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:

Amber Norwood

07427 854255
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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 will:

- Record attendance by using the correct codes and submitting this information onto the register via Arbor. These registers need to be completed at the beginning of every lesson.
- Be responsible for following up unauthorised absence at the end of each school day.

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 **Amber Norwood** – 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
Attending the school		
/	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
Attending a place other than the school		
B	Attending any other approved educational activity	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.
K	Education provision provided by the LA	Pupil is at an education provision arranged by the local authority other than the school or any other school at which they are a registered pupil
P	Participating in sporting activity	Pupil is attending a place for an approved educational activity that is a sporting activity
V	Attending an educational trip or visit	Pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff

W	Attending work experience	Pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education

Code	Definition	Scenario
Absent – Leave of absence		
C	Leave of absence for exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Pupil is absent due to a regulated performance or employment abroad
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Pupil has been granted leave of absence to attend and interview for employment or admission into another educational establishment
M	Medical/dental appointment	Pupil is at a medical or dental appointment that could not be made outside of school hours
S	Leave of absence for the purpose of studying for a public examination	Year 11 pupil is on study leave during their public examinations
X	Non-compulsory school age pupil not required to be in school	Pupil of non-compulsory school age is not required to attend
Absent – other authorised reasons		

E	Suspended or permanently excluded	The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their educatio
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related)
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)

T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of lack of access arrangements	Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live. These circumstances are set out in law but in summary are where: • the local authority has a duty to arrange the pupil's home to school travel and has not; or • the pupil is registered at a private school that is beyond walking distance from the pupil's home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home; or • the pupil lives in Wales and a Welsh local authority has a duty to provide home to school travel and has not

Y1	Unable to attend due to transport normally being provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in
		the admission register at the time must be recorded with code Y4 to record the fact that the school is closed.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending 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	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
U	Arrived in school after registration closed	Pupil arrived at school after the register closed but before the end of the session

Code	Definition	Scenario
Administrative Codes		
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
		To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.
#	Planned school closure	Whole school closures that are known and planned in advance such as: • days between terms; • half terms; • occasional days (for example, bank holidays); • weekends (where it is required by the management information system); • up to 5 non-educational days; and • use of the whole school as a polling station.