



Kisimul Group Limited

# **ED24 - Attendance**

## Policy and Procedure

## Document Information

<b>Document:</b>	<b>Attendance Policy</b>
<b>Department:</b>	<b>ED24</b>
<b>Document owner and position:</b>	<b>Paul Routledge Group Exec Education Lead</b>
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## Document Publication

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**Authorised Document Change Log recorded at the back of this document**

**This document will be reviewed at least every two years**

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## **1. Scope:**

### **Legal Status:**

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

### **Applies to:**

- The whole school/college inclusive of activities outside of the normal school / college hours;
- All staff (teaching and support staff), the proprietor and volunteers working in the school/college

## **2. Introduction**

- We expect all learners on roll to attend every day, when the school/college is in session, as long as they are fit and healthy enough to do so.
- We do all we can to encourage learners 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/ college. To this end, we strive to make our school/college a happy and rewarding experience for all learners.
- The Education (Learner Registration) (England) (Amendment) Regulations 2013 came into force on 1 September 2013, changing the rules about term-time holidays. Holidays during term time are discouraged, and parents/carers are made aware that such permissions will only be authorised when there are exceptional circumstances.
- The school/college keeps an Admission and an Attendance register to record daily attendance.
- For all day learners of compulsory school age, our attendance register records which learners 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 Head teacher will notify parents and carers of any school emergency closures for such things as extreme weather.

### **3. Definitions**

#### **Authorised absence**

- An absence is classified as authorised when a child/young person has been away from school/college for a legitimate reason and the school has received notification from a parent/carer.
- 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 Headteacher, giving the school plenty of time to consider the request.
- Only the school/college can make an absence authorised. Parents/carers do not have this authority.

#### **Unauthorised absence**

- An absence is classified as unauthorised when a child/young person is away from our school/college without the permission of both the school and a parent/carer.
- Therefore, the absence is unauthorised if a child/young person is away from school/college without good reason, even with the support of a parent/carer.

### **4. Roles and Responsibilities**

#### **The Role of the Parents/Guardians/Carers**

Parents /carers have the legal responsibility for ensuring that a child/ young person of compulsory school age 5 to 18 receive a suitable education, either by regular attendance at school or otherwise.

#### **The Role of the School/College**

The school/college is required to maintain two registers:

- An Admission Register
- An Attendance Register.

## **5. The Admission Register**

This gives particular information about learners who are currently registered as attending our school/college. For the purposes of day to day management of the school, the admission register will be contained within the school /college database, although selected information will be printed and placed in a key location (such as the Head teacher’s office, to facilitate ease of access of information). The register will comprise information that is compliant with regulations set out in the education (learner registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of [www.opsi.gov.uk](http://www.opsi.gov.uk). For each learner, the admission register will contain:

- Name in full
- Sex
- Name and address of every person known (at least two) to be a parent or carer of the learner (and an indication of the parent with whom the learner normally resides)
- At least two telephone numbers at which the parent or carer 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 admission status

## **6. Attendance Register**

The school/college is required to ensure that the attendance register for all learners on the school/college roll is taken twice a day – once at the start of the morning session and once during the afternoon session. Each learner must be marked on the register in one of the following categories:

- Present

- Engaged in an approved educational activity away from the school site (ap-proved by the Head teacher and supervised by a person approved by the Head teacher, 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)
- 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)
- Unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

Guidance on the codes to use when marking the register can be found in the following guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907535/School\\_attendance\\_guidance\\_for\\_2021\\_to\\_2022\\_academic\\_year.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2021_to_2022_academic_year.pdf)

Teachers in conjunction with the Headteacher are responsible for monitoring attendance in their class and responsible for following up absences in the appropriate way.

## **7. Failure to Attend school/college**

Authorised absence is where the school/college has either given approval in advance for a learner 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. If a learner is absent without explanation when the register is taken, school staff will normally contact the parents/guardians/carers the same day. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence.

If there is concern about a child/young person's absence, the teacher will report this to a senior member of school/college staff and this will immediately be followed up by the Head teacher. If a child/young person fails to regularly attend school/college then the parent/carer is guilty of an offence (Educational Act 2011). Initially, the school/college will try to resolve any problems, but in the case of continued absence the school will contact the social worker and it is likely the social worker will work closely with the parents, learner and school/college to resolve issues and develop strategies to improve attendance. We have a legal duty to report certain attendance issues: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school/college register when the next provision is not known.

## **8. Long-term Absence**

When a learner has an illness that means they will be away from our school/college for over five days, the school/college will do all it can to send material home so that they can keep up with their school work. Any ongoing absences, 'lates' or unauthorised absences for holidays are followed up as quickly as possible.

## **9. Repeated Unauthorised Absences**

The school/college will contact the parent/carer of any child/ young person who has an unauthorised absence. If a learner has a repeated number of unauthorised absences, the parents/carers will be asked to visit the school/college and discuss the problem.

## **10. Special measures and requests for leave of absence**

Kisimul is mindful that learners placed within the school/college may have challenging family dynamics as a result of their complex and challenging behaviour, and there may be justified need for some families to arrange visits home or short breaks when other vulnerable siblings are at school, or accommodation is available during quieter and less challenging periods for autistic people.

While each occasion will be considered on its own merits, the Headteacher for each school/college will need to ensure that this is balanced carefully with a need for learners to access as full and



uninterrupted an educational experience as possible, and the emphasis will be on exceptional circumstances.

If a parent/carer outlines an intention to remove a learner during term time, they must make a formal request to the school, and complete a term time request form (Appendix 1) which can be obtained from the school.

#### **11. Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Head teacher.
- The Governors undertake an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date of the policy or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

#### **12. Other relevant documents:**

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SEND)
- Admissions Policy

**Appendix 1**

**REQUEST FOR TERM-TIME LEAVE**

To the Headteacher

I wish to apply for term time leave for my child/ young person:

**Child/ young person's name:** .....

**Date of request for absence:**

**From** ..... **to** ..... (inclusive)

**The exceptional reason(s) for this request are as follows:**

**Signature** .....

**Print Name** ..... (parent/carer)

**Date** .....

Please make your request prior to making any arrangements and preferably four weeks before the anticipated leave date.

**NB: If the school denies your request and the child/ young person is still taken out of school, this will be recorded as an unauthorised absence, and the school will be obliged to contact the placing authority who may decide to take further action.**

This form is not required for any absence related to medical interventions or procedures.

# Document Equality Impact Assessment – Part A

<b>Document Title:</b>		Attendance Policy	
<b>Name of person completing Equality Impact Assessment:</b>		Paul Routledge	
<b>Date Equality Impact Assessment completed:</b>		Sept 23	
Characteristics	Impact		Equality Impact Assessment form completed?
	Yes	No	
Age		x	If <b>No</b> comment:  This policy applies equally to all and has no impact on any protected characteristic.
Disability		x	
Ethnicity		x	
Gender		x	
Religion or belief		x	
Sex orientation		x	
Socio-economic		x	
Gender Reassignment		x	
Maternity/Pregnancy		x	
Marriage/Civil Partnership		x	

Equality Target Group	a) Positive Impact		b) Negative Impact		Reason/Comment
	High	Low	High	Low	

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## Document Equality Impact Assessment – Part B

<b>What is the main purpose or aims of the policy</b>
To outline understand the legal requirement for attendance and how this translates into practice
<b>Who will be the beneficiaries of this policy?</b>
All stakeholders
<b>Has the policy been explained to those it might affect directly or indirectly?</b>
Available on website and cascaded at service level.
<b>Have you consulted on this policy?</b>
Yes – SLT
<b>What are the expected outcomes of this policy?</b>
To promote attendance of learners and ensure all procedures are clear to safeguard learners in the event of absences

<b>Name of Person Completing Equality Impact Assessment:</b>	Paul Routledge
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# Document Change Log

The Document Change Log acts as a register of all authorised changes made to this document.

Changes will not be made unless authorised by the document owner.

Description of Change	Change made by	Authorised by	Date document republished
Additional detail added	PR		Sept 23