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## **Newport CIC Attendance Policy**

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<b>Policy Owner:</b>	Directors
<b>Queries to be directed to:</b>	Directors

This policy will be reviewed on an ongoing basis. Sporting Chance Newport CIC reserves the right to amend this policy, following consultation, where appropriate.

<b>Date created:</b>	October 2020
<b>Date of last review:</b>	October 2021
<b>Date of next review:</b>	October 2022

### **1. What is the policy about?**

Sporting Chance Newport CIC is committed to providing a full effective and efficient education to all young people (The Education Act 1996 Part 1, Section 7) and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome. This policy accords with “School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities” (Department for Education, October 2014).

For a young person to reach their full educational achievement a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils. We create a purposeful learning environment and use every opportunity to convey to pupils and their parents or carers the importance of regular and punctual attendance

**We consider attendance and its recording and monitoring a Safeguarding issue and ensure accuracy and immediacy in its registration and administration.**

This policy contains within it the procedures that the school will use to meet its attendance targets

## **2. Who does this policy apply to?**

All staff, parents, carers and management board.

## **3. Policy requirements**

### **3.1 School Procedures**

The academic day consists of two sessions - Morning and Afternoon. The whereabouts of all pupils during both sessions must be registered promptly (within the designated Registration window) and accurately (by the relevant registration code, see table 2).

Only the Senior Management Team or a member of staff acting on their behalf can authorise absence.

The designated member of staff for Registration and attendance calls is Chloe Jones.

#### **3.1.1 Lateness**

The registers will remain open for 30 minutes (see table 1).

<b>Session</b>	<b>Open</b>	<b>Close</b>
<b>Morning</b>	09.30am	10.00am
<b>Afternoon</b>	12.45pm	13.15pm

Pupils arriving after the start of the academic day but before the end of the registration period will be treated for statistical purposes, as present, but will be marked Late.

Pupils absent at the close of registration will be marked as absent using the correct code to represent the reason of their absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance using the code 'O' which will be updated following pupils' absence reasons at the earliest opportunity.

<b>Key Code</b>	<b>Attended</b> /or\ 	<b>Late</b> L	<b>Unauthorised Absence</b> O	<b>Authorised Absence</b> A
<b>Sent Home</b> s	<b>Absconded</b> AB	<b>Non Applicable</b> N/A	<b>Excluded</b> E	<b>Illness</b> I

### **3.1.2 First Day Absence**

Parents/Carers will be expected to inform the school regarding a pupil's reason for absence. If a call has not been received by 9.30am, a member of staff will contact the parent/carer to establish the reason for absence. This information will then be relayed to the person responsible for the register to record.

The school will risk assess absence for all pupils to determine the manner and time scale of response when a pupil is not at school without parental/carer contact (see appendix 3 for further guidance).

### **3.1.3 Absence notes**

Comments regarding pupils' absence received from parents/carers and/or made by staff regarding absence should be recorded as 'notes' on the individual pupil profiles. These notes will be used in reviews, proceedings and investigation as evidence.

### **3.1.4 Continuing Absence**

Absence longer than a day without parental contact will be treated as a matter of concern and a potential safeguarding issue. Contact will be made by the school and external agencies will be involved where necessary. All absences longer than 3 days without contact with home or the pupil directly will be regarded a safeguarding concern and a Welfare call by the Police will be requested (see Appendix 2).

### **3.1.5 Frequent Absence and refusal**

It is the responsibility of the Senior Management Team and delegated staff (Safeguarding Officer) to identify patterns of absence.

We acknowledge and agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend regularly or has been absent without the school's permission for a continuous period of 10 days or more.

### **3.1.6 Leave of Absence in Term-Time**

Families do not have a right to take their children out of education for family holidays or trips abroad during term-time. Government guidance instructs Headteachers NOT to authorise leave of absence in term time except in the most exceptional circumstances. Requests for leave of absence during term-time should be made to the Headteacher in writing. Each request will be judged on a case by case basis.

### **3.1.7 High Needs**

Identified pupils with specific medical, therapy or Special Educational Needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence;
- Recording absence as authorised;
- Working with the Local Authority to record such absences in the context of the pupil's individual capacity to avoid penalty and enable a support programme;
- Provide home visits where purposeful;
- Recognise that some pupils are not 'available for learning' (e.g. acute CPTSD, Mental Health needs that can't be met at school and manifest in repetitive harmful behaviour and presentation of risk to others and/or self) and work with the LA and other agencies to allocate appropriate provision which may not be within our school.

### **3.1.8 Part Time Timetable**

All pupils of compulsory school age are entitled to a full-time education.

In exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package or when pupil's specific need mean they are not able to cope and/or learn on site. The decision and plan to educate a pupil on a part time timetable will be based on assessment and articulated professional judgement that will be approved by the Head of Education, as well as reviewed regularly (intervals that are not longer than 3 weeks).

In agreeing to a part-time timetable, a school has agreed to a pupil being absent for part of the week or day and therefore must record it as authorised absence. Local Authority guidance in regard to part timetables should be sought and adhered to as well as sharing accurate information of the pupils on them.

A school must get agreement from the pupil's parent/carer before implementing a part time timetable. This should be in the form of a signed agreement detailing proposed timetables and review periods.

### **3.1.9 A Welcome Back**

All pupils of compulsory school age are entitled to a full-time education.

### **3.1.9 A Welcome Back**

It is important that on return from an absence, all pupils are made to feel welcome. This should include ensuring that the pupil is helped to adjust to school's daily routine; catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **3.2 Promoting Attendance**

We will use opportunities as they arise remind parents/carers that it is their responsibility to ensure that their children receive their education. The school has systems to celebrate/reward excellent attendance which include; weekly certificates, individual rewards and group rewards.

### **3.3 Working in Partnership with Parents and Carers**

Our aim is to work in partnership with parents and carers to remove pupils' barriers to attendance. We strive to establish good working relationships with the families of our young people through good communication and regular meetings to address on-going attendance concerns. If necessary, we signpost our families to specialist support services who can work with us in a multi-agency approach.

### **3.4 Attendance Targets - Recording and monitoring**

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the Senior Management Team will be responsible for overseeing this work.

The school will use a standardised register for keeping the attendance records and regular monitoring will be carried out by the Senior Management Team and designated staff.

The Head of Education or designated staff member will provide regular updates to the School Management Board on a termly basis in the following areas:

- Punctuality;
- Attendance (including authorised & unauthorised absence);
- Vulnerable group attendance comparisons;
- Impacts of attendance and punctuality interventions undertaken by the school.

## **4. Appendices**

### **Appendix 1: The Law**

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

[a] To their age, ability and aptitude and

[b] To any special needs they may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school.

### **Categorisation of Absence**

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

#### 1. Unauthorised absence

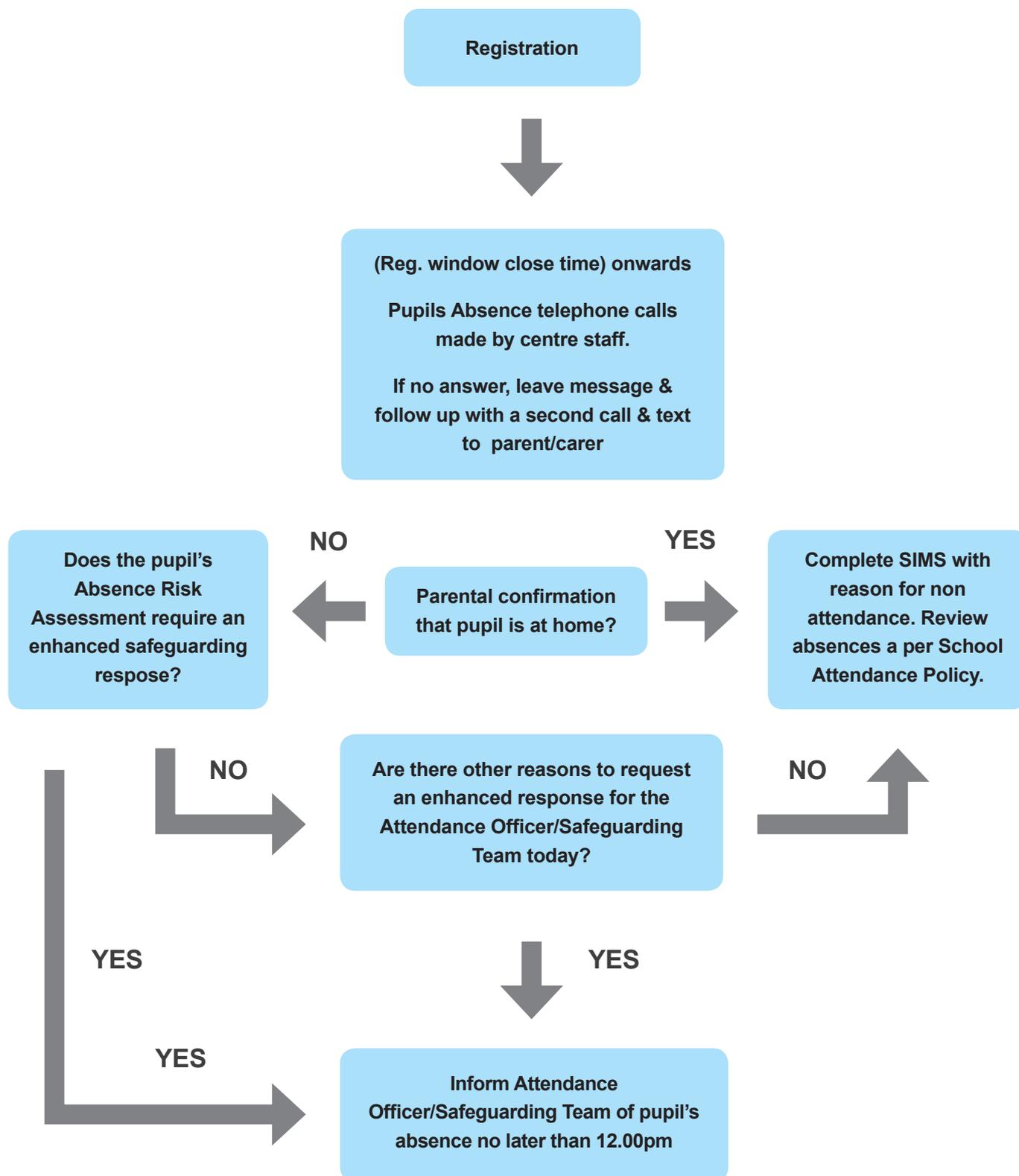
This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

#### 2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid.

Appendix 2:

2.1 Absence & Safeguarding Protocol



## 2.2 Absence Concern Assessment and Safety Plan

Pupil's Name	
Class/Year Group	
Date of Birth	
Address	
Medical Conditions	
Agencies or professional involved (incl. contact number)	

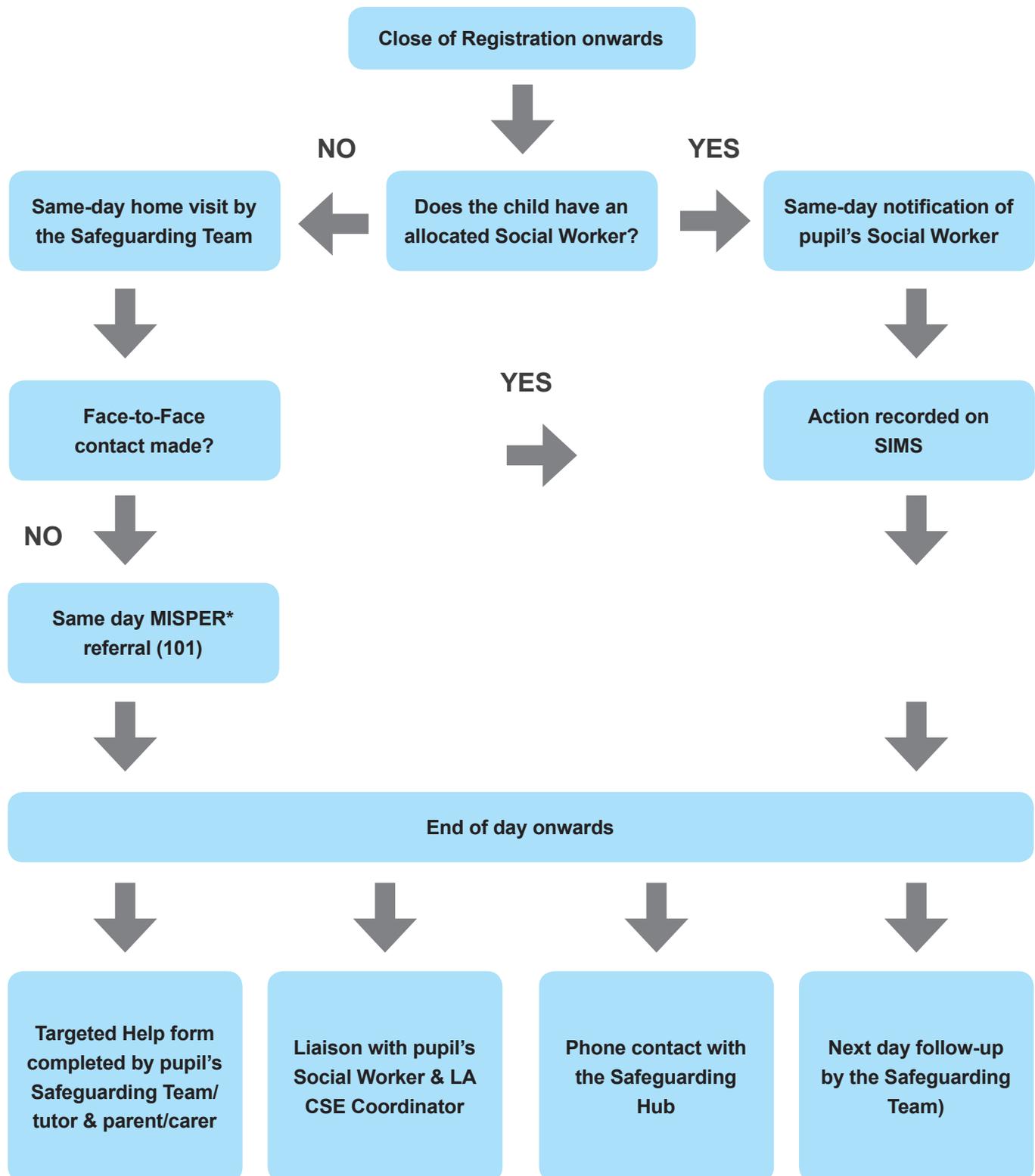
Name of Person with Parental Responsibility	
Parent/Carer's Home Tel: Number	
Parent/Carer's Mobile Tel: Number	

Is the child the subject of a <b>Child Protection Plan</b> ?	<b>YES / NO</b>
Is this a <b>Child In Need</b> ?	<b>YES / NO</b>
Is this child <b>Looked-After</b> ?	<b>YES / NO</b>
Does this child have <b>learning difficulties or disabilities</b> ?	<b>YES / NO</b>
Is this child at risk of <b>self-harming or suicide</b> ?	<b>YES / NO</b>
Is this child known to use <b>drugs or alcohol</b> ?	<b>YES / NO</b>
Is this child at risk of <b>Child Sexual Exploitation</b> ?	<b>YES / NO</b>
Are there <b>any other factors</b> which place this child at an increased risk of harm when absent from school?	<b>YES / NO</b>

Tutor's view of pupil's safety	
Additional relevant factors known to school (DSL)	

<b>Which of the following are required in the event of an unexplained absence?</b>	
Same-day notification of the <b>child's social worker</b>	
Same-day notification of <b>all professionals/agencies</b> working with the child (contact details above)	
Same-day notification of the LA's <b>CSE Coordinator</b>	
<b>Home visit</b> by School staff	
Same-day reporting to <b>police</b> (Absent or MISPER) if face-to-face contact is not possible	

### 2.3 Enhanced Absence & Safeguarding Protocol



\*The school can only report a child as a missing person (MISPER) if they attended and then left. If the child is not at home the parent must raise the report.

## Annex 1: Equality Impact Assessment

Sporting Chance Newport CIC is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Sporting Chance Newport CIC has adopted the process in line with its commitment to continually improve our equality performance.

### 1. Summary

This EIA is for:	Attendance Policy
EIA completed by:	Directors
Date of assessment:	October 2021
Assessment approved by:	October 2021

#### Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Sporting Chance Newport CIC attendance policy for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

## 2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age		X		The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability		X		The policy applies equally to all members of staff regardless of health/disability. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/Paternity		X		It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)		X		The policy applies to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment		X		This policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation		X		This policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their sexual orientation.

## 3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner
None		



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