



KISIMUL GROUP

Education Policy and Procedure

Special Educational Needs and Attendance Policy

Cruckton Hall School

Policy

Rationale

At Cruckton Hall School we believe that regular school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities offered to them and gain the valuable skills which will equip them for life.

The school aims to achieve good attendance by implementing an Attendance Policy that allows staff, pupils, parents, carers and other stakeholders to work in partnership. The school will monitor attendance to enable early interventions if any problems should arise.

The school's admissions register should be completed accurately and completely to ensure that no child is missing from the school roll or from a daily attendance register. Further support and guidance for Children Missing from Education can be found here <https://www.gov.uk/government/publications/children-missing-education>

All pupils of compulsory school age are expected to attend school unless there is a good reason for absence.

There are two types of Absence:

- Authorised absence (where the school approves pupil absence)
- Unauthorised absence (where the school will not approve absence)
Only the school can authorise absence and it is the responsibility of parents/guardians to provide an explanation for every period of absence.

If a pupil is absent from school, it is expected that parents/carers will provide an explanation for their absence on the first day of that absence. This notification is required from parents by 9.30am. Usually this contact will be made by telephone, by letter or in person.

Although helpful, verbal messages from taxi drivers/escorts are not adequate notification without confirmation from parents/carers.

If an explanation for a pupil's absence is not made, the school will telephone parents by 10.00am on the initial day. If parents are unavailable or do not provide suitable explanations then the absence of pupils deemed at risk of harm by being on the child protection register

must be reported to the designated safeguarding lead immediately.

When a child who is on the child protection register returns after an absence there must be a meeting with the designated safeguarding lead to ensure the pupil is physically & emotionally well and is able to participate in learning. Concerns will be recorded following the Safeguarding and Child Protection Policy.

Leave to attend dental and medical appointments will be authorised provided prior notice is given to the school.

Completing the register

Registers are a legal document and an effective means of collecting and monitoring attendance. Registration takes place twice daily and registration closes at 10am and 2pm. Pupils arriving after registration closes will be marked as late. Late marks will be monitored.

Registers are required to be marked in ink with the symbols advised by DfE.

Schools should have due regard for the fact that they retain a duty of care for pupils on their school roll at all times. It is recommended that schools agree protocols for monitoring pupil attendance as part of the set-up procedures for activities where their pupils are being educated off site.

Family holidays during term time

Most recent government guidance does not give any entitlement to parents to take their child on holiday during term time. Any applications for leave of absence must be in exceptional circumstances and authorised by the Headteacher.

Parents wishing to request holidays to be taken during term time must complete a Holiday Request form and submit this to the Headteacher for authorisation prior to the holiday taking place.

Local authorities are able to fine parents for taking a child on holiday during term time without consent from the school.

The Kisimul Group of schools recognise the impact of term time absences and concur with the principles of the government and LA policies to keep absence rates as low as possible. However, the nature of our pupils' specific needs and the needs of their parents, carers and families must also be taken into account and accommodation may be made for this in some circumstances. In considering any request for leave for a family holiday during term time the school will assess each case individually, taking into account the pupil's or family's needs. Permission must always be sought from the Headteacher in advance of any booking and satisfactory reasons must be given to validate the absence.

What parents can do to help

- Let the school know as soon as possible if your child is unable to attend school.
- If the child attends school by taxi let the taxi company know that transport will not be required.

Monitoring, evaluation and review

Pupil attendance will be monitored by the Headteacher at the end of each term. The school will take all reasonable action before referring the matter formally to the Education Welfare Service (EWS). Irregular school attendance or a single incident of prolonged absence (two weeks or more) will be brought to the attention of the EWS.

This policy will be reviewed on an annual basis

Doc Ref:	Issue No:	Issue Date:	Originator:	Authorised By:
CHSED04	2	February 2018	Danny Carter	Margaret Hill