

Policy and Procedure on Attendance

Cambian Spring Hill School

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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
August 2021



Samantha Campbell
Principal
September 2021

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. Cambian Spring Hill School is a School and Children's Home.
Individual	This means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Cambian Spring Hill School we have children and young people attending and/or residing between the ages of 8 and 19.
Service Head	This is the senior person with overall responsibility for the school. At Cambian Spring Hill School this is the Principal who is Samantha Campbell. The registered manager for the children's home is Rebecca Sharp.
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 Cambian Spring Hill 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 school to go shopping during school 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 school without the permission of both the school and a parent/carer
- 3.5. Therefore, the absence is unauthorised if an Individual is away from Spring Hill School without good reason, even with the support of a parent/carer. Spring Hill School 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, Spring Hill School, inclusive of activities outside of normal school hours;
- 5.2. all staff (teaching and support staff), the proprietor and volunteers working at Spring Hill School

6. Availability:

- 6.1. This policy is made available to parents/guardians, carers, staff and pupils from the school office. Our attendance policy is also published on our website.

7. Introduction

- 7.1. We expect all Individuals on roll to attend every day, when school is in session, as long as they are fit and healthy enough to do so.
- 7.2. We do all we can to encourage children and young people to attend and to put in place appropriate procedures to support good attendance. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school which are fostered by Spring Hill. We expect our parents/carers to support us with good school attendance and work in partnership with us to promote positive attitudes about school. We recognise that parents/carers play a fundamental role in supporting healthy school attendance and we offer a range of support when there may be anxieties or other difficulties. Spring Hill School strives to make our school a happy and rewarding experience for all Individuals and considers individual needs to support this.
- 7.3. The Proprietors are responsible for making sure Spring Hill School maintains 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 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's reception. Emergency closures for such things as extreme weather will also be published on the home page of our 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. The support of parents/carers/guardians cannot be underestimated with respect to promoting good school attendance and we expect all of our parents to work with us to promote and maintain regular school attendance.

Our Responsibilities

- 7.6. We are required to maintain two registers:
- An Admission Register.
 - An Attendance Register.

The Admission Register

- 7.7. This gives particular information about Individual children/young people who are currently registered as attending Spring Hill School. For the purposes of day to day management, the admission register will be contained on the school's network drive, although selected information will be printed and placed in key location (such as the admin office safe), 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 is taken twice a day – once at the start of the morning session and once during the afternoon session. We value attendance and students who complete 100% attendance each term will be celebrated during the end of term celebration assembly. Each Individual must be marked on the register in one of the following categories:
- **Present**
 - **Engaged** in an approved educational activity away from the school site (approved by the Principal and supervised by a person approved by the Principal, 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 Principal 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. Class teachers 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 Spring Hill School that decides how to classify absences. Authorised absence is where the school has either given approval in advance for a student 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, visits to future schools, exclusion, family bereavement and special occasions (e.g. weddings). All requests for absence must be made in writing to the Principal, giving the school plenty of time to consider the request.
- 7.10. If an individual is absent without reasonable, justifiable or any explanation when the register is called, staff will normally contact the parents/guardians/carers on the same day whenever possible; the cut off point for registration is 09.30 to account for travel issues that may occur given long distances travelled each day. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence. Under education law, parents/guardians/carers may request absence for their child from school for family holiday. It is for Spring Hill School to determine whether or not they agree to a family holiday during term time. The Principal may authorise absence for the purpose to a maximum of 10 school days in any school year. Our School feels that family holidays should be taken when the school is not in session, unless there are exceptional circumstances; when making judgements regarding in school holidays, the Principal does take each request into full consideration.

Failure to Attend School

- 7.11. If there is concern about a child's absence, the teacher will alert the Head of Education and this will immediately be followed up by the Principal and, if appropriate, Designated Safeguarding Lead. If an Individual fails to regularly attend school then the parent/carer/guardian is guilty of an offence (Educational Act 1966). Initially, the school will try to resolve any problems, but in the case of continued absence the school will contact the Local Authority (LA) and in some cases the Education Welfare Officer or other professional representative will work closely with the parents, pupil and school to resolve issues and develop strategies to improve attendance. The school is required to inform the 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), failure to attend regularly, and deletion from the school register when the next school is not known. 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 and will continue to work collaboratively to find a resolution to the absence. Where a pupil is considered to be 'Missing from Education' due to long periods of absence the school will make all reasonable enquiries as to the safety and wellbeing of the child as part of their safeguarding duties set out in Keeping Children Safe in Education 2021. Where a child has not been seen by the local authority or the school for more than 3 weeks the school will undertake a welfare call to the home at the earliest opportunity. Welfare calls do not require approval from parents/carers/guardians and concerns following welfare visits will be managed as per the statutory guidance of the DfE policy regarding Keeping Children Safe in Education. If a parent/carer/guardian resists or disagrees with a Welfare Call, this will trigger concerns which will be raised to the LA who will support the school in terms of next steps for managing those concerns.

Absence

- 7.12. If a child/young person is absent:
- When a child/young person is unexpectedly absent, the class teacher will record the absence in the register, no later than 09.30 and will inform the Head of Education. If the Head of Education is unavailable, the Assistant Head will be informed;
 - When the child/young person 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 note, email or telephone call may be sent/made to the school office prior to the day of absence e.g. if a child/young person has a medical appointment.
 - If there is any doubt about the whereabouts of a child/young person, the class teacher should take immediate action by notifying the Head of Education or Assistant Head. Spring Hill School will then be in contact straight away with the parent or guardian, in order to check on the safety of the Individual

- Any further concerns will trigger a response from the school to the Local Authority or if the school suspects that the child is at risk of or is suffering harm, the police

Requests for leave of absence

7.13. We believe that children and young people need to be in school for all sessions so that they can make the most progress possible; we believe it is in their best interests to support academic progress and social and emotional development. However, we do understand that there are exceptional circumstances under which a parent or carer may legitimately request leave of absence for an Individual to attend a specific event.

Long-term Absence

7.14. When Individuals have an illness that means they will be away from school for over five days, the school will do all it can to send material home so that the child/young person has the opportunity to keep up with their school work, should they feel well enough to do so. Any ongoing absences, 'lates' or unauthorised absences for holidays are followed up as quickly as possible.

Repeated Unauthorised Absences

7.15. The school will contact the parent of any Individual who has an unauthorised absence. If an Individual has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the problem.

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](#)

9. Appendix I – School Attendance Register Codes

CODE	MEANING
/	Present (AM)
\	Present (PM)
B	Off-site educational activity (education is supervised and safeguarded)
P	Participating in supervised sporting activity
V	Educational visit or trip
W	Work experience
L	Late arrival before the register has closed
	AUTHORISED ABSENCES
C	Leave of absence authorised by school
E	Excluded
H	Family holiday (agreed)
I	Illness
M	Medical/Dental appointments
R	Religious observance
S	Study leave
T	Traveller absence
	UNAUTHORISED
G	Family holiday (NOT agreed)
N	Reason for absence not yet provided
O	Unauthorised absence
U	Late (after registers closed)
	NOT ATTENDING RELATING TO COVID19
X	Not attending in circumstances relating to Coronavirus (COVID-19)
	ADMINISTRATIVE
X	Not required to be in school
Y	Enforced closure
Z	Pupil not on roll
#	Planned school closure – induction days; half-terms; bank holidays; non-educational days etc)