

Pupil Attendance at Greenacre School

Greenacre School



VERSION CONTROL BOX	
DATE OF REVIEW	July 2018
OVERVIEW OF CHANGES	Reflects changes in 'Keeping Children Safe in Education' guidance now contains specific information relating to Children Missing in Education (CME) and children who are Electively Home Educated (EHE).
DATE OF NEXT REVIEW	July 2019
REVIEWER	Dan Foster / Sue Dalton

PUPIL ATTENDANCE at GREENACRE SCHOOL

RATIONALE

At Greenacre School we believe that good attendance and a prompt start to the school day are essential in order to make sure that our pupils get the education to which they are entitled.

PURPOSE:

1. To ensure as high an attendance as possible for all pupils
2. To identify and rectify issues surrounding attendance problems
3. To celebrate successes and support with early intervention where necessary

GUIDELINES and PROCEDURES:

1. If the bus escort is not able to make contact with the family and there has been no reason provided by parent/carers when a pupil is absent, the Personalisation Programme Administrator or Attendance Officer will endeavor to contact parents/carers that morning to establish the reason for the absence. If there is no answer the Personalisation Programme Administrator or Attendance Officer will try to make contact through the emergency numbers saved for the pupil. If no contact is made by 2pm on the 1st day of absence a member of the Family Team will carry out a home visit in order to gain a reason for absence. If contact is still not achieved the Attendance Officer will contact Education Welfare Services for advice. If contact has not been established by day 2 of the absence the Attendance Officer will contact Education Welfare Services again with a view to informing the police.
2. Registers will be checked twice daily and any unauthorised absence will be addressed. This will normally be in the form of a telephone call by the Attendance Officer.
3. If the reason for absence remains unknown after a period of 5 working days, the school will report this to the Education Welfare Service who will then conduct investigations as a Child Missing Education.
4. All attempts will be made to help remove barriers to attendance and to work with families to increase attendance. Where all strategies fail then ultimately we will need to refer this to Education Welfare.
5. Weekly, monthly and termly attendance figures should be produced and monitored. This will highlight absence patterns for individual pupils that may indicate problems that require investigation.
6. From the start of the academic year 2015 to 2016 the persistent absence threshold for pupils changed from 15% to 10%. From September 2015 Ofsted will use this new threshold in its inspection regime.
7. The school has set the whole school attendance target this year at an aspirational 95%.
8. Certificates will be awarded frequently to pupils for good attendance.

9. Parents should notify school of any medical appointments that will result in an absence.
10. Register closes at 9.20 am. After 9.20-9.30 am 'L' code is used. From 9.30 am onwards the 'U' code is used (late after registers close).
11. If the reason given is not considered valid e.g. someone's birthday, refusal to attend, the Family Team will contact parent/carers to discuss the reasons given.

KEY TO CODES

Key to Codes	
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration (attending other estab.)
E	Excluded (no alternative provision made)
G	Family holiday (not agreed or days in excess)
H	Family holiday (agreed)
I	Illness (not med/dental appointments)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Abs (not covered by other code)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work Experience
#	Planned whole or partial school closure
Y	Unable to attend due to exceptional circumstances
X	Non-compulsory school age absence
Z	Pupil not on roll
-	All should attend / No mark recorded

FAMILY TEAM SUPPORT

At Greenacre, the Family Team are always on hand to offer support to families and promote positive attendance. The support of the Family Team may include:-

- Home-visits
- Close monitoring
- Liaison with transport providers
- Tailor made resources for parents
- Behaviour support
- Workshops
- Sleep support
- Support from other agencies

CRITERIA FOR ASSESSING REQUESTS FOR LEAVE OF ABSENCE

Under the Education (Pupil Registration) Regulations 2006 Headteacher Diane Greaves is able to authorise absence for the purpose of leave of absence in term time in exceptional circumstances only.

Only in exceptional circumstances, to be determined by Headteacher Diane Greaves, will leave be considered. It is for Headteacher Diane Greaves to determine if the request is exceptional circumstances. Each request can only be judged on a case by case basis.

Absences will not be authorised in the following circumstances:

- Where no parental explanation is given.
- For extended visits overseas where no approval has been given.
- For holidays in term time (unless there are exceptional circumstances).
- For shopping trips.
- For leisure days out.
- Where it is believed a parent is condoning an unnecessary absence.
- In other cases where it is deemed there is no reasonable explanation.

THE ADMISSION AND ATTENDANCE REGISTER

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils at Greenacre (regardless of their age) must be placed on both registers.

CONTENTS OF ADMISSION REGISTER

The admission register contains the personal details of every pupil attending Greenacre School, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

EMERGENCY CONTACT DETAILS

In keeping with best practice and with requirements set out by Department for Education statutory guidance 'Keeping Children Safe in Education September 2018' the school will endeavour to obtain more than one emergency contact number for each pupil. These will be obtained by annual information collection from parent/carers.

EXPECTED FIRST DAY OF ATTENDANCE

We will enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, we must establish the reason for the absence and mark the attendance register accordingly.

Greenacre will notify the local authority within five days of adding a pupil's name to the admission register and also provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year—for example pupils who are registered at a secondary school at the start of Year 7 -unless the local authority also requests for such information to be provided.

PUPILS MOVING TO A NEW ADDRESS AND/OR SCHOOL

Where the parent, of a pupil attending Greenacre, notifies us that the pupil will live at another address, we must record in the admission register:(a) the full name of the parent with whom the pupil will live, (b) the new address, and(c) the date from when it is expected the pupil will live at this address.

Where a parent notifies us that the pupil is registered at another school or will be attending a different school, we must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending that school.

CHANGE OF ADDRESS AND CONTACT DETAILS

Parents must inform staff at Greenacre immediately if they have a change of address. In case of emergency we must be able to contact the parents, carers or a third named person. Parents must provide this information when they first register their child, and keep information including telephone numbers up to date.

CHILD MISSING EDUCATION (CME)

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

ELECTIVE HOME EDUCATION (EHE)

Greenacre School recognises the current national and local context in terms of increased numbers of learners becoming electively home educated. Greenacre will endeavour to reduce the risk of this via thorough pastoral support to parents, carers and their children alongside multi-agency support.

The school recognises the potential increased safeguarding risks associated with elective home education and will ensure where parents and carers feel it in the best interests of their child that they become electively home educated we will support appropriately to ensure this happens in a safe way with overview from the necessary Local Authority agencies.

CONCLUSION

Regular attendance at school is viewed as vital in enabling pupils to gain maximum benefit from the whole curriculum and allowing them to make progress. As such we have put into place measures that we believe will promote this.

Signed..... Headteacher

Date.....

Signed..... Chair of Governors Date.....

Further Reading

- Barnsley Education Welfare Service Guidance and Procedures-September 2017
www.barnsley.gov.uk/media/6979/children-missing-education-policy.pdf
- Barnsley Safeguarding Children Board- Children Missing Education- Practice Guidance
http://www.proceduresonline.com/barnsley/scb/p_ch_missing_educ.html
- Department for Education- Children Missing Education (Statutory Guidance) September 2016
www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf
- Department for Education- Keeping Children Safe in Education September 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/707761/Keeping_Children_Safe_in_Education_-_September_2018.pdf

Equality Monitoring

This statement demonstrates our commitment to ensure we give due regard to:

- | | |
|--|--------------------------|
| Eliminate discrimination and other conduct that is prohibited by the act | <input type="checkbox"/> |
| Advance equality of opportunity between people who share a protected characteristic and people who do not share it | <input type="checkbox"/> |
| Foster good relations across all characteristics between people who share a protected characteristic and people who do not share it | <input type="checkbox"/> |