



Attendance Policy

Date: Sept 2019

Approved by Management Committee:

Review date: July 2020

Contents

	Page
1. Aims	3
2. Legislation and guidance	3
3. School Procedures	4 - 6
4. Authorised and Unauthorised Absence	6 - 7
5. Attendance Monitoring	7 - 8
6. Roles and Responsibilities	8 – 10
7. 6 th Day provision	10
8. Strategies for Promoting Attendance	10- 11
9. Children Missing in Education	12- 14
10. Appendix 1	15 - 16

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student, where appropriate, has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy 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 \(Student Registration\) \(England\) Regulations 2006](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. School Procedures

With the exception of Primary, the attendance register will be taken at the start of each lesson during the school day. The register will be marked in accordance with the DFE School Attendance: Guidance for Schools – Sept 2018. It will record whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

In Primary, the register will be taken for the am and pm sessions only. The am register closes at 9:30am and the pm register closes at 1:30pm.

In Secondary, the am register closes at 11:00am and the pm register closes at 1:15pm.

With the exception of those on part time timetables, students arriving at the centre after the registers have closed will be marked as 'late after the register has closed' using the U code. Those on part time timetables will be marked as 'late after the register has closed' if they arrive 30 or more minutes after their designated start time this is due to the distant for some pupils need to travel and transport methods to the school.

Unplanned Absence

Parents/carers 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 10am or as soon as practically possible. Parents/carers can contact the school via the following methods:

Admin Clerk (Attendance) – 01142531988 Opt 1

School Reception – 01142531988

Primary Reception - 01142835866

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

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/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Parents should contact the school in advance of a medical or dental appointment and inform the Admin Clerk - Attendance of the date, time and length of the appointment.

A copy of the appointment letter/card should also be provided in advance of the appointment and be kept within the students' information folder. 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.

Marking Registers

On arrival to school students will be registered on the whole school list and their arrival time recorded as they enter the school via the main gate. The Attendance Officer will use this information to ensure that students arriving late are registered accordingly.

A student who arrives to school late but before the register has closed will be marked as late for the am/pm session, using the appropriate code (L). A student who arrives after the register has closed will be marked as absent for the am/pm session, using the appropriate code (U).

The register should be taken within the first 10mins of each lesson and any amendments made appropriately during the lesson. Registers should not be left unmarked (-) at any point following the end of the lesson.

Once in the building students should attend each timetabled lesson and the register should be marked as follows:

- Student attends lesson - / or \
- Student attends lesson but leaves before the lesson ends - / or \ with a behaviour log for 'leaving class without permission'
- Student attends lesson but arrives late - / or \ with a behaviour log for 'arrived late to lesson'
- Student does not attend the lesson but has been seen by the teacher/TA in the building - / or \ with a behaviour log for 'refused to attend class'
- Student does not attend the lesson and has not been seen by the teacher/TA in the building – N

The register may be prepopulated to accommodate any planned absences (exclusions - E, medical appointments - M, unauthorised holidays - G) and should not be changed or overwritten by classroom staff. If there is a discrepancy between the register and the student's attendance this should be highlighted to the Attendance Officer at the earliest opportunity and by 1:00pm for the morning session and by 3:15pm for the afternoon session at the latest.

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.

A text message will be sent to parents/carers for any absences that are registered for the morning session. This message will be sent by 11:00 am each morning and will be followed up with a phone call to parents/carers if a response is not received by 1:35pm. If a response is not received by the following morning the absence will be recorded as unauthorised. Safe and wells are conducted by Admin, which triggers response for students who are recognised as highly vulnerable in the morning.

Student Signing Out

Where a student has to depart early for an appointment they must bring a letter from their parent/carer making a request for this. In the absence of a note, personal tutors should check the request with the parent/carer where possible or send the student to the key stage office to contact home. When leaving school; students should sign the signing out book, a precaution in case of an evacuation alarm. Pupils should be given an authorisation slip to take with them, in case anybody is to stop the pupil to get clarification. Should a student return from such an appointment, they should sign back into school at student reception and inform the Admin Clerk

Student Sickness during School Day

When a student is **clearly** not well enough to stay in a lesson they should be escorted to the KS lead office. KS lead should check student's attendance record before considering sending the student home. Students will not normally be sent home for minor ailments especially if their attendance is a cause for concern and there is a pattern of irregular attendance.

If it is deemed necessary, that a student is too ill to remain in school then parental contact must be made and parents/carers informed of their child's illness. A student cannot be sent home unless contact is made with the parent/carer. In normal circumstances a parent or another responsible adult agreed by the parent/carer will need to collect their child from school. On the rare occasion that this may not be possible the parent/carer may give permission for the child to make their own way home from school. All students leaving school must sign out in student reception so their attendance record can be updated.

In the case of a medical emergency, the priority must be to seek prompt medical attention and make contact with the parent/carers immediately.

Students On Personalised Timetables

Some students, where appropriate, may have their time in school reduced to support their needs and to encourage positive engagement in education. Where this is the case, students may participate in an agreed part time education arrangement for an agreed period. Student on part time provision must sign in at student reception when they enter the building. Examples of the personalised timetables are Twilight sessions and education offsite, such as Herdings Centre, Devonshire Centre. Pupils have personalised timetables to many reasons such as medical issues, localisation, criminal exploitation etc. A Local Authority 2 week timetable review will needed to be completed for pupils on part-time tables.

4. Authorised and Unauthorised Absence

Granting Approval for Term-Time Absence

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. 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 granted entirely at the Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the school will seek advice from the parents/carers' religious body to confirm whether the day is set apart
- Traveller students 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 student is attending educational provision

Absences will be **unauthorised** if:

- No legitimate reason can be given for the absence
- The student is known to be on holiday – leave of absence will not be granted for holidays

Other absences will be coded depending on the nature of the absence. For further clarification please see the DFE School Attendance: Guidance for Schools – Sept 2019 (Appendix 1).

Legal sanctions

Schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Attendance Monitoring

The Admin Clerk (Attendance) monitors student absence daily. Once registers are completed, the parents/carers of any absentees will receive a text message informing them of their child's absence. If there is no response to this text by the afternoon session the parents will receive a phone call from the Admin Clerk (Attendance). If there is still no response or reason given by the end of the school day, the absence will be recorded

as unauthorised. If at a later date, a legitimate reason for the absence can be given the recorded code may be updated.

If a student's absence reaches 3 consecutive days the Safeguarding Team will complete a home visit to ensure the student is safe. These visits will be repeated every 3 days whilst the student remains absent from education. If after contacting parents/carers a student's absence continue to rise, we will consider involving an Education Welfare Officer.

The Safeguarding Team hold a weekly attendance meeting where those students with persistent absence are monitored and any support available is put in place to re-engage students.

6. Roles and Responsibilities

The Management Committee

The Management Committee is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. The Headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

The Admin Clerk

The Admin Clerk - Attendance:

- Monitors attendance data at the school and individual student level
- Reports concerns about attendance to the Safeguarding Team and the AHT – Personal Development & Wellbeing.
- Works with the Safeguarding Team and the AHT – Personal Development & Wellbeing to tackle persistent absence.
- Arranges calls with parents/carers to discuss attendance issues
- Advises the Safeguarding Team, the AHT – Personal Development & Wellbeing and the Headteacher when to issue fixed-penalty notices
- Informs parents/carers if a student absconds from the school site
- Amends and updates the register accordingly when notified of reasons for absence
- Completes all attendance administration including holiday fines, prosecution papers.
- Prepares data and reports to SLT and attendance team.
- Prepare reward certificates

The AHT – Personal Development & Wellbeing

The AHT – Personal Development & Wellbeing oversees the implementation of this policy and works directly with the Safeguarding Team to prevent, monitor and improve poor attendance.

The AHT – Personal Development & Wellbeing:

- Leads whole school initiatives relating to attendance
- Implements whole school and individual strategies to address attendance issues
- Liaises with the Safeguarding Team and Admin Clerk (Attendance) on as regular basis to ensure attendance is a priority within the school
- Liaises with the Headteacher, to produce overall school statistics that meet both DfES and LEA guidelines
- Regularly updates SLT and the Management Committee regarding attendance and any issues that arise
- Leads the weekly attendance monitoring meeting
- Implements strategies to support and improve persistent absence
- Provides direct line management for the Safeguarding Lead

Safeguarding Lead

The Safeguarding Lead works closely with the Admin Clerk (Attendance) and the Safeguarding Team to monitor and improve attendance.

The Safeguarding Lead:

- Provides direct line management for the Admin Clerk (Attendance)
- Supports the AHT – Personal Development & Wellbeing to implement whole school and individual strategies to address attendance issues
- Initiates external agency referrals to support students whose attendance is an issue
- Ensures the Safeguarding Team complete regular home visits to those students whose attendance is an issue

Key Stage Leads (Supported by Pastoral leads)

- Oversee the attendance of students within their key stage
- Ensure that all members of the key stage team are fully aware of the documentation and are following the procedures related to attendance and punctuality
- Liaise with parent/carers where there are serious concerns about attendance issues i.e. when a student becomes a PA or is at risk of becoming PA
- Lead progress meetings with teachers to discuss behaviour, attendance and progress
- Support the implementation of personalised timetables where appropriate and necessary
- Oversee the completion of relevant part time timetable paperwork and ensure this is reviewed on a fortnightly basis
- Attend the weekly attendance monitoring meeting
- Ensure that all members of the key stage team are promoting good attendance through the use of positive rewards

- Support the Admin Clerk to ensure that registers are completed accurately and in a timely manner

Classroom Teachers & Classroom Support Staff

Classroom teachers & classroom support staff are responsible for recording attendance on a lesson by lesson basis, using the correct codes, and submitting this information via SIMS each lesson.

Classroom staff are expected to:

- Take the register within the first 10 minutes of each lesson
- Amend the register accordingly throughout the lesson if additional pupils arrive
- Record lateness to the lesson with an L mark and complete a subsequent behaviour log
- Record students leaving the lesson without permission by completing a behaviour log
- Inform the Care Team when a student leaves the lesson without permission.
- Inform the Admin Clerk (Attendance) and the Data Manager on the same day if a register is incorrect or a student is missing from the register
- Inform the Admin Clerk (Attendance) if a student absconds from the school site
- Liaise with parent/carers when concerns begin to arise about attendance
- To promote good attendance through positive rewards

7. Sixth Day Provision

Due to the SIC having permanently excluded pupils on roll on the sixth day. There are often complications in receiving paperwork, communication with parents and waiting for the appeals process to complete. This can take 14 days plus to happen. SIC use the EDClass package to work with the pupils during this transition period.

8. Strategies for promoting attendance

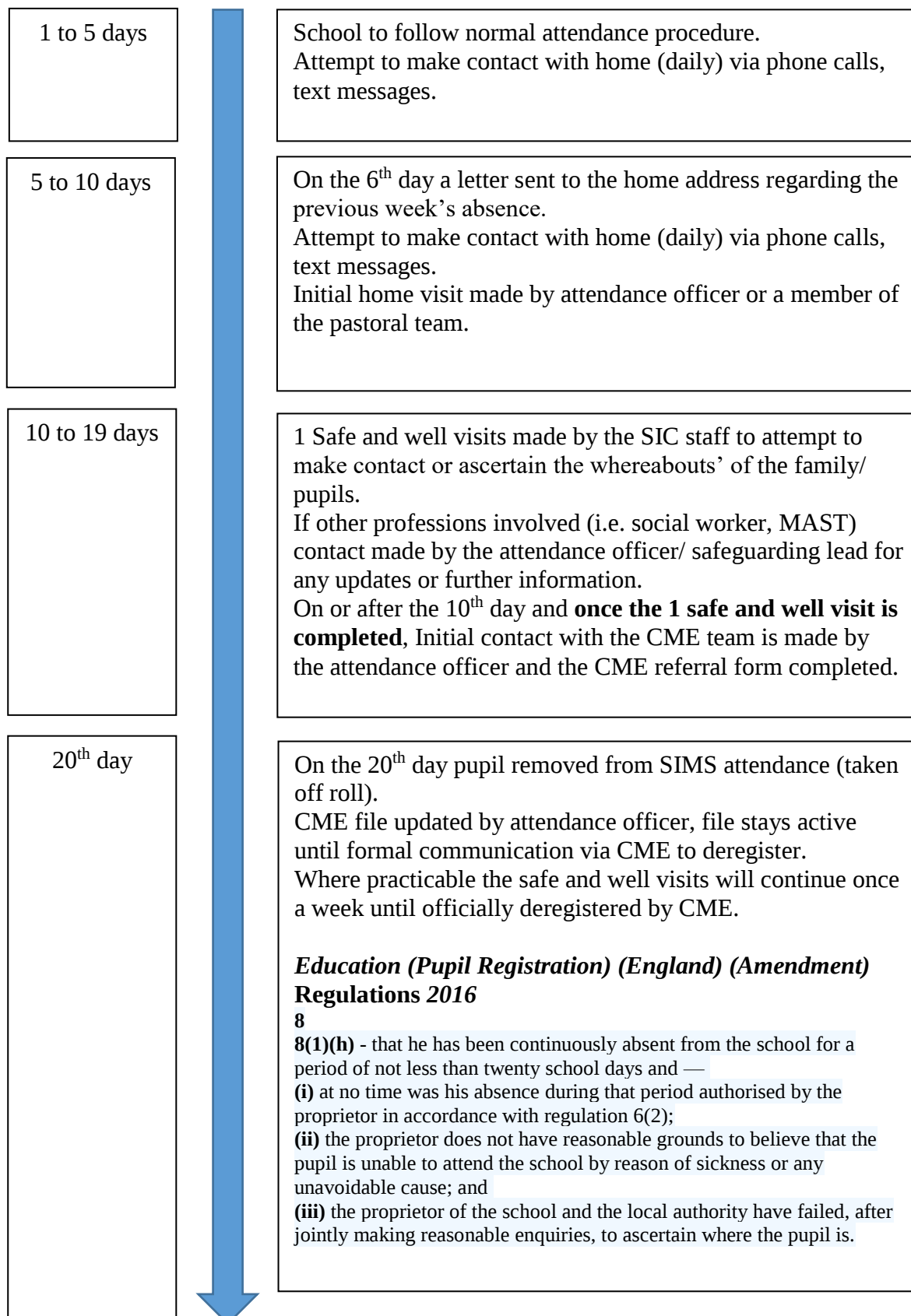
Staff at Sheffield Inclusion Centre are committed to improving the life chances of the students that join the school. To ensure that students who are struggling to attend are supported, there are a range of support strategies in place which include:

- Day 1 response to absence – texts and calls
- Day 3 safe and wellbeing visit- sooner for more vulnerable pupils.
- Staggered integration to the centre via the assessment centre
- The use of alternative provision placements where appropriate
- The use of part time placements where appropriate
- Regular safe and wellbeing visits for persistent absentees
- One to One outreach support for persistent absentees
- Outreach work- engagement work with pupils and building up relationships and developing education to stepping stone bases/ APs
- External agency support (MAST, MST, CYT etc.)
- Internal alternative provision – Whirlow Farm (Construction & Horticulture), UMI, Devonshire Centre (KS3 provision)
- Khulisa
- 'Think For The Future' mentoring

- Travel training for students
- Edlounge/ Edvirtual- Virtual Learning/ Blended learning.
- Mentoring internal- keyworker programme
- Stepping Stone bases. Meadows in the North of the city. Herdings Centre in the East. Devonshire Centre (Centre). Earl Marshall Centre in the North.
- Work experience (KS4 Only)
- Friday Parent drop in with Headteacher.
- Engaging Curriculum
- Form Tutor calling home if absent.
- Rewards for attendance and significance in out of school trips (Postcards, Certificates, Half term Trips etc)

9: Children Missing in Education

Identifying pupils missing from education protocol.



STUD ID (Office use only)	NAME	DoB	Y	M/F	SEN/ LAC	UPN
SHEFFIELD ADDRESS					POSTCODE	
REFERRING SCHOOL					DATE LAST ATTENDED (Attendance certificate must be attached)	
Name of person requesting removal from roll						
Position in school						
Do you have any concerns or worries about this child/ren's safety? (If you believe the child/ren to be at risk of significant or immediate harm contact Safeguarding on 0114 2734855)						Y/N
If yes state reason						
Is the child/ren subject to a CPC or CiN?						Y/N
Have you informed any of the professional working with the family about your concerns or worries? If so please indicate below.						
NAMES OF OTHER PROFESSIONALS WORKING WITH THE FAMILY						
SENCO					Contact No.	
SOCIAL WORKER					Contact No.	
MAST/CILS WORKER					Contact No.	
EP					Contact No.	
Parental Information						
Parent/Carer Name						
Contact No						
Parent/Carer Name						
Contact No						
Name and Address of parent/carers with parental responsibility who no longer resides with the child/ren						

Request to Remove a Child/ren from School Roll

Office Use	Removal date	
	Reason	

REFERRAL REASON (only complete the applicable section)		
HOME EDUCATION (the documentation below must be attached before the referral will be accepted)		
Date of meeting with parent/carers to discuss Elective Home Education		
Completed Elective Home Education referral form attached		Y/N
Copy of parent/carer letter		Y/N
WHEREABOUTS UNKNOWN		
Date pupil/s stopped attending school		
Date of phone call/email to parent/carer		
Outcome of phone call/email to parent/carer		
Date of phone call to emergency contact		
Outcome of phone call to emergency contact		
Date of home visit (a CME referral will not be accepted without this information)		
Name of person who completed visit		
LEAVING SHEFFIELD WITH KNOWN DESTINATION (Staying in UK)		
New address		
School parents have applied for		
Date of moving out of Sheffield		
Reason for leaving Sheffield		
Date of home visit (a CME referral will not be accepted without this information)		
Name of person who completed visit		
LEAVING THE UK PERMENANTLY / EXTENDED LEAVE		
Travel documents attached		Y/N
Date of travel	Return date	
Reason for leaving		
Date of home visit (a CME referral will not be accepted without this information)		
Name of person who completed visit		
Signed		
Date		

Return form via Anycomms only to Children Missing from Education Team – our aim is to send a Deregistration letter via Anycomms (only) within 10 school days of receipt of a fully completed and signed referral form. (However, at busy times i.e. September this may not be possible)

10. Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
I	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness

M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day