

Manor Hall Academy



Attendance Policy

MANOR HALL ACADEMY TRUST
Loxley Hall School

Building Relationships
Celebrating Success
Promoting Change

MANOR HALL ACADEMY TRUST

Loxley Hall School - ATTENDANCE POLICY

Statement of intent

Loxley Hall believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

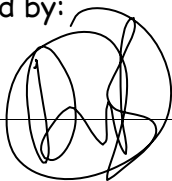
- Promoting and modelling good attendance.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
- Following the framework set in section 7 of the Education Act 1996 which states that:

"The parent of every child of compulsory school age shall cause him to receive efficient full time education suitable:

- (a) to age, ability and aptitude and
- (b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise".

Signed by:



Headteacher

02.09.2020

Date: _____

Chair of governors

Date: _____

1. Legal framework

This policy has due regard to the following legislation and guidance, including, but not limited to:

- The Education Act 1996
- The Equality Act 2010

- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2016) School Attendance Advice

All staff must ensure they adhere to and implement the requirements of any equality legislation.

2. Definitions

Loxley Hall defines "absence" as either:

- Arrival at school after the register has closed.
- Not attending school for any reason.

Loxley Hall defines an "authorised absence" as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.
- There other circumstances for authorised absence which are unique to each student's situation. These will be identified by the Headteacher and Head at Armitage and discussed with Attend EDC.

Loxley Hall defines an "unauthorised absence" as:

- Parents keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.

Loxley Hall defines "persistent absenteeism (PA)" as:

- Missing 10% per cent or more of schooling across the year for any reason.

3. Key roles and responsibilities

- The **Local Academy Board** has overall responsibility for monitoring the implementation of the attendance policy and procedures of **Loxley Hall**.
- The **Local Academy Board** has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- The **Local Academy Board** has responsibility for handling complaints regarding this policy as outlined in the school's
- The **Headteacher and Head at Armitage** are responsible for the day-to-day implementation and management of the attendance policy and procedures of **Loxley Hall**.
- Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- Designated members of staff will take the attendance register each day.
- The school will inform the LA of any pupil being deleted from the admission and attendance registers if they:
 - Are being educated from home.
 - No longer live within a reasonable distance of the registered school.
 - Have an authorised medical note.
 - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
 - Have been permanently excluded.
 - Parents will be expected to take responsibility for the attendance of their child/children during term-time.

Parents will be expected to promote good attendance and ensure that pupils attend school every day.

Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

All pupils are responsible for their punctuality to lessons.

4. Absence procedures

Parents are required to contact the school as soon as possible on the first day of any absence.

For every subsequent absence parents should call into school and report to the **school office**.

- A phone call/text message/email will be made to the parent of any child who has not reported their absence on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure that proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.

If a student has 10 unauthorised absences during a twelve week period, a referral is made to Attend EDC for advice. This may be referred to the Educational Welfare Officer.

The Educational Welfare Officer will review the current situation; offer support and consider further action, which could be to recognise that attendance has improved or to follow more formal procedures where attendance has not improved. Following investigation any unresolved issues could result in the parent/carer receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

Parent/carers who are subject to a Penalty Notice have 3 choices:

- pay the £60 fine within 21 days;
- pay £120 after 21 days but within 28 days;
- don't pay the fine. In this case, the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1,000 for each student whose attendance is causing concern and for each parent/carer involved in the prosecution.

The School has a procedure in place for roll call in the events of an evacuation.

If pupil attendance drops below **90%**, the local attendance officer will be informed.

Loxley Hall will take advice from Attend EDC and may contact the LA about any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

4. Contact information

- Parents must provide accurate and up-to-date contact details.
- Parents are responsible for updating the school if the details change.

5. Attend EDC Ltd

6.1 Loxley Hall school employ Attend EDC Ltd to work employed Attend EDC Ltd an Independent Education Welfare Company. They will work with the school to raise attendance and deal with welfare matters. They will communicate with you if there is an issue they can support us with.

6. Absence During a School Term (Holidays)

In line with the Government's amendments to the 2006 regulations (appendix 1), holidays during term time will NOT be authorised. The Headteacher's and Governors have determined that:

- In exceptional circumstances permission may be granted for a maximum of five days of holiday providing your child has a good attendance record over the previous three terms or parents/carers can evidence that the holiday is planned to advocate for the student's social, emotional and mental health difficulties.
- Where leave of absence in term time is due to exceptional circumstances, an application form should be requested from the school office and submitted for consideration by the Headteacher, no less than 4 weeks prior to the requested date. Letters or emails are acceptable alternatives, but should clearly state the reasons for the holiday being planned in term time. Consideration will then be given to the pupil's previous school attendance and that the time requested is not excessive.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Officer will be notified.

Exceptional circumstances

When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.

Exceptional circumstances include when a pupil is unable to attend because:

- The school is fully or partially closed.
- Transport provided by the school or LA is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.

The use of the 'Y' code is collected in the school census for statistical purpose

Pupils will be grouped into categories based on their percentage attendance as follows:

GREEN GROUP
93.1% - 100%
WELL DONE - THIS IS EXCELLENT!

YELLOW GROUP
90.1% - 93%
LOW ATTENDANCE

RED GROUP
Less than 90%

PERSISTENT ABSENCE PUPIL

Attendance during the school year	Equals this number of days absent	Which approximates to this many weeks absent	Which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

Summary

The School has a legal duty to publish its absence figures to parent/carers and to promote good attendance. Equally, parent/carers have a duty to make sure that their children attend. School staff are committed to working with parent/carers as the best way to ensure as high a level of attendance as possible.

Further Information

This policy should be read in conjunction with our policies on: safeguarding, behaviour and SEN. Please also follow this link for further advice: <https://www.gov.uk/school-attendance-absence>

Factors affecting attendance at Loxley Hall:

Loxley Hall is aware that there are often extenuating circumstances relating to children and young People with Social, Emotional and Mental Health Difficulties that may influence attendance positively and negatively.

Loxley Hall is also aware that minor changes in students' lives, transport arrangements, domestic situations, class groupings, peer relationships, medication changes, care placements and services involvement may significantly influence their emotional and mental health. This must be considered in actions taken relating to attendance.

The school's SLT, Attendance Intervention Manager, Office Staff, Inclusion Officers and Attend EDC work collaboratively to improve attendance through a range of value added strategies.

Each student's attendance and SEN related difficulties will be treated on an individual basis according to need, but will always be equitable and fair. Students of concern are clearly identified and their attendance monitored. Strategies put in place are recorded and reviewed.

Covid-19 update - following full opening of schools in September 2020.

From September 2020, we expect all pupils to return to school to help minimise, as far as possible, the longer-term impact of the coronavirus (COVID-19) pandemic on their education, wellbeing and wider development. As a parent, it is your duty to ensure your child attends school in the Autumn term 2020.

During the period of partial school closures, the rules around attendance were relaxed; however, the government has now re-enforced mandatory attendance and the usual rules on school attendance will apply.

We understand that there are some exceptions, and if one of the following conditions applies, we would not expect your child to attend school for the government's recommended time period:

- Your child is self-isolating for 10 days because they have symptoms of coronavirus or a positive test result, or they are isolating for 14 days following close contact with someone who has coronavirus
- Your child is required by legislation to self-isolate for two weeks as part of a period of quarantine, e.g. following a holiday abroad to a country that required a quarantine period upon return to the UK
- Your child is being advised to shield due to a rise of the rate of coronavirus in the local area - pupils who have previously been advised to shield should seek medical advice before returning to school
- The school has partially closed due to a local lockdown and your child does not fall into one of the eligible groups to attend

If your child is unable to attend school because they are complying with clinical and/or public health advice, as listed above, we will provide them with immediate access to remote education. Absence will not be penalised if you are following clinical and/or public health advice.

All other pupils of compulsory school age must attend school. If your child does not attend school, but they are not following public and/or clinical health advice and no

other statutory reason applies, the school may issue a penalty notice for unauthorised absence.

Penalty notices begin with an initial fine of £60, rising to £120 if paid after 21 days but within 28 days. Following failure of these payments, the local attendance officer may decide to prosecute a parent. If so, parents can be fined up to £2,500 or imprisoned for failing to ensure that their child attends school regularly.