

Pupil Attendance and Punctuality Policy

Review Date: Summer 2024

Brookland School

13 Newhey Road, Milnrow, OL163NP

# Brookland School Pupil Attendance Policy

At Brookland School we are proud of our high attendance levels and aim to improve them further still. Ensuring that your son/daughter attends school every day is one of the most important things you can do to guarantee their success.

There are clearly documented links between regular attendance and attainment. All pupils should be aiming for **100%** attendance and parents’ support and encouragement in achieving this is crucial. We believe that a strong partnership between school and home is a key factor in ensuring children attend school regularly.

# How parents can work to support excellent attendance

* 1. *Illness*

We understand that, on occasion, pupils may have to miss school due to ill health. We ask that parents:

1. Adopt a bracing approach to illness. Please only keep pupils off school when it is absolutely necessary.
2. Contact school by telephone on the attendance line (01706 658297) on the first day of absence by 8.30am, indicating expected date of return.
3. Provide a verbal explanation when the keyworker calls part of their daily call.
4. Provide supporting medical evidence if the absence exceeds 5 days.
	1. *Medical appointments*

Medical/dental appointments should be made out of school hours to prevent disruption to learning. Where this is not possible please contact the lead teacher in writing (email Johnny.broadbent@timeouthomes.co.uk) with the appropriate evidence, e.g. letter/ appointment card. We will require this in order to authorise the absence.

* 1. *Holidays*

Holidays must not be taken during term time. Under the Education (Pupil Registration) Regulations 2006, the Lead Teacher may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances. Parents needing leave of absence for exceptional circumstances should apply in writing to the Lead Teacher. The exceptional reason should be outlined in detail and evidenced.

Parents who take their children on holiday without permission will incur unauthorised absence for their child which may result in a penalty fine.

# Other requests for absences

Requests for absence for engagements resulting from personal sporting or other commitments/interests should be submitted in writing to the Lead Teacher and will be considered individually, taking into account the impact of absence on a pupil’s progress.

# Religious observation

Christian holidays are already covered by the school’s holiday pattern. Any additional requests should be made in writing in advance to the Headteacher. Such requests will only be granted where the day is exclusively set apart for religious observance by the religious body to which the parent(s) belong.

# Unexplained/unexpected absences:

If we have not had contact from parents/carers to inform us of a pupil’s absence by 9.00am on the first day of absence, we will:

**Day 1:** Contact parents/carers part of the daily calls to confirm a pupil’s absence; the reason for this absence and the expected date of return. This will take place between 9.00am – 10.30am.

**Day 2:** If a pupil is still absent and we have been unable to speak to a pupil’s parent/carer on day 1, a further attempt to contact parents/ carers is made.

**Day 3:** If a pupil is still absent and we have been unable to speak to a pupil’s parent/carer, a member of staff undertakes a home visit in order to find out the nature of the absence.

We will continue to contact all known numbers for the pupil until we make contact with parents / carers or establish that the pupil is missing.

If we are unable to obtain a satisfactory explanation for a pupil’s absence, they are considered missing in education. The school will work with the local authority and other partners as appropriate to find out the reason for the pupil’s absence and get them back into school as soon as possible.

Where this is not possible, the pupil will be off rolled after 20 days of non-attendance. Further information about this can be found in the schools ‘Missing Pupil Policy’ which has been included as Appendix 1.

# How we will work with parents when there is an attendance concern

Each week the Lead Teacher and the Head of Education analyse pupils’ attendance. If we have concerns about a pupil’s attendance pattern, we have a 3-stage approach:

## Stage 1: Yellow Concern This category includes:

* Any pupil who is falling below 95%, **excluding** pupils who have had one period of illness or Covid- related illness/period of isolation
* Any pupil with any unauthorised absence
* Any pupil who has a concerning pattern of medical appointments, or other absence concern
* For students whose circumstances mean they require additional support, we will apply the yellow support process after 2 days absence in a half term

## Actions:

1. The keyworker will phone to discuss strategies for improving attendance or supporting pupils if their absence is unavoidable.
2. This is followed up in writing by the school’s Lead Teacher.
3. The Head of Education and Lead Teacher will monitor the pupil’s attendance closely for 1 month.

## Stage 2: Amber Concern This category includes:

* + Any pupil who has less than 90% attendance and has had 3 periods of unrelated illness, **excluding**

Covid-related illnesses/periods of isolation

* + Any pupil who has had a ‘yellow’ intervention but fails to show improvement within 1 month
	+ Any pupil who is currently falling below 90% and has a history of poor/sporadic attendance
	+ Any pupil who has 3 unauthorised absences over a half term period
	+ For students whose circumstances mean they require additional support, we will apply the amber support process after 2 periods of unrelated absence in a half term or if attendance falls under 90%, excluding any Covid-related absence.

## Actions:

1. Parents are invited in for a meeting with the Lead Teacher to examine the reasons for the child’s absences.
2. Attendance targets are set and strategies agreed between school and home to ensure they are met.
3. The Lead teacher monitors the pupil’s attendance closely for 1 month. If attendance improves a letter will be sent acknowledging their efforts. If no improvement is seen they move on to the next stage.

## Stage 3: Red/Purple Concern This category includes:

* + Any pupil who has been an amber concern and has not shown improvement within 1 month.
	+ Any pupil with more than 5 days of unauthorised absences.
	+ For students whose circumstances mean they require additional support, we will apply the red/purple support process if attendance falls below 85%.

## Actions:

1. Parents and pupils are invited into school to attend an Attendance Panel. This meeting will usually involve the Lead Teacher and EWO
	* Purple: Where poor attendance is because of a medical issue (supported by medical evidence) we will consider the following actions:
		+ Adaptation of curriculum
		+ Referral to Specialist help
	* Red: Where poor attendance is not for medical reasons, or there is no medical evidence:
		+ Pupils receive a support programme designed to make immediate improvements to attendance
		+ The pupil, parents and a representative from the school’s senior leadership team sign

an agreement setting out the necessary steps to bring this improvement

* + - Parents are advised that any future absence will need to be supported by medical evidence. Without this evidence, absence is unauthorised

## Stage 4 / Enforcement

Parents commit an offence if they fail to ensure their child attends school regularly. Should the pupil continue to have unauthorised absences after being placed in Red Concern, the school works with the Education and Attendance Service to explore legal methods of enforcing school attendance. This includes issuing a penalty notice and / or prosecution.

# Punctuality

Good punctuality is also essential for pupils’ progress. Pupils who are late for school miss learning and develop bad habits, resulting in them being unprepared for the world of work. Pupils who are late for school will be dealt with by the student services team and/or their form tutor and will receive a detention.

If we have concerns about a pupil’s attendance pattern, we have a 3-stage approach:

## Stage 1: Yellow Concern This category includes:

* Any pupil with more than 6 lates or 4 U marks in a half term
* For students whose circumstances mean they require additional support, we will apply the yellow support process at 3 lates or 2 U marks

**Actions:**

1. Lead Teacher will arrange a meeting with the student to explore reasons for lateness and offer any support
2. This is followed up in writing by Lead Teacher.
3. The Lead Teacher will monitor the pupil’s punctuality closely until the end of that term
4. At the end of term, the Head of Education will review progress and:
	* If punctuality has improved, will recommend removal of monitoring
	* If punctuality is still a concern, the monitoring period and support will be extended
	* If lateness has increased, students will be moved to amber monitoring.
5. A letter will be sent home informing parents/carers of the outcome of the review

## Stage 1: Amber Concern This category includes:

* + Any pupil with more than 10 lates or 6 U marks in a half term

## Actions:

1. Parents are invited in to attend a meeting with the Lead Teacher, to to examine the

reasons for the child’s lateness.

1. Punctuality targets are set and strategies agreed between school and home to ensure they are met. Any support identified will also be put in place.
2. The Lead Teacher will monitor the pupil’s punctuality closely for the agreed period. If punctuality improves a letter will be sent acknowledging the pupil’s efforts. If no improvement is seen they move on to the next stage.

## Stage 1: Red Concern This category includes:

* + Any pupil with more than 14 lates or 8 U marks in a half term

## Actions:

1. Parents are invited in to attend an Attendance and Punctuality Panel with Lead Teacher and EWO, to examine the reasons for the child’s lateness. Fixed penalty fines will also be used when pupils are persistently late.
2. Punctuality targets are set and strategies agreed between school and home to ensure they are met. Any support identified will also be put in place.
3. The Director of Learning and Student Services monitors the pupil’s punctuality closely for the agreed period. If punctuality improves a letter will be sent acknowledging the pupil’s efforts. If no improvement is seen they move on to the next stage.

We understand that school buses are sometimes late. This will be taken into consideration when issuing punishments / fines.

# Part-time Employment

Part-time employment cannot be accepted as a reason for non-attendance at detention or failure to do homework. Parents are reminded that no child under the age of 13 may be employed and that for children aged 13-16, full details must be sent to the Local Education Authority by the employer within four days. For any queries, please contact your local authority.

# How we will support you in encouraging good attendance

School reports will show your child’s level of attendance and punctuality record. We will

clearly indicate if it is a cause for concern.

Pupils are regularly given up-to date information about their attendance / punctuality.

Parents will be informed if we have concerns about attendance or punctuality. In serious cases, parents/ carers will be invited to school for an Attendance and Punctuality Panel meeting with Lead Teacher.



# Appendix 1: The Brookland School Absent Pupil Policy

1. Rationale

Schools have a safeguarding duty for their pupils and effective information sharing between parents, schools and local authorities is critical to ensuring all children of compulsory school age are safe and receiving suitable education. A child missing from education is a potential indicator of abuse or neglect, therefore it may not only be their educational attainment that is at risk, but also their safety and welfare.

Government guidance states that schools should make ‘reasonable enquiries’ to establish the

whereabouts of a child missing from education

**Attendance and Children Absent from Education**

Children being absent from education for prolonged periods, and/or on repeat occasions can act as a vital safeguarding warning sign. Staff receive training to understand the impact of persistent absence of children and the effect that absence places on their safeguarding and well-being.

The school maintains a whole school culture that promotes the benefits of high attendance and has robust procedures in place to monitor absence and where it becomes a concern, that information is shared between *Vicky Vandervelde family support manager and the DSL.* Likewise school understands that a parent failing to inform the school that a child has an authorised absence could be a cause for concern and thus will follow the school’s ‘First Day Calling’ procedure in these circumstances in order to try and locate the child and ensure that they are safe.

The school has a duty to investigate such unauthorised absences to establish if safeguarding concerns are evident.

Once identified as a concern, the school will work with the Local Authority Education Welfare Service and other partner agencies as necessary to support children and their families to achieve high school attendance following the below DfE guidance:

DfE Guidance: Working Together to Improve School Attendance – May 2022

The school appreciates that the Local Authority has a statutory duty to ensure that all children and young people of compulsory school age receive suitable and appropriate education.

The school will therefore support the Authority in ensuring that this duty is carried out effectively.

There are specific duties in respect of Children Missing Education (CME) and there are strict guidelines in respect of both the definition of CME and the legalities of deleting a pupil from a school roll.

The Local Authority will be informed when a pupil has been added or removed from the admissions register at non-standard transition times, within five days of them joining.

Where a pupil leaves the School**,** the Local Authority will be notified as soon as grounds for the deletion are met but no later than when the name is deleted from the register. The grounds for deletion are where a pupil:

• has been taken out of school by their parents and is being educated outside the school system e.g. is in home education

• has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered

• has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age

• is in custody for a period of more than four months due to a final court order and the School does not reasonably believe they will be returning at the end of that period

• has been permanently excluded

The school understands that it is essential that contact is made with the Education Welfare Service as soon as a child or young person is believed to have left the school without suitable education provision being provided. In addition, the school will contact the Local Authority to inform them where any pupil has been absent for 10 consecutive days without a reason being provided for the absence.

DfE Guidance: Children Missing Education - September 2016

# Purpose of the policy

* + To ensure any pupil who is potentially missing from education is identified as soon as possible to minimise any risk of harm.
	+ To ensure the appropriate staff and outside agencies are notified promptly if we suspect a pupil is missing from education.
	+ To ensure school systems are updated promptly once it is established that a pupil will not be returning to school.

# Circumstances under which policy applies

Rochdale Council are notified of all pupils missing for 10 days. Where a pupil has not returned to school for 10 days after an authorised absence or have been absent without authorisation for 20 consecutive days, the pupil can be removed from the school admission register, even it has been impossible to establish the whereabouts of the child. The school must notify the local authority when a pupil’s name is to be removed from the admissions register as soon as the grounds for removal is met.

The withdrawal categories used by the Council are outlined in full in Appendix A(i) and (ii): ‘Admission

and Withdrawal Categories’. This policy is concerned with the following sections of the document:

* + Left the area (without new address)
	+ Not returned from leave approved in advance
	+ Leave taken which has not been granted in advance

Some examples of scenarios in which this policy would be followed are outlined below:

* + Pupil does not start school in September as anticipated and no notification is received by the school
	+ Pupil stops attending school and no explanation for this is received by the school
	+ Pupil does not return from a family holiday on the anticipated date and no notification is received
	+ School receives information that a pupil will no longer be attending school, e.g. from another pupil

It is expected that the school makes ‘reasonable enquiries’ to establish the whereabouts of a child jointly with the local authority before deleting them off the school roll. This gives schools the flexibility to act on a case-by-case basis. Examples contained in the statutory guidance include checking with parents, relatives and neighbours, checking with agencies known to be involved with the family and conducting home visits.

# Procedure

If at any stage a member of staff has reason to believe a missing child is in immediate danger they should notify the Designated Safeguarding Lead immediately. The Safeguarding Lead will contact the relevant MASH team and, where appropriate, the police.

**First day of absence**: Keyworker and Lead Teacher to contact all known numbers for the pupil before the end of Period 1.

**Days 2**: Lead Teacher and key worker to contact all known numbers.

**Day 3:** Key worker and Lead Teacher to contact all known numbers again and any agencies involved with the family. conducts home visit and hand-delivers a letter, informing parents/carers of their visit and requesting that parents contact school by return to explain their child’s absence.

**Days 4**: Lead teacher and Key worker to contact all known numbers.

**Day 5**: Lead teacher to visit home address and if no-one is home, attempts to speak to immediate neighbours and hand-delivers a letter requesting that parents contact school immediately to inform parents that their child’s continued absence is a safeguarding concern and that their child will be off-rolled after 20 days of non-attendance. Attendance Manager sends a copy of this letter to the Missing In Education Team at Rochdale Council.

If the pupil and / or parent(s) are at home, Attendance Manager establishes reasons for child’s absence and expected return date and discusses consequences of the pupils continued

non-attendance. Attendance Manager to share any concerns with the designated child protection / safeguarding leads at the school and, where appropriate, local authority.

**Days 6 – 7**: Lead teacher and Key worker contacts all known numbers daily.

**Day 8**: Lead teacher and Key worker conducts another home visit if this is deemed appropriate, e.g. if the school has no information about the whereabouts of the pupil.

**Day 9**: Lead teacher and Key worker contacts all known numbers

**Day 10**: Lead teacher and Key worker completes Missing Pupil Form and sends to the Missing In Education Team, along with details of school investigations.

**Day 20**: If the pupil doesn’t return to school, Lead teacher and Key worker informs Data Manager and other key staff that the pupil can be off-rolled so the details can be recorded on the weekly Admissions and Withdrawals return to the local authority.

When a pupil leaves the school, the admission register must record the name of the pupil’s new school and expected start date.

When notifying the local authority that a pupil’s name is being deleted from the admissions register the school must provide:

* Name, address & contact number of the parent with whom the pupil lives
* Name and start date of the pupil’s destination school (if applicable)
* The grounds for deletion from the admissions register
* Any contextual information (e.g. safeguarding concerns)

Any information the school has been unable to obtain should also be highlighted.

The Local Authority ‘Overview of Missing Pupil Process’ is shown as Appendix A(iii)

Appendix A(i) Pupil Registration Regulations – Withdrawal Categories

*Schools/academies should only ‘off roll’ ‘delete’ in one of the below circumstances*

|  |  |  |  |
| --- | --- | --- | --- |
| **PUPILS CIRCUMSTANCES** | **Code** |  | **FURTHER ACTION FOR SCHOOL** |
| **Admission to another school** Pupil has been admitted to **another school** and the previous school havehad confirmation they have started. | **1** |  | Send Common Transfer File (CTF) to new school.Admission & Withdrawal (A&W) form to LA. |
| **Left the area (with new address) School has become inaccessible** Pupil has left Oldham with a confirmed address (but has not been admitted to another school) or hasemigrated. | **2a** |  | Send CTF to new LA or to the Lost Pupil Database (LPD) if they have left the country. A&W form to LA. Complete notification form that a child/young person has left the country. |
| **Left the area Missing Pupils**Pupil has left their address and theyare ‘missing’.These pupils cannot be off rolled until the missing pupil procedureshave been followed. | **2b** |  | Once the pupil has been ‘missing’ for 20 school days (and the LA has had the missing pupil form with evidence that investigations have taken place) pupil can be off rolled. CTF to be sent to LPD. |
| **Not returned from Approved Leave** Pupil has not returned from leave that HAS been agreed with school. | **3a** |  | The pupil has failed to return to school 10 days after the agreed return date. Provide LA with evidence of reasonable investigations (i.e. home visit log, parental letter, and contact with possible agencies that are involved). Confirm with Education Attendance Service that the pupil can be off rolled.CTF to be sent to LPD. |
| **Unauthorised Leave**Pupil has taken leave not agreed with school. | **3b** |  | The pupil has taken leave which has not been granted and not returned within 20 school days.Provide LA with evidence of reasonable investigations (i.e. home visit log, parental letter, and contact with possible agencies that are involved).Confirm with Education Attendance Service that thepupil can be off rolled. CTF to be sent to LPD. |
| **Permanent Exclusion**Pupil has been Permanently Excluded AND their deadline for appeal has been reached. | **4** |  |  |
| **Education otherwise than in school** Pupil is to be educated at home or otherwise than in a school. Parents must put this in writing to school. | **5** |  | School must notify the LA of all requests to educate at home or otherwise than in a school.CTF to go to the LPD. |
| **Deceased pupil**Local Authority to be informed. | **6** |  | No further action from school. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Medical Reasons**School have been provided with medical evidence stating that the pupil is not well enough to attend school before ceasing to be statutory school age. Copy of evidence needs to be sent to LA asap BEFORE offrolling. | **7** |  | Send CTF to LA (353LLLL). |
| **In Custody**Pupil has been detained in custody for more than 4 months. School todiscuss with LA BEFORE off rolling. | **8** |  | Send CTF to LA (353LLLL). |
| Pupil has a School Attendance Order (SAO) naming a particular school and the SAO is then revoked on the grounds arrangements have been made to educate otherwise than atschool. | **9** |  | No further action. |
| Pupil has a School Attendance Order (SAO) naming a particular school and the SAO is then revoked on the grounds arrangements have been made to admit the pupil to anotherschool. | **10** |  | No further action. |
| Pupil is registered at more than one school and a mutual decision is made to delete registration at one of theschools. | **11** |  | No further action. |
| Pupils that cease to be of compulsory school age. | **12** |  | No further action. |
| Pupils that cease to be a pupil of the school (not including maintained schools, academies, CTC, UTC). | **13** |  | No further action. |
| Where a pupil has been admitted to the nursery provision of the school and does not continue in to thereception class. | **14** |  | No further action. |
| Where a pupil is a boarder at a maintained school or an academy and has failed to pay for chargeable board and lodging and those charges remain unpaid at the end of theschool term they relate to. | **15** |  | No further action. |
| *Any registered pupils at special schools cannot be removed from the admission register of that school without the consent of the Local Authority* |
|  |