Attendance Policy

Crisp Vocational Provision

Crisp Vocational Provision Ltd

Building futures for tomorrow

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1. Aims

At Crisp Vocational Provision we are committed to meeting our obligation with regards to attendance through our whole-provision culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in arriving on time each day and attending timetabled lessons.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The Proprietors

The proprietor is responsible for:

- Monitoring the effectiveness of this policy

- Holding the headteacher to account for the implementation of this policy
- Regularly reviewing and challenging attendance data

3.2 The Headteacher

The headteacher is responsible for:

- The implementation of this policy
- Meeting regularly with the designated senior leader responsible for attendance to gain an overview of attendance data
- Making sure the senior leadership team fulfil expectations and statutory duties
- Monitoring school-level absence data and reporting it to the proprietor, accountability partner and other stakeholders
- Making sure staff receive adequate training on attendance
- Monitoring the impact of any implemented attendance strategies

3.3 The Designated Senior Leader Responsible for Attendance

The designated senior leader is responsible for:

- Leading on attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Supporting staff with monitoring the attendance of individual students
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention & reintegration plans in partnership with students and their parents/carers along with the referring school/academy/local authority.
- Providing targeted intervention and support to students and families
- Undertaking or supporting staff to complete home visits
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports and updates to school staff
- Reporting concerns about attendance to the headteacher
- Working with referring schools/local authorities and education welfare officers to tackle persistent absence

The designated senior leader responsible for attendance is:

Abbie Watson

07307180691
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3.4 Engagement Support

Following direction from the attendance lead, engagement mentors are/may be responsible for:

- Marking students as present on the register upon arrival at the start of the day
- Conducting attendance phone calls

- Undertaking home visits
- Running intervention sessions with students relating attendance

3.5 Subject Tutors

Tutors are responsible for recording attendance to their sessions, using the correct codes and submitting this information onto the register via Arbor. These registers need to be completed at the beginning on every lesson.

At Crisp Vocational Provision, tutors may be asked to complete home visits by the senior leadership team.

3.6 School Admin Staff

School admin staff will:

- Following direction from the attendance lead, follow up on phone calls regarding absences
- Take calls from parents/carers and referrers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the attendance lead to provide them with more detailed support on attendance

3.7 Parents/Carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Contact the provision to report their child's absence before 09:00 on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide Crisp Vocational Provision with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Students

Students are expected to:

- Attend provision every day on time
- Attend every timetabled session on time

4. Reporting on attendance

At Crisp Vocational Provision we work closely with our referrers to ensure that they are aware of their student's attendance.

4.1 Daily Attendance

Crisp Vocational Provision will report daily on a child's attendance to the referrer.

Automatic emails are sent to referrers via Arbor with a daily register which includes the roll call mark, and any notes added to the register.

These emails are sent twice a day. The morning register will be sent at 10:30am and the afternoon register will be sent at 1:30pm to ensure they are aware of any updates or amendments.

4.2 Weekly Attendance

Referrers are sent weekly reports for their students and within these reports there is an attendance certificate for the week.

4.2 Overall Attendance

Progress reports are sent out every term and will include the student's attendance and punctuality figures.

While also sharing individual attendance, we will also share group attendance and share this with the referrer for each individual student along with sharing group attendance (attendance data will be grouped by the referring commissioner).

4. Recording attendance

4.1 Attendance register

At Crisp Vocational Provision, our attendance registers are completed using our MIS (Arbor). Every student that attends Crisp Vocational Provision are added to our attendance register.

Students are expected to arrive in provision by **09:00** on each day that they are timetabled to be at Crisp Vocational Provision.

Roll Call:

The register for the **morning roll call** will be taken at **09:00** and will be kept open until **09:30**.

The register for the **afternoon roll call** will be taken at **12:50** and will be kept open until **13:20**.

We will take our attendance register at the start of the first session of each school day and once during the afternoon session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

This is automatically stored via our MIS.

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

4.2 Unplanned absence

The student's parent/carer must notify the provision of the reason for the absence on the first day of an unplanned absence by 09:30 or as soon as practically possible by calling the reception telephone or contacting designated attendance lead (see also section 7). Parents can also choose to use the Parent Portal App on Arbor to report an absence.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised if the student's parent/carer notifies the provision in advance of the appointment along with providing evidence of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

At Crisp Vocational Provision, we aim to reduce lateness by working with parents/carers, referrers, and the student to identify barriers and look at ways to resolve this.

4.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, Crisp Vocational Provision will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If CVP cannot reach any of the student's emergency contacts, the provision may contact external agencies involved, complete a home visit or contact the police if there are concerns.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, involving an education welfare officer may be considered which will be discussed with the referrer

4.6 Reporting to parents/carers

Crisp Vocational Provision will regularly inform parents/carers about their child's attendance and absence levels. Attendance will be included in progress reports which are sent out termly. If there has been a change in attendance or lateness without communication from parents/carers, a meeting will be arranged to discuss the concerns and to develop a plan moving forwards. These meetings will often be held with the referrer being present too.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

All requests for a leave of absence during term time will be shared with the commissioner. Our Attendance Lead will then liaise with the commissioner, who will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at their discretion, including the length of time the student is authorised to be absent for.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form. We may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

5.2 Education Welfare Service

Crisp Vocational Provision will work with the commissioner (School/Academy/Local Authority) to provide evidence to support with referrals to the Education Welfare Service.

The Education Welfare Service work to raise achievement levels by working with students, parents, schools, other agencies, and the community, to improve the attendance of city students. They also work to safeguard and promote the welfare of children.

Crisp Vocational Provision will work with the referring school who is responsible by law for reporting poor attendance to the LEA. Most local authorities employ Education Welfare Officers (EWO's) to monitor school attendance and to help parents meet their responsibility. If your child is not attending school regularly, an Education Welfare Officer may visit or write to you. EWO's work with parents to address difficulties with their child's attendance.

6. Strategies for promoting attendance

At Crisp Vocational Provision, we use several strategies and initiatives to promote attendance with each student and as whole.

Weekly attendance figures are sent out to all staff at the end of the week. This includes attendance figures for:

- The whole provision
- Form tutor groups
- Individual students

Form tutors are expected to use the individual attendance figures to discuss attendance with their students during form time.

We have displays within the provision to promote good attendance. These are updated regularly to ensure the most up to date information is available.

Attendance is documented on progress reports which are sent out to parents/carers and referrers. This keeps parents/carers and referrers updated on attendance each term.

The senior attendance champion liaises and meets with referrers to discuss attendance and raise concerns around individual attendance. This allows both, Crisp Vocational Provision and the referrer to form action plans to support the child and their family with attendance concerns.

Our engagement team run attendance interventions with identified students to promote good attendance, these interventions typically run for a period

7. Attendance monitoring

At Crisp Vocational Provision, we monitor attendance closely.

7.1 Monitoring attendance

Crisp Vocational Provision will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Liaise with the referrer to support individuals whose attendance may be a concern

7.2 Analysing attendance

Crisp Vocational Provision will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

Crisp Vocational Provision will:

- Provide regular attendance data to tutors, and other provision staff, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers & referrers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum **annually** by **Abbie Watson** – Designated Safeguarding & Attendance Lead.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Admissions Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario

/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Educated off site	Pupil is at a supervised off-site educational activity approved by the school
K	Education provision provided by the LA	Pupil is at an education provision arranged by the local authority rather than the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Other authorised absence	Pupil is absent due to a regulated performance or employment abroad
C2	Other authorised absence	Pupil is on a part-time timetable
J1	Interview	Pupil has been granted leave of absence to attend and interview for employment or admission into another educational establishment
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness

M	Medical/dental appointment	Pupil is at a medical or dental appointment that could not be made outside of school hours
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1	Unable to attend due to exceptional circumstances	Pupil is unable to attend due to transport normally being provided not being available
Y2	Unable to attend due to exceptional circumstances	Widespread disruption to travel
Y3	Unable to attend due to exceptional circumstances	Part of school closed
Y4	Unable to attend due to exceptional circumstances	Unexpected whole school closure (Different from # for planned closures)
Y5	Unable to attend due to exceptional circumstances	Pupils in the criminal justice system

Y6	Unable to attend due to exceptional circumstances	Pupil is absent due to public health guidance or law
Y7	Unable to attend due to exceptional circumstances	Any other unavoidable cause
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day