

Policy and Procedure on Attendance

Potterspurry Lodge School and Children’s Home

Policy Author / Reviewer	Andrew Sutherland
Edited for PLS	GKE / STA
Edited / Reviewed Date	November 2023
Version No	5
Policy Level	Education
Staff Groups Affected	All Staff

Contents

1. Monitoring and Review	1
2. Terminology	2
3. Definitions	3
Authorised absence.....	3
Unauthorised absence	3
4. Legislation	3
5. Applies to:.....	3
6. Availability:.....	3
7. Introduction.....	3
The Role of the Parents/Guardians/ Carers.....	4
Our Responsibilities	4
The Admission Register	4
Attendance Register	4
Failure to Attend School	5
Absence	6
Requests for leave of absence	Error! Bookmark not defined.
Long-term Absence	Error! Bookmark not defined.
Repeated Unauthorised Absences	Error! Bookmark not defined.
8. Standard Forms, Relevant Documents, Letters & References.....	6
9. Appendix I – School Attendance Register Codes	7

1. Monitoring and Review

- 1.1. The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above,

or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

- 1.2. The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:



Andrew Sutherland
Representative, Proprietor- Cambian Group
November 2023

2. Terminology

- 2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	this is a generic term which means the Children's Home/school/college Potterspurry Lodge School is a school.
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Potterspurry Lodge School we have 40 children attending and/or residing between the ages of 8-18
Service Head	This is the senior person with overall responsibility for the school. At Potterspurry Lodge School this is the Principal who is Sarah Stacey. <i>* dual registered locations need to include Service Head and Registered Manager if they are not the same person.</i>
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Potterspurry Lodge School this is Ofsted.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Definitions

Authorised absence

- 3.1. An absence is classified as authorised when an Individual has been away from Location for a legitimate reason and the Location has received notification from a parent. For example, if an Individual has been unwell, the parent/carer/guardian writes a note or telephones the Location to explain the absence.
- 3.2. Only the Location can make an absence authorised. Parents do not have this authority.
- 3.3. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes an Individual out of Location to go shopping during Location hours, this will not mean it is an authorised absence.

Unauthorised absence

- 3.4. An absence is classified as unauthorised when an Individual is away from our Location without the permission of both the Location and a parent.
- 3.5. Therefore, the absence is unauthorised if an Individual is away from Location without good reason, even with the support of a parent. The Location keeps accurate attendance records on file for a minimum period of five years.

4. Legislation

- 4.1. Complies with Part 3, paragraph 17 of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

5. Applies to:

- 5.1. the whole Location inclusive of activities outside of the normal Location hours;
- 5.2. all staff (teaching and support staff), the proprietor and volunteers working in the Location.

6. Availability:

- 6.1. This policy is made available to parents/guardians, carers, staff and pupils from the Location office.

7. Introduction

- 7.1. We expect all Individuals on roll to attend every day, when the Location is in session, as long as they are fit and healthy enough to do so.
- 7.2. We do all we can to encourage the Individuals to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our Location a happy and rewarding experience for all Individuals.
- 7.3. The Proprietors are responsible for making sure the Location keeps Admission and Attendance registers in accordance with the regulatory requirements. For all day pupils of compulsory school age our attendance register records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This

register will also indicate whether an absence was authorised or unauthorised. The Proprietors also ensure that a compliant admissions register is also kept.

- 7.4. The school or college calendar and dates when the location is open can be accessed from the home page of our website Alternatively, our term dates and Calendar of Events can be obtained from the School Office.

Emergency closures for such things as extreme weather will also be communicated to parent / guardians / carers via a telephone call / email or posted on the school website.

The Role of the Parents/Guardians/ Carers

- 7.5. Parents/guardians/carers have the legal responsibility for ensuring that Individuals of compulsory school age 5 to 18 receive a suitable education, either by regular attendance or otherwise.

Our Responsibilities

- 7.6. We are required to maintain two registers:
- An admission Register - known as the School Roll
 - An attendance Register. (School Pod / Behaviour Watch Portal)

The Admission Register

- 7.7. This gives particular information about Individuals who are currently registered as attending this location. For the purposes of day to day management, the admission register will be contained within the school database, although selected information will be printed and placed in key location (such as the Staff Room, School Office, DSL Office and the Headteacher's Study, to facilitate ease of access of information). The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of www.opsi.gov.uk. For each pupil, the admission register will contain:
- Name in full
 - Sex
 - Name and address of every person known to the Governor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides)
 - At least one telephone number at which the parent can be contacted in an emergency
 - Day, month and year of birth
 - Day, month and year of admission or re-admission to the school
 - Name and address of the school last attended, if any
 - An indication of boarding/care order or day attendance (external placements)

Attendance Register

- 7.8. We are required to ensure that the attendance register for all Individuals on the Register School Pod / Behaviour Watch is taken twice a day – once at the start of the morning session (Tutor Time) and once during the afternoon (At

the start of Lesson 5). We value attendance Individuals who complete 100% attendance each term (Three times a year) will be celebrated and they will receive an award.

Each Individual must be marked on the register in one of the following categories:

- **Present** (\ /)
- **Engaged** (B, V, D, P, V, W, J) in an approved educational activity away from the school site (approved by the Headteacher and supervised by a person approved by the Headteacher, including sporting activities, educational visits or residential trips)
- **Absent**
- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)
- Taking **authorised absence** (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking **unauthorised absence** (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

7.9. Teachers / Tutors will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If an Individual is absent, the register must say whether or not the absence has been authorised by the school. Parents/guardians/carers cannot authorise absence – it is the school or college that decides how to classify absences). Authorised absence is where the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification of absence (e.g. illness). All other absences are treated as unauthorised. Authorised absences include: medical or dental appointments, days of religious observance, visit's to future schools, exclusion, family bereavement and special occasions (e.g. weddings). All requests for absence must be made in writing to the head teacher, giving the school plenty of time to consider the request.

7.10. If an individual is absent without explanation when the register is taken, parents /carers / guardians will be contacted the same day to establish a reason for absence. The absence will be treated as unauthorised until an explanation is offered as satisfactory in line with the DFE school attendance Addendum document 2021 -2022. If a child's attendance falls below 90% the individual will be classified as an persistent absentee, in this instance the school can only record an illness with medical proof, eg, a doctor's note or appointment card.

Failure to Attend School

7.11. If a child becomes a persistent absentee (attendance falls below 90%) the Teacher / Tutor will contact the parent / guardian / carer to raise a concern about attendance. If there is no improvement then the Attendance Lead and Principal will write to the parent / guardian / carer and inform them that attendance will be monitored for a period of six weeks. If there is still no improvement then a further attendance meeting will be convened. All of the attendance data will also be shared with the LA, CAMHS, Social Workers, etc as needed.

If an Individual fails to regularly attend school then the parent/carer/guardian can be held to account in line with the (Section 44 Educational Act 1996). Initially, the school will try to resolve any problems, but in the case of continued absence the school will contact the child's Local Authority (LA) and it is likely that the Education Welfare Officer will work closely with the parents/carer, pupil and school to resolve issues and develop strategies to improve attendance. The school is required to inform the child's LA if a pupil fails to attend regularly. Independent schools have a legal duty to report certain attendance issues to their local authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), classed a child missing in education and failure to attend regularly. In this

last case, independent schools are required to report the circumstances as soon as possible to the local authority (LA) in which the pupil lives.

Absence (including leave of absence)

7.12. If an Individual is absent

- The Teacher / Tutor will record the absence in the register and will inform the school office.
- When the Individual returns to school, a note, email or telephone call to the school office from a parent or guardian should explain the absence. Notes are kept in the school office, a record of absence is kept on the school management system (Schoolpod)
- For known absences eg; a medical appointment, parents /carers can request an appropriate time period to attend, however it is expected that routine appointments eg; dentist and orthodontist be arranged out of school time.
- If there is any doubt about the whereabouts of an Individual, the Teacher / Tutor should report this to the Head of Key Stage / Year. The Head of Key Stage / Year will then organise a home visit / check on the wellbeing of the child, or phone call as deemed appropriate with the parent / guardian / carer, in order to check on the safety of the Individual.
- In the event of failure to make contact with the parent / guardian / carer in an acceptable time and where there could be a safeguarding concern, MASH or the police may need to be contacted.
- In line with the DFE school attendance document August 2020, leave during term time will only be authorised in exceptional circumstance and can only be authorised by the Principal.

The school recognises they maybe days where children of different faiths, observe Religious festivals that fall outside of school holidays. The named day must be in the recognised religious colander to be granted, authorised absence for one day.

7.13 Suspensions

- During the period of a fixed term suspension the parents / carers of a suspended child who is of compulsory school age must make sure that they are not present in a public place during school hours unless there is reasonable justification. Failing to ensure this could result in parents / carers being issued a fixed penalty notice from their local authority

8. Standard Forms, Relevant Documents, Letters & References

- 8.1. Equality and Diversity Policy
- 8.2. Special Educational Needs and Disability Act (SENDA)
- 8.3. Admissions Policy
- 8.4. Inclusion Policy
- 8.5. [School Attendance Guidance - for maintained schools, academies, independent schools and local authorities 2020](#)

9. Appendix I – School Attendance Register Codes

Codes	Description	Meaning	Codes	Description	Meaning
/	Present (AM)	Present	O	Unauthorised Abs	Unauthorised Absence
\	Present (PM)	Present	P	Approved sporting activity	Approved Ed. Activity
B	Education off site (no Dual reg)	Approved Ed. Activity	R	Religious observance	Authorised Absence
C	Other authorised circumstances	Authorised Absence	S	Study leave	Authorised Absence
D	Dual registration	Approved Ed. Activity	T	Traveller absence	Authorised Absence
E	Excluded	Authorised Absence	U	Late (after registers closed)	Unauthorised Absence
F	Extended family holiday (agreed)	Authorised Absence	V	Educational visit or trip	Approved Ed. Activity
G	Family holiday (not agreed)	Unauthorised Absence	W	Work experience	Approved Ed. Activity
H	Family holiday (agreed)	Authorised Absence	N	No reason yet provided for absence	Unauthorised Absence
I01	Illness (Non-Covid related)	Authorised Absence	I02	Illness (Covid-19 +ive Test result)	Authorised Absence
J	Interview	Approved Ed. Activity	#	School closed to pupils & staff	Attendance not required
L	Late (before registers closed)	Present	Y	Enforced closure	Attendance not required
M	Medical/Dental appointments	Authorised Absence	Z	Pupil not on roll	Attendance not required
-	All should not attend/No mark recorded				
ALL X CODES = ATTENDANCE NOT REQUIRED					
X01	Non-compulsory school-age pupil not required to be in school				
X02	Students self-isolating because they have symptoms of coronavirus but they have not yet had a positive test.				
X05	Student required to be in quarantine on arrival in, or return to, the UK.				
X06	Students who have been identified as clinically vulnerable and advised that they should not attend school.				
X07	To be used for national restrictions to education settings in line with Government advice.				
X08	To be used for local restrictions to education settings in line with advice from Directors of Public Health				
X09	The student is required to self-isolate due to contact with a confirmed case, by NHS test and trace.				