

School Document Supplementary Guidance



Title: Attendance


This guidance is to be read in conjunction with related National Autistic Society Policies

Declaration

The Sybil Elgar School does not promote partisan political views.

The school will have regard for The Human Rights Act, 1998, The Disability Discrimination Act, 1995, as amended by The Special Educational Needs and Disability Act, 2001, including new duties 2002, and The Principles of the New Code of Practice, 2001, with special focus on Student Empowerment, Parents in Partnership and Consultation and Joint Working initiatives.

In addition the school has regard for the protected characteristics as defined in the Equality Act 2010.

| | |
|--|--|
| Policy lead (s) | Deputy Principal, Lead Teacher & Senior Administrator |
| Date of document | September 2014 |
| Latest revision | February 2019 |
| Signed Chloe Phillips Principal |  |

Attendance Procedure

We believe that regular attendance and punctuality is crucial if the students* at Sybil Elgar School are to achieve their full potential and reach their academic targets across all areas of the enriched curriculum. The main objectives in achieving these targets are set out below.

Objectives

- To improve attendance and punctuality across the whole school.
- To reduce the percentage of unauthorised absence and increase the percentage of complete weeks.
- To create a culture in which good attendance is accepted as the norm.
- Demonstrate that good attendance and punctuality is valued by the school.
- Maintain and develop effective communication regarding attendance between parents/guardians and school and any other external professionals who may be involved in the care and education of the student.

The Education Act

The Education Act states that parents have the primary responsibility for ensuring their children receive a suitable education, either by regular attendance at school or otherwise.

It is the responsibility of the LA to ensure that parents meet these responsibilities. Attendance enforcement is usually carried out by the LA Education Welfare Service.

Student Registration

The school is required to maintain two registers:

- An admission register
- An attendance register

The admission register shall contain a list of all Students at the school.

The school ensures an attendance register for all students is taken twice a day; once at the start of the morning session and once during the afternoon session. The school register is a legal document. For each student the register must be marked either as present, or absent. If a student is absent, the register must say whether or not the absence has been authorised by the school.

Data from registers is submitted electronically on a daily basis into SIMS at the Havelock Rd site and collated weekly from the Hub and then stored electronically.

Appendix A contains a list of marks that should be used when marking the register.

Authorised Absence

Only Sybil Elgar School can authorise absence. An absence is not automatically authorised if a note or holiday form have been completed. This is at the Principals discretion and will take into account previous attendance and the reasons provided for absence. Parents must ensure they are issued with an Absence slip from school to present to the Education Welfare Office should they be asked to present one.

Unauthorised Absence

Unauthorised absence is defined by Her Majesty's Inspectors as '*Absence from school for any period as a result of a premeditated or spontaneous act by the student or parent/carer or both. This includes parentally condoned absence.*'

We will contact the Educational Welfare Officer if:

- Any child has 20 or more unauthorised absences in one school year.
- Any child's attendance falls below 85%

Responsibilities of Parents/Carers

Parents have a legal responsibility to ensure that their child attends school regularly and that their child arrives at school on time and is collected at the end of the school day. It is the parent/carers responsibility to inform Sybil Elgar School why a child is absent and to provide all necessary details.

Holidays in Term Time

Review date: February 2021

The amendments to statutory regulations make it clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. In this case, the principal will determine the number of school days a child can be away from school if the leave is granted.

Requests for absences may be made by completing a holiday request form. An example of the holiday request form is attached at **Appendix B**.

Attendance at Medical Appointments

Parents/carers need to inform the school should their child be required to attend the dentist, doctor or other medical appointments. As much notice as possible is required to enable the school to issue an authorised absence slip. This slip can be produced by parents/carers should they be approached by Educational Welfare Officer.

Frequent Absence

It is the responsibility of everyone in the school to be aware of and bring attention to, any emerging attendance concerns. In cases where a Student begins to develop a pattern of absences, the school will try to resolve the problem with the Parent/Guardian.

Monitoring Absence

The school will monitor attendance regularly.

As appropriate a letter will be sent to parents whose child falls into the Red (less than 85% attendance).

There is a small cohort of students who because of their autism may have considerable difficulties attending school regularly.

Appropriate support is provided for these students with complex needs who may be unable to attend school for periods. This is tailored to the specific needs of each student and can include home visits and liaising with the relevant authority.

Effective, collaborative interventions are in place to support students who may have difficulty transitioning to and from home.

Sybil Elgar is proactive in supporting transport operators including providing specific guidance and support.

Attendance is monitored by the SMT who identify any specific trends and patterns and work with other professionals to ensure that appropriate support is put in place and action is taken.

School Staff Responsibilities

Principal

- Ensure that the schools attendance policy is implemented and regularly reviewed.
- Ensure that the policy is communicated to students, staff, and parents/carers.
- Authorise or delegate that authority to authorise requests for absence.
- Create a school ethos which values and promotes excellent levels of attendance and punctuality by all.

- **Deputy Principal / Head of 16 – 22 Curriculum**

- Ensure registers are properly maintained and absences followed up.
- Liaise with other senior staff on attendance related matters
- When necessary communicate with and meets parents/carers of those students experiencing attendance difficulties.
- Consult when appropriate with other agencies
- Process requests for authorised absences
- Celebrate good attendance.

Class Staff

- Alert emerging patterns of absence to Deputy Principal.
- Promote habits of regular attendance and punctuality
- Set an example of punctuality by arriving for lessons on time.
- Accurately completes the registers twice a day.
- Notify Admin to issue authorised absent slips for medical appointments.
- Pass on holiday requests from parent/carers to Deputy Principal.

Administrative Staff

- To promptly issue authorised attendance slips and distribute to parents
- Accurately input data from registers onto the SIMS system
- Report any absence/punctuality problem to Class staff
- Record lateness

Parents Responsibilities

- Ensure a holiday request form is completed and submitted to school in good time.
- Medical appointments are notified to the school without delay.

***For the purposes of this policy and for fluency the term 'student' is used to describe all learners from the Early Years through to the 16-22 Provision**

Appendix A

Registration Codes

| | |
|---|--|
| / | Present (AM) |
| \ | Present (PM) |
| B | Educated off site (Working at Home as Part of Agreed Programme) |
| C | Other authorised circumstances (School Closed/Sent Home/Funeral) |
| E | Excluded |
| H | Annual Family holiday (Agreed) |
| I | Interview (Job/School/College) |
| L | Late (Before Reg Closed) |
| M | Medical/Dental Appointment |
| O | Unauthorised absence |
| P | Approved sport activity. |
| R | Religious Observance |
| S | Study Leave (Key Stage 4 only for GCSE) |
| T | Telephone call/note (Sickness, note in contact book, message on answer machine) |
| V | Educational visit (School Trip) |
| W | Work Experience |

The Sybil Elgar School

Holiday Request Form

Child/Student Name:

.....

Class/Form:

.....

Inclusive Dates:

.....

.....

Reason:

.....

Parent/Carer Name:

.....

Date:

.....

Authorised by:

.....

Name:

.....

Signature:

.....

Date:

.....

For Admin use only

Authorised Absence reference No:

.....

Additional Info e.g. letters from Parents/carers and Authority

-