

Pass Move Grin

Education

Policy for Attendance and Punctuality

Pass Move Grin Education seeks to ensure that pupils receive a full -time education, where they attend our provision part time alongside their main school, which maximises opportunities for each pupil to realise his/her full potential. For pupils to gain the greatest benefit from their education it is vital that they attend regularly and punctually. Any absence causes disruption to learning and should be avoided if at all possible. Improving attendance at our schools is the responsibility of everyone in our community – pupils, parents, carers, local governing bodies, staff and trustees.

AIMS

- To encourage and assist all pupils to achieve excellent levels of attendance of above 97%
- To make attendance and punctuality a priority for all those associated with the provision including pupils, parents, carers and staff..
- To maximise attendance and reduce persistent absenteeism (defined as below 90%).
- Work together with each child's school, parents or carers in both a supportive and challenging role to achieve high levels of attendance.

PUPILS

All pupils are expected to:

- Attend school and the provision regularly and to arrive on time.
- Come to school properly equipped and prepared to learn.
- Talk to a member of staff if there is a problem causing them to miss school.

PARENTS/CARERS

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with Section 444 of the Education Act 1996. They should ensure that:

- Their child attends regularly and is punctual, properly dressed, equipped and in a fit condition to learn.
- They inform their school and the provision for any absence by telephone call on each morning of absence. The school will then make the decision to either authorise or unauthorise the absence. If no reason is given the absence will be automatically unauthorised.
- They know that they will not have holidays authorised during term time.
- They make medical and dental appointments outside school time wherever possible.
- They give the school up to date information regarding diagnosed medical conditions which may affect attendance.
- They provide the school with up to date contact details.

Aims

The Provision will:

- Strive to provide a welcoming, caring environment whereby each member of the school community

feels wanted and secure.

- Establish an effective system of incentives and rewards to recognise the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents / carers who give a low priority to attendance and punctuality.
- Recognise all young people who fall below the DfE threshold of 90% attendance as Persistent absentees and will treat them as a vulnerable group of pupils who warrant additional support.

REGISTRATION

Registration is a legal requirement and creates an orderly start to the school day. Pupils arriving after the registers are taken will receive a late mark. Any pupil arriving after registers have closed will receive a 'U' code in the register which equates to an unauthorised absence.

AUTHORISED / UNAUTHORISED ABSENCE

Registers will be coded in accordance with the Department of Education mandatory codes – see appendix A. All absences must be explained by a parent or carer. Any unexplained absence will be unauthorised. The Provision will contact each child's school every morning to notify them that the child has or has not attended.

Absence may be authorised due to:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances

If a pupil's attendance becomes a cause for concern the school and provision may ask parents / carers to provide medical evidence to substantiate their reasons before the absence can be authorised.

HOLIDAYS

Pass Move Grin Education feels that any absence from learning disrupts continuity of learning, undermines educational progress and should be avoided, therefore, holidays in term time will not be authorised.

EXCEPTIONAL LEAVE

Pass Move Grin recognises that there may be times when a pupil requires exceptional leave during term time for short periods of time. In these circumstances parents / carers are asked to complete the 'leave of absence form' through their main school to request the absence. These requests will be considered by the relevant school's executive/headteacher on an individual basis.

PROCEDURES FOR FOLLOWING UP ABSENCE / LATENESS

- If a pupil is absent and no reason has been provided by 45 minutes after the start of the school day, the provision will contact parents and the child's school by telephone, text message or email. When a pupil is persistently late or absent without good reason and the school's efforts to effect change have been unsuccessful the provision will liaise with the child's school and look at submitting a referral to the Education Welfare Officer for further action. Each child's school will inform the Local Authority of any child who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 days or more (pupil missing in education procedures). After 20 days of continuous unauthorised absence the child will be removed from the roll and the Local Authority informed accordingly through their children missing in education notification procedures to ensure safeguarding procedures are instigated. (A log of attempts to contact parents / carers and their responses (if any) must be kept and provided on request). Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area that are not on a school roll or receiving education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time

education.

- Attendance records are completed daily and stored electronically for future reference.
- Attendance data will be collected and analysed to help identify patterns, set targets and inform pastoral and curriculum practices.
- Parents / carers will be kept regularly and fully informed of all concerns regarding attendance and punctuality.
- Every effort will be made to resolve attendance problems with parents and pupils but where problems persist the Local Authority court team will be informed and requested to initiate legal proceedings.

ABSCONDING

Pass Move Grin Education actively works to provide a secure, safe environment, a provision where children want to come to enjoy learning with others as part of a caring community. We recognise that it is unlikely that a child will try to abscond from our provision, but we are ready to deal with this eventuality should it occur. It is our goal to work positively with children and families in order to prevent children leaving school without permission and work together to support and implement strategies. To abscond is to 'leave without permission'. Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other education settings owe a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the school day and during school-led activities.

Roles and Responsibilities

The Head Teacher and the Deputy Head Teacher are responsible for all decisions made when a child absconds from school. The class teacher and the teaching assistants are responsible for caring for the child (until the child leaves the premises). They will be responsible for seeking additional help if this is felt to be necessary. Parents / carers of pupils are responsible for supporting the work of the school. Parents are responsible for encouraging their children to keep to all school procedures and policies. Once school has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the school and provision with the subsequent procedures and actions. This could include coming to the provision to help secure the safety of the child after he / she has absconded as well as meeting with the educational lead or Head Teacher in order to agree to subsequent actions and strategies. Depending on the situation the police may be contacted alongside the parents. This will be decided once the educational lead has spoken with the child's main school.

Procedures

Where a pupil attempts or is seen to be leaving the school premises without authorisation the following procedures should be followed:

1. As soon as a child has absconded from the provisional building, a member of staff must stand at the front of the building until the child is found. If the child is still in sight, staff must follow the pupil and try to persuade the pupil to stay in the building.
2. The child's school office must be informed immediately.
3. If the pupil has left the immediate vicinity of the provision, the child's main school office, Head Teacher or Deputy Head Teacher must be contacted immediately.
4. Parents will be contacted and members of our staff team will be called to attend the provision to support the children and LSA at the provision and to help support with following the pupil. Staff will follow the pupil and engage in a local search, following the pupil at a safe distance if in view.
6. The Head Teacher or Deputy Head Teacher will contact the police.
7. If the pupil returns of their own volition, parents/carers and the police will be informed as soon as possible.
9. Upon his or her return to school, parents will be asked to attend a meeting with their child and the Head Teacher or Deputy Head Teacher so that the reasons for absconding may be discussed in detail. At this point a decision will be

made as to the appropriateness of further actions.

10. A Serious Incident Log will be filed.

Things to consider when following this policy

If a pupil is deemed to be a high risk to himself or other people then staff should adhere to the behaviour Policy with reference to positive handling, if appropriate. At all times staff must be aware that active pursuit may encourage the pupil to leave the immediate vicinity of the school and may also cause the pupil to panic, possibly putting him or herself at risk by running onto a busy road, for example. If a pupil is deemed to be at risk of absconding, a risk assessment should be completed and shared with staff working with that pupil.

Relevant Documentation to read:

Child Protection

Safeguarding Policy

Health & Safety Policy (and arrangements)

Positive Handling Policy Behaviour Policy

APPENDIX A

Department of Education mandatory codes

/\	Present at registration
B	Educated off-site (not dual registration
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registered (ie present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Family Holiday (not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before the register closed
M	Medical or Dental appointment
N	No reason for the absence provided yet

O	Other unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Day set aside exclusively for religious observance
S	Study leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not work based training)
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Partial and forced closure
Z	Pupil not yet on roll
#	School closed to all pupils

Written on: 11th December 2022

To be reviewed: December 2023 or earlier if required