

Local Procedure Title	Attendance
School/ College	Tor View School
ACS Policy number and title	ACS 61 Attendance
Local Procedure template reference	ACS LP 61
Local Procedure date	20.06.2022
Local Procedure review date	01.06.2027
Local Procedure Author(s)	John Gordon
Local Procedure Ratification	Checked and approved by: Nicole Statton (Deputy Head Teacher)

1. Overview

Tor View School is committed to providing all pupils with an appropriate and effective education in a safe and happy environment. It provides 190 days of schooling, between the hours of 9.00am – 3.00pm, Monday to Friday and from September to July comprised of 380 sessions (a.m. & p.m.). Our expectation is that all students should attend school when their needs allow. Tor View uses daily registers to record attendance patterns of pupils.

Parents/carers will be required to account for their child's whereabouts on days they do not attend school. Parents/carers wishing to take their child on holiday in term time will be required to make specific requests to the Headteacher.

At Tor View we know that full attendance is important to improve the outcomes for our pupils. High attendance will be celebrated. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems, so that should any concerns arise, they can be dealt with as quickly and efficiently as possible.

Absence from school not associated with illness, medical appointments or not previously requested will be unauthorised.

2. Legal framework

Parents/carers have a duty to educate their children 'suitable to their age, aptitude, ability and any special educational needs which they may have' either by regular attendance at school or otherwise under Section 7 of The Education Act 1996. Parents/carers whose children are registered at school are then responsible for ensuring that they attend punctually, regularly and stay at school.

At TVS, we register attendance twice per day at the start of the morning and afternoon sessions. Attendance registers are kept, in accordance with legal requirements.

In circumstances of:

- Regular unauthorised absence or
- Continuous unauthorised absence for 2 weeks (not covered by a medical certificate)

the local authority will be notified under Section s444 of the education Act 1996.

3. Procedures

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This Local Procedure should be read alongside the **Aspris Policy- ACS61_V05-Attendance**

All staff know the registration procedures and that an accurate registration process is required at the **beginning** of each morning(9.30am) and afternoon session (1.30pm).

See Appendix 1 for the DfE attendance codes.

We ask parents/carers to inform the school in writing or by telephone if they know in advance that their child is going to be away (e.g., medical appointment). We also request that parents/carers inform the school of any reason for absence, preferably by telephone or Class Dojo on **each** day of illness by 9.15am. Parents/carers should inform the taxi company of any changes in transport requirements. Absence from school without a valid reason will be classed as unauthorised.

At Tor View, it is the responsibility of office admin staff to communicate any absence to the Class Teacher and to log the parent/carer call on Engage MiS. If a pupil is absent and no message is received admin staff will contact parents/carers to enquire how pupils are on the first day of absence. Again, this information is recorded on Engage MiS.

If we are unable to contact families by phone and no reason has been given for absence, we will continue to try and contact the parent/carer or other nominated contact. If no contact has been made within 5 days a referral will be made to the Education Welfare Service for the placing authority.

Pupils who are absent from school for a working week, will receive an 'eyes on' visit to ensure that direct contact with the school is maintained and to ensure that a welfare check is in place. An 'Eye on visit' will be in place for every week that a student is absent.

In situations where there are external professional agencies: (Medical professionals, Social Care agencies or commissioned educational professionals) who work in collaboration with the school and who are visiting families, it might be that a professional report is accepted as an 'eyes on' welfare check.

4. Authorisation of absence

The decision for authorising an absence will be taken by the Headteacher.

Holidays in term time

Permission from the head teacher must be sought, if you want to take your child/young person out of school during term time.

You can only do this if:

- you make an application to the head teacher in advance
- there are exceptional circumstances

It is at the discretion of the Head Teacher how many days your child can be away from school if leave is granted. The regulations make clear that the Head Teacher can only grant leave of absence during term time when there are exceptional circumstances. The Headteacher will determine if the request for an absence in term time is exceptional and will consider each request on a case-by-case basis.

Tor View School fully recognise the stress and sensory overload that some children can experience in crowded situations from high levels of noise, needing to queue etc. When children are stressed, this places additional strain on the rest of the family. This means that for some families to have a

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relaxing, restful holiday this needs to take place outside busy school holiday periods. We are also committed to granting leave of absence for family respite which is often only provided in term time.

Phased transitions

Many of our students have had difficult experiences at their previous schools and they have been unable to attend school for extended periods of time. (e.g., at least a year) Prior to admission and in the transition phase, we will work as a team around the child to formulate a transition plan, that considers the specific needs of each student. In some instances, this will involve a phased transition into school, which is planned and regularly reviewed to ensure that the transition is effective and is built upon pupil's positive and successful experiences of school. Experience has taught us, that transitions such as these have led to significantly improved attendance compared to the previous setting.

5. Strategies

Tor View School will:

- Promote positive staff attitudes to pupils returning after absence.
- Work towards ensuring that all pupils feel supported and valued.
- Send a clear message that if a pupil is absent s/he will be missed.
- Make provision for any pupil returning to school after an absence of longer than two weeks, to ease back into the school system, if necessary.
- Visits offsite to the student's home or local area to re-engage
- Phone calls
- Therapeutic visits or appointments

6. Monitoring and Evaluation

Attendance levels will be monitored:

- Our school's Attendance Champion- Lydia Gannon- We use Insights to support with monitoring the school's and individual attendance records. The Attendance Champion also checks the register and has follow up conversations with class teachers. If persistent absence occurs a meeting is arranged between the Attendance Champion and parents, with actions put in place to support.
- Daily, by class teachers and DSL, as part of the school's commitment to 'Safeguarding Children and Young people'.
- Weekly: quality assurance of paper register, transcription to e-version and in weekly reporting to Governance.
- Termly and reported to Governance. The monitoring process will consider attendance data for individual pupils, particular cohorts (e.g. Looked After Children LAC) and the whole school and will look at what strategies have been successful.

Thresholds for attendance.

- *90% plus = Expected*
- *70% to 89% = Concerns*
- *Below 70% = Significant concerns*

Where a pupil's attendance falls below 90% for non-illness related absences, the school will decide on the next step. This will probably be in the form of a letter home from the Head Teacher and supported with an Attendance Plan. We will ensure that we maintain a pro-active approach to supporting the needs of all pupils and are committed to ensuring equality of opportunity for all.

Attendance is reported to parents termly alongside termly reports.

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12. Reference to ASPRIS Policy:
AOP06 v11- Safeguarding Children in Education – England ACS61_V05-Attendance
APPENDIX 1
Absence and Attendance Codes The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities, and the Government to gain a greater understanding of the level of, and the reasons for, absence. All codes can be seen here: Absence and Attendance Codes

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Contents Checklist (Local Schools/ Colleges may add additional items – this is a core list)			
Aims of Local Procedure		Reporting to Parents/Carers	
Local Responsibilities		Authorised and Unauthorised absence	
Unplanned Absence		Strategies for promoting attendance	
Following up Unexplained Absence		Attendance Monitoring	
Persistent and Severe Absence		Revised DfE attendance codes and explanatory notes box	
Penalty fines		Commissioning an Education Welfare Officer	
Nominated Attendance Champions		Part- time timetables (C2)	

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
June 26	Nicole Statton	Reviewed