liaison, consultation and collaboration are established.

The key principles under-pinning roles, responsibilities and procedures are:

- The school retains responsibility for ensuring that the involvement of the various agencies is gained, as appropriate
- The group of involved professionals is jointly responsible for the decision to seek to involve a further professional group
- Decisions to involve a given professional group will be based on:
 - clarification of the roles and responsibilities of each group
 - responsibilities of each group for example, experience
- Withdrawal from a case by any professional group follows the agreement of the existing stakeholder group

School Responsibilities in relation to School Avoidance / School Refusal:

To develop a school culture that operates to reduce the risk of school refusal. This may include policy and practice regarding:

- Bullying and other forms of harassment, including racial, sexual harassment
- Social inclusion
- Extra-curricular opportunities
- Mentoring schemes
- Special Educational Needs

To raise teachers' awareness of the indicators of a child at risk of school refusal.

- Training
- School policy regarding the respective roles of SEND and pastoral care staff.
- Engage with parents
- Investigate promptly with a sensitive approach any school-based difficulties and respond
- Consult Warwickshire Attendance Service (WAS)
- Consult School Health staff
- Avoid any indication on condoning absence

To identify a named person to ensure referral to other agencies, as appropriate.

- This is the role of the Assistant Head for inclusion

Warwickshire Attendance Service (WAS) Responsibilities in relation to School Avoidance / School Refusal:

To advise schools of their responsibilities in relation to individual cases i.e. support implementation of school's responsibilities. In collaboration with the school, to advise parents of:

- The legal position
- Their responsibilities
- Signpost available support and intervention services/agencies where appropriate

In addition:

- To liaise with school health advisers
- To plan further action on the basis of agreed approaches
- To discuss with school and family the possible need for:
 - Further social/academic assessment
 - Further within school support, for example, by SEND support services

To establish and maintain Warwickshire County Council's database re children out of school

Educational Psychology Service (EPS) Responsibilities in relation to School Refusal:

- To consult with those already involved
- Where necessary, to carry out further assessments
To advise on future case management, generally

Health Service Responsibilities in Relation to Medically Certified Ill Health / School Avoidance / Refusal:

School Health

To provide consultation to parents, school and WAS about possible Child and Adolescent Mental Health (CAMH) concerns, and about other health issues. As appropriate to communicate such concerns to child's G.P and CAMHS/RISE support services.

General Practitioners (G.P)

G.P's have been asked to liaise with schools, either directly (with parents/carers permission) or through School Health staff, when presented with cases of absence due to confirmed medical need or school avoidance/school refusal.

Child and Adolescent Mental Health (CAMHS) concerns

CAMHS/RISE professionals may become involved with cases where school reluctance/school refusal is a concern before the case is brought to the attention of Warwickshire Attendance Service (WAS). If this happens it would be helpful, if the family is willing, to inform the school's named person. (From within the Education Service, referrals to CAMHS would not normally be expected prior to consultation with the school's E.P.)

Children who are unable to attend school for medically certified health reasons

The school retains responsibility for the delivery of a student's education for as long as the pupil is on the school roll. Sick children must not be taken off the school register without the consent of their parents/carers and prior consultation with the LA, even after long absences arising from ill health. Some pupils may be too sick or unwell to do any schoolwork, but schools should not assume that students away from school because of ill health are unable to work. The school should ensure that:

- A GP/healthcare professional, medical evidence letter is requested of a parent/carer, to confirm the need for absence plus suggested support strategies to facilitate education
- All long-term non-attendance related to **medically certified** ill health be this physical or emotional, is properly authorised and regularly monitored by a GP/healthcare professional

- Advice and assistance are sought as appropriate from the School Health Service and/or the WAS Service when requested by either the parent or school
- A referral is made via the school inclusion team for school Flex Learning support to be considered where appropriate

The Assistant Head for Inclusion, College Leaders and Educational Welfare Coordinator are the staff nominated as responsible for co-ordinating educational provision, for each pupil unable to attend school because of **medically certified** ill health. The school will work closely with students and parents/carers to ensure the delivery of education remains our priority.

The nominated members of staff must;

- Consider the possibility of providing a short-term reduced timetable to support a phased return
- Consider the possibility of education via school Flex Learning, when a pupil has been absent for two weeks or more, or when there is a series of absence of one week or more
- Or when it is considered that the long-term health needs of the student may result in intermittent attendance, which could have a significant impact on the students' education.
- Contact parents/carers to discuss student needs or reasonable adjustments and make appropriate educational provision
- If appropriate liaise with the school Flex Learning, Educational Welfare Coordinator to ensure mutually acceptable arrangements have been made with parents/carers for a suitable programme of work, the regular setting, supervision, marking and collection of work for students signed off school
- Consider with parents/carers whether it would be appropriate for any member of the school staff to undertake a pastoral visit to home or hospital, or whether it would be appropriate to encourage school friends to write or visit
- Liaise with all relevant Education, Health or Social Service professionals
- Maintain records of all pupils for whom the LA is providing education out of school

Procedures for Tracking and Monitoring Pupils Out of School

Warwickshire Attendance Service (WAS) is the service responsible for tracking and monitoring pupils out of school.

Elective Home Education - EHE

For parents opting to educate their child at home, the following information should be considered:

- A centrally held Local Authority register of all home educated children is managed by the Principal Lead at Warwickshire County Council (W.C.C)
- Schools forward a copy of the de-registration letter or email received from the primary parent/carer, together with a school exit form confirming the removal from school roll (after a 14-day cooling off period) due to Elective Home Education or education otherwise than at school, to the Principal Lead at W.C.C
- W.C.C carry out a home visit to explain monitoring system and whether parents are clear on all the implications of home education
- An annual LA inspection occurs

Procedures for checking children who move away from a school without notice.

Regulation 9. (1) G. The Education (Pupil Registration) Regulations 1995.

- Where a pupil of compulsory school age has been continuously absent for four weeks or more, his/her name may not be deleted from the admission register until both the school and the local education authority have failed after reasonable enquiry, to locate the pupil.
- School should carry out all reasonable parent/carer enquiries which could include:
 - Telephone calls, email, text
 - Letter to parents/carers
 - Any information from peers/friendship groups
 - Contact with any other known associates or professionals
 - Home Visit
 - Check with neighbours/local residents

If the child is known to be on the Child Protection Register the school will advise the registrar immediately.

- If child is out of school for 2 weeks (10 school days) without explanation being given, despite the school's best attempts to contact parents/carers, home and student, then referral to Warwickshire County Council's Child Missing Education (CME) team happens as a matter of course.

WAS Caseworkers will then carry out those enquiries which are appropriate:
(Timeline 2 weeks)

- Home visit immediately
 - Check with neighbours to establish if family have moved
 - Contact emergency numbers
 - Contact child's friends
 - Contact Housing Association
 - Contact other services involved
 - Contact health agencies
- If no information found, LA agree with school if appropriate to remove the child from the school roll
 - Common Transfer file to be uploaded onto 'School2School' database
 - If the local authority the family have moved to is known, Warwickshire Attendance Service (WAS) will write to them with details of the family and attendance concerns

Some Vital Statistics on Attending School

Each year there are 190 statutory school days, which means that if your child misses 8 days, they are out of school more than they are in school. This means there are 185 days for:

- Shopping and social activities
- Birthday treats and trips
- Non-urgent medical and dental appointments

Use these 185 days: not valuable school time!

None of the above are authorised reasons for being out of school and time off school will hinder your child's learning and progress. Unauthorised absence marks will appear on your child's official school attendance report and may lead to legal action being taken against you as the parents/carers.

'Every Day Counts' to ensure your child's future success.

Remember school time is precious – don't waste it!

- 1 day absent from school - 5 lessons missed - gaps in knowledge
- 95% Attendance - 1 days absent per month - 10 school days missed per year
- 90% Attendance - 2 days absent per month - 10 lessons missed
- 80% Attendance - 1 day absent per week - 200 lessons missed per year
- 17 days absence between Year 7 – 11 = 1 GCSE grade reduction

Unnecessary days off school can soon mount and students are responsible for the catching up of work missed. Attending school every day is the right choice for 'your child' and 'our student'.

Some Good Advice to Children and Young People

Good reasons to attend school:

- Friendships – opportunity for understanding and cooperation with others
- Education and learning – key component for lifelong success
- Knowledge – development of ideas and interests
- Opportunities and choices – to support future learning and careers
- Games/team activities – to enhance life skills and appreciation of others

10 tips to help you get there:

- Go to bed at a reasonable time to maintain good health
- Turn off electronic devices to promote quality sleep and to restore energy
- Make sure the alarm is set to wake you early enough to be in school on time
- Allow enough time for breakfast, fuel for the body - just like fuel for a car
- Set off in good time to get to the bus stop with the correct bus pass/fare
- Pack your bag the night before and be well prepared
- Make sure your uniform is ready including a tie, plus school planner and equipment
- If you find your homework hard, or if you have not done it, talk to your parents/carers/teachers
- If you are having difficulties at school, find an adult you trust for advice and support
- Use social media platforms sensibly and only communicate with people ***you actually know in person***

Remember

- We care and we are here to help, to remove barriers to learning to ensure that all young people receive a good quality full-time education
- Early support measures help to resolve absence issues leading to greater attendance at school

MCAS – My Child at School Parental Portal

Please ensure the details we hold on file are up to date and accurate, in respect of parent/carer address, emergency contacts, email address and all contact phone numbers.

This is essential and will ensure first aid staff are able to contact you if the need arises, should your child become unwell or have an accident at school and will allow teaching/pastoral staff to contact home with praise or to raise a concern.

Amendments to the information we hold can easily be made by directly accessing the MCAS portal or alternatively by sending an email to admin@stratfordschool.co.uk.

Parents/carers are encouraged to monitor their child's roll call/class register marks regularly and discuss any concerns with their child/form tutor if necessary.

Data protection

See the school Data Protection policy

Leave of Absence

The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

Expectations

- 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.
- When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- 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.
- Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This 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.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance 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>).

- **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 each child if paid within 21 days).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

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

Attendance Policy January 2023

