



Bridgewater High School

BRIDGEWATER HIGH SCHOOL

ATTENDANCE POLICY

Policy Reference Number	A54
Written By	T Hatton/D Morrison
Date	October 2019
Approved By	Safeguarding Committee
Name	M Scattergood
Signature	
Date	
Review Date	October 2019

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Introduction

High attendance is essential for student progress. Bridgewater High School's aspiration is that all students achieve 100% attendance and we regard attendance **below 97%** as a cause for concern. It is acknowledged that students will on occasion be absent from school and when they are parents/carers need to alert the school on the first **and** subsequent days of absence.

In managing attendance effectively, we aim:

- To keep an accurate and up to date record of attendance.
- To inform parents of attendance and punctuality issues.
- To identify causes of non-attendance and act.
- To improve attendance of individuals, groups and the school.
- To provide support, advice and guidance to parents, carers and students
- To work with other agencies.
- To recognise the diverse needs of our individual students, particularly when planning re-integration.

1) **The Law**

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000). Any absence should be considered unauthorised unless there is a valid reason otherwise. Unauthorised absence at any level is considered unacceptable by both the school and local authority.

2) **Penalties for unauthorised absence/Fast Track Prosecution**

Warrington Local Authority do not issue Fixed Penalties for unauthorised holiday. They will instigate Fast Track prosecution once the school has exhausted their strategies to improve attendance and attendance continues to be low without supporting medical evidence to say that the child has been unable to attend school. Bridgewater High School has a Service Level Agreement with the Local Authority and we will seek Fast Track Prosecution once we have exhausted strategies to get the pupils attendance to a good level.

3) **Request for Leave in Term Time**

DfE Guidance on leave during term time

Amendments to the Education (Pupil Registration) (England) Regulations 2006 remove reference to 'Family Holidays' and extended leave as well as the statutory threshold of ten school days. There is no automatic right to any holiday in term time. Headteachers may not grant any leave of absence unless there are

exceptional circumstances, Headteachers should determine the number of school days a child can be away from school if the leave is granted. Such permission is granted in accordance with arrangements made by the governing body of the school as reflected in this policy. Leave of absence must be requested from and agreed by the Principal/Headteacher in advance of any absence. If approved, the absence is registered as authorised and if not approved but still taken, as unauthorised.

- In line with the guidance from the DFE 'Headteachers should not apply policies (for example, blanket bans) which might suggest that each application has not been considered on its individual merit. Each individual request for absence from parents/carers will be considered on their own merit. However, as a general guide any activity, holiday or event that **can** be arranged during the annual 13-week holiday time should not be authorised during the school term

This is a delegated responsibility from the Principal to the Assistant Headteacher Upper School and Assistant Headteacher Lower School.

In the first instance parent/carers wishing to take their children on holiday during term time must send a written request to the Assistant Headteacher before holiday arrangements are made. **(Appendix 1)** Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- Age of the pupil
- The pupil's general absence/attendance record
- Proximity of internal and public examinations
- Pupil's ability to catch up the work missed
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

All requests for leave of absence will be responded to in writing by the Assistant Headteacher of the site the child is a pupil at. The letter will include:)

- Whether or not the leave will be authorised
- The expected date of return
- That parent/carers must contact school should any delays occur
- That the school will follow protocols for CME-Children Missing Education if the child does not return on the given date.

4) Systems and strategies to support:

- High Attendance
- Safeguarding and attendance
- Pupils with medical conditions
- Preventing children missing education

Attendance Protocols

The specific actions of the school when pupils are absent are listed in the **School Attendance protocols (Appendix 2)**

The principles behind these protocols are:

- We will allocate appropriate resource to support the high attendance of all pupils.
- We will apply for medical Home Tuition where a pupil meets the criteria and medical evidence shows that the pupil is not well enough to be in school.
- We will support parents and carers in securing good attendance for their children
- We will instigate Prosecution where we have exhausted all of our interventions and the pupils is still failing to attend school. (see Fast Track Prosecution)
- We will do our very best to ensure that children not accessing school are safe
- We will monitor attendance closely so that we can act quickly to alert parent's ad carers so that attendance can be improved.

Attendance and Safeguarding

We believe that children are safest when they are in school.

Where a child is not in school the Attendance Protocols will be followed to ensure that the pupil is safe. With regards to Safeguarding the protocols ensure that:

- Where a pupil is Dual Registered the school will contact the provider daily to ensure that the pupil is present. If they have not been marked present the pupil will be referred to the school's Safeguarding Officer for follow up.
- Where a pupil is In Care the school will inform the caring authority of the child's attendance as requested by them.
- Where a pupil is subject to a Child Protection Plan follow up of absence will be given priority. If an explanation of absence is not established then the absence will be referred to the DSL and Safeguarding Officer.
- Where a pupil is EHCP and or part of the school's Designated Provision the school's SENCO will work alongside Pastoral Assistant Headteachers to improve the attendance. Should there be no improvements a Review of the plan will be put in place.

Long Term Health Needs and Medical Home Tuition

Where a pupil with Long Term Health Needs requires them to be absent from school, we will liaise with the family, medical practitioners and the Local Authority to maintain as good access to education as possible. In circumstances where a pupil meets criteria we will apply for Medical Home Tuition through the Local Authority **(see Appendix 3)**

Where a pupil with Health Needs is hospitalised for a period of time the school will liaise with the hospital and any educational support in place to ensure that as much education is continued as appropriate to the pupil's circumstances.

Children Missing Education

We will follow the pan Cheshire procedures

proceduresonline.com/pancheshire/warrington/index.html

The statutory guidance [Children Missing Education \(September 2016\)](#) sets out the key principles to enable local authorities in England to implement their legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME). Local authorities should be able to demonstrate that they have considered this statutory guidance and, where it is not followed, the local authority should have reasonable grounds for not doing so.

1. All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have;
2. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation (including travel to conflict zones), and becoming NEET (not in education, employment or training) later in life;
3. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

Bridgewater High School Supporting Protocols CME

- Daily registration ensures that absence is noted at the earliest point.
- Administrative support will seek to contact parents/carers daily if no contact can be made on the second day and the child remains absent this will be referred to Safeguarding Officer and attached AHT.
- If no contact is made with a child's parent/carer of a child on a Child Protection Plan then the DSL and Safeguarding Officer will be informed immediately.
- Where a child who has no Safeguarding, concerns has not attended for 10 consecutive days without a sufficient reason then this will be referred to the LA Pupil Tracking Officer
- Where a child is added to the register the school should alert the local authority within 5 days.
- Where a child fails to arrive on roll at a standard transition point the LA should be notified after the school has made 'reasonable steps' to establish the whereabouts of the pupil- this will involve contacting previous school, contact numbers/addresses if known and contact with external agencies if they are involved. The Pupils will not be taken off role unless:
 - A) Confirmation is received that the pupil has started at another school
 - B) Or the pupil has been continually absent for 4 weeks at which point the CTF should be uploaded to the DFE secure site. The CME for the Local Authority should also be informed.
- Where a child is removed from roll but they have not started at a new school the school must keep all school record until they are requested by another local authority

5) Roles and Responsibilities

The Governing Body will:

- support the school in ensuring that the importance and value of high attendance is promoted to pupils and their parents/carers.
- Review annually the school's attendance policy and ensure the required resources are available to fully implement the policy.
- identify a Committee to review attendance in this case the Safeguarding Committee.

- ensure that the school has clear systems to report, record and monitor attendance including those who are educated off site.
- ensure that there are procedures for collecting and analysing attendance data as a point of routine.
- ensure that the data is understood so that strategies can be appropriately evaluated.

The School will:

- Identify an AHT responsible for Attendance to work alongside AHT Safeguarding, the Safeguarding Officer, Admin support and the Pastoral Team to support high attendance.
- Keep the profile of attendance high and link good attendance with high achievement.
- Identify specific Administrative Support to ensure that attendance is accurately tracked and monitored.
- Monitor and track attendance through completion of the Attendance Tracker and weekly Dashboard.
- Routinely examine attendance figures within the school, across TCAT and across Warrington.
- Set whole school targets which reflect the local and National picture.
- Analyse attendance data and respond appropriately to areas of concern or gaps in the attendance rates of particular groups. In particular Pupil Premium or SEN and pupils on the Vulnerable Pupils Register.
- Initiate work with parents and external agencies and fully utilise the terms of the SLA in pursuit of the highest attendance possible for all children.
- Undertake a full review of the school's attendance data with SLT and TCAT each half term and twice a year through Safeguarding Governors.
- Fully analyse and share with all staff the findings of the IDSR to ensure that the school's staff understand the school's attendance profile.
- To collaborate with and share data with the TCAT B/A group and update the Score Card for TCAT wide analysis
- Reward pupils who maintain very high levels of attendance through routine school rewards of Early Lunch and Reward Trips
- Inform parents of the mechanisms for reporting absence and the importance of high school attendance and the method for requesting support from the school to improve attendance.

Parents and Carers will:

- Support their child in their pursuit of having the highest attendance possible.
- Inform the school daily if the child is absent from school stating the reason why.
- Avoid taking children out of school unnecessarily.
- Ask the school for help and support if their child's attendance starts to decline without reasonable explanation.
- Try to make medical appointment outside of the school day.
- Inform the school of any events that the child is or is likely to be involved in which may affect their attendance in school.

Accuracy of Records

It is important to maintain accurate reasons for absence to school the school uses the SIMS registration Software and register the reasons for absence by using their coding. (Appendix 4)

Late Arrival and Punctuality

Registration begins at 8.45 am and registers are completed at the start of period 1 for the formal AM session by the class teacher on Tuesday/Thursday and Friday and by their Form Tutor on Monday and Wednesday. All pupils arriving after the morning register has been complete must sign in at the school office where they will be marked accordingly. The afternoon session is registered by class teachers at the start of lesson 4 12.25 students who are not marked present here but have been in lesson 3 and have not signed out will be alerted by the admin team to the Leadership Team. Pupils who arrive late to any lesson

will be marked with L for late. Pastoral Leaders manage punctuality for their cohorts and instigate sanctions and parental liaison if problems are ongoing.

Unauthorised absence: Where an appropriate reason has not been obtained from a parent/carer regarding an absence then the absence will be unauthorised.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school

Deletions from Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Transfer between schools
- Pupil has been withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil **see CME protocols**
- A medical condition prevents a pupil's attendance and return to the school before ending compulsory school-age.
- A pupil is in custody for more than four months (in discussion with The Youth Offending Team)
- There have been 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil **see CME protocols**

Section C Key documents/legislation and web links-

DfE Guidance can be found as follows:

<https://www.gov.uk/government/publications/school-attendance>

<https://www.gov.uk/schools-colleges/behaviour-attendance>

Application for absence for holidays in term time

Parents do not have a right to take their children out of school for holidays during term time. By law you must ask permission for your child to miss school.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave.

PARENTS TO FILL IN

Surname of child				First name				
Date of birth		Class						
Surname of parent/guardian				First name				
Address of child								
Postcode				Telephone number				
About the request for your child's leave of absence	Reason for taking a holiday in term-time		<i>append additional information if necessary</i>					
	Would (s)he miss any national tests or examinations?						Yes / No	
	Is his/her attendance already below 90% or a previously agreed individual target?						Yes / No	
	Is the proposed absence during the month of September?						Yes / No	
	Would (s)he be absent for more than ten school days?						Yes / No	
	Has (s)he already had leave during term-time this school year? (If so, please give dates and number of school days leave)						Yes / No	
	Did (s)he have leave of absence during term-time in the previous school year?						Yes / No	
Length of absence (school days)			From (date)			To (date)		

Parent's/Guardian's signature	
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ATTENDANCE PROTOCOLS

All Students Attendance

All students are expected to have 100% attendance. However, students from time to time will be absent from school. It is the responsibility of parents and carers to maintain good attendance. Good attendance is defined as 97% across the school for all students. It is acknowledged that students will on occasion be absent from school and when the are parents need to alert the school absence on the first day and subsequent days of absence. See daily procedures.

When attendance drops below 90%

See below flow chart.

When a student is absent for more than one day without parental notification

The office will establish the reason for absence. This will be cleared over the school day. Should any absence be unresolved this should be brought to the attention of the PAM/PAL. Should the unreported absence roll over to a second day the PAM/PAL should make reasonable enquiries to ensure that the student is safe. If this cannot be established, it should be brought to the attention of the DSL and Safeguarding Officer.

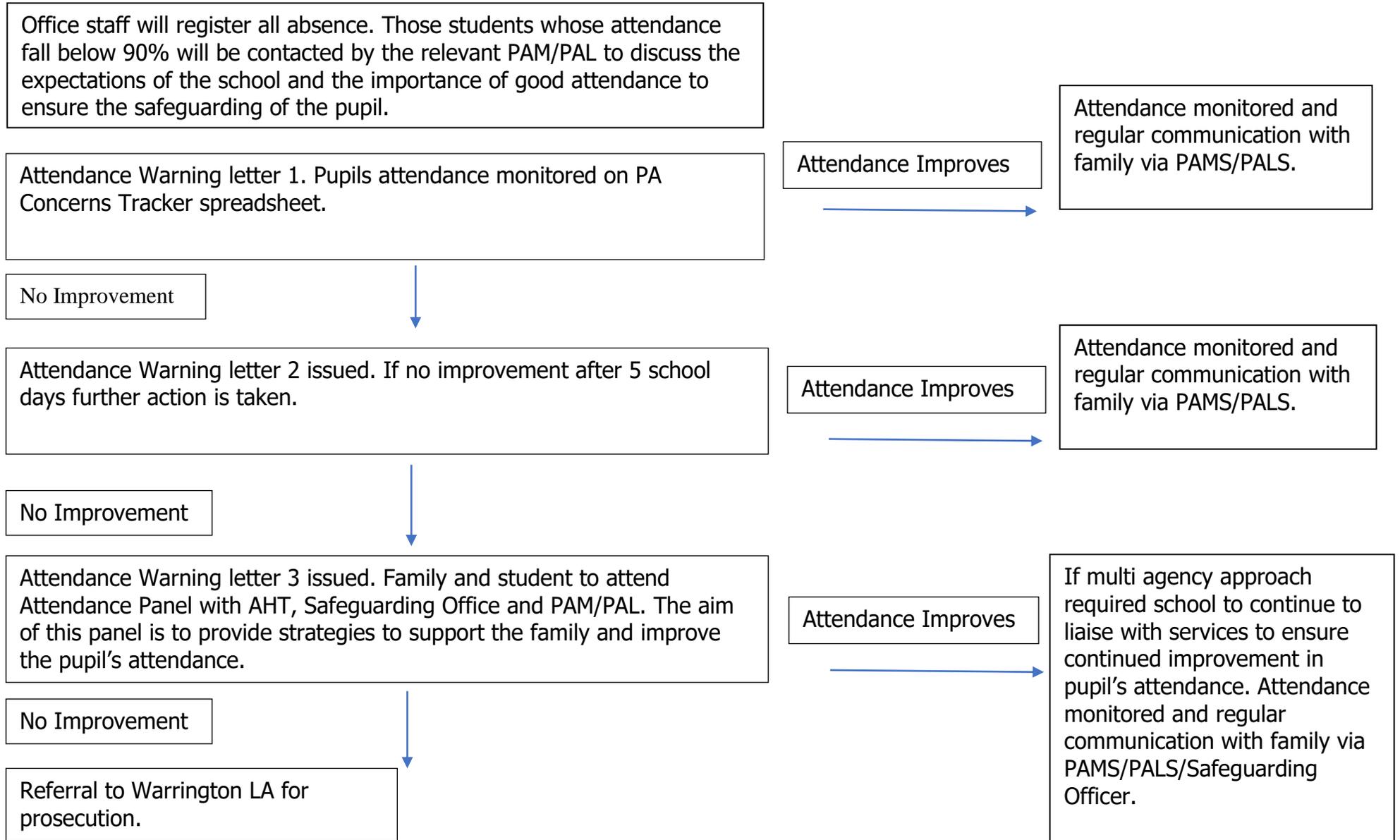
When a student has a medical condition

Students with a medical condition should be in receipt of medical tuition. Students who are absent from school but in receipt of medical tuition should be marked B for the session they are receiving tuition. They should be marked I for sessions they are absent from school but not receiving tuition.

When a student has a medical condition but is not in receipt of medical tuition

The school must work with the family to establish whether medical tuition might be appropriate. This will be done by the PAM/PAL. If medical tuition is not granted, then it is assumed that the student should be in school (see When attendance drops below 90%).

When Attendance Drops Below 90%



Safeguarding Protocols for 'at risk' cohorts

Students whose attendance falls below 90% will be categorised in the below cohorts. This will be based on the previous attendance or information from primary schools. The cohorts will be managed by specific staff and will meet regularly with AHT on both sites to ensure students attendance is being tracked. All attendance tracking is to be recorded on CPOMS using the attendance tab. It is expected that PAMs and PALS will manage their CONCERN cohorts and be responsible for improving their year groups attendance. It is expected that the Safeguarding Lead will manage those most vulnerable, SAFEGUARDING CONCERN and support where appropriate the MEDICAL cohort.

Safeguarding Concern Safeguarding Lead	Concern PAM/PAL	Medical PAM/PAL Safeguarding lead
<ol style="list-style-type: none"> 1. CPOMS file (Attendance tab) All students whose attendance drops below 90% will have an attendance tab on CPOMS 2. Weekly home visit All students classed as safeguarding concern will have a weekly home visit. 3. Daily call All students classed as Safeguarding concern will have a daily phone call if absent. 4. Medical notes requests Where appropriate those students who are absent may need to provide medical notes. 5. All absence unauthorised (without medical note) 6. File with EWO Those students classed as Safeguarding concerns working towards prosecution. This may also be part of a referral to Social Care for educational neglect. 	<ol style="list-style-type: none"> 1. CPOMS file (Attendance tab) 2. All students whose attendance drops below 90% will have an attendance tab completed on CPOMS. 3. Daily call (on days of absence) 4. As now, the office staff will complete the register. PAM/PALS will receive a daily print off. This will list those students who are absent that day and on the PA concerns register. PAMS/PALS should endeavour to call the family and make contact over the absence. 5. Regular meetings with parents 6. For those students on the concerns register whose attendance drops but is still above 90% PAMS/PALS will intervene with meetings to support good attendance. 7. Attendance protocol letters sent 8. The office will issue lists of attendance to PAMS/PALS to facilitate the issue of attendance warning letters. These should be sent and the office will record the distribution on the PA concerns register. 9. Attendance panel meeting in school 10. PAMs/PALs will attend the above panel to support good attendance. 11. Referral to Safeguarding Lead should attendance not improve. 	<ol style="list-style-type: none"> 1. CPOMS file (Attendance tab) 2. All students with a medical profile should have an attendance tab completed within CPOMS. All medical tuition forms should be uploaded. Failed medical forms should also be uploaded. 3. Medical tuition 4. As now all medical tuition should be applied for from the Local Authority. 5. First call and SIMS attendance record updated daily 6. Office staff will ensure that first call and attendance registers are up to date. 7. Review meetings with medical tuition team from LA 8. PAM/PAL will meet with LA representatives and the family to ensure students are making progress 9. Daily call to tutor/AP 10. Should the student have medical tuition at home or be dual registered the tutor/provider should register the student daily with the school office.

Attendance Roles

AHT (Upper & Lower)	Safeguarding Lead	PAM	PAL	Office Staff
<p>Update documentation to maintain compliance with LA and legal responsibilities</p> <p>Self-evaluate attendance team impact and update school monitoring documents</p> <p>Liaise with KS3 and KS4 class teacher concerns for attendance</p> <p>Collect and present attendance data to attendance team and Governors</p> <p>Work with PAM/PAL to support their work on attendance.</p> <p>Work with Safeguarding lead to support them in their work.</p>	<p>Input all attendance work on CPOMS</p> <p>Home visits</p> <p>Formal meetings</p> <p>Attend two- weekly attendance team meetings</p> <p>Attend half term attendance analysis meeting</p> <p>Manage fast track prosecution caseload</p> <p>Manage pupils 'Dual Registered' or attending an alternative provision regarding safeguarding and attendance.</p>	<p>Informal family Meetings</p> <p>Formal meetings</p> <p>Attend Attendance panel</p> <p>Attend two- weekly attendance team meetings</p> <p>Attend half term attendance analysis meeting</p> <p>Refer on to Safeguarding Lead attendance issues</p> <p>Support PAL with work on attendance</p> <p>Daily calls to allocated case load.</p> <p>Input all attendance work on CPOMS</p>	<p>Informal family Meetings</p> <p>Formal meetings</p> <p>Attend Attendance panel</p> <p>Attend two- weekly attendance team meetings</p> <p>Attend half term attendance analysis meeting</p> <p>Refer on to PAM ongoing attendance issues</p> <p>Daily calls to allocated case load.</p> <p>Input all attendance work on CPOMS</p>	<p>First day contact</p> <p>Liaise with school office on punctuality codes and registration protocol</p> <p>Complete, store and send documentation to parents</p> <p>Produce daily lists of absence for those students identified as at risk.</p> <p>Maintain attendance records of students who are 'Dual Registered' or attending alternative provision on a daily basis.</p> <p>Email safeguarding lead on a daily basis with any concerns regarding 'Dual Registered' or those attending an alternative provision on a daily basis.</p>

Additional Information

**Are you aware of any known risks associated with the pupil or their family? Y/N
(If yes please give details)**

CAF completion date ___/___/___

Next CAF review date ___/___/___

Has the pupil been identified as having SEN? Y/N

Does the pupil have an EHC plan? Y/N

Reason for referral _____

Describe the medical condition in detail. Explain why the pupil may experience barriers to learning, participation and progress and would be unable to attend school full time.

List the strategies which have been used by school, to date, to promote sustained attendance and academic progress.

Please outline the schools plan for the continuing education and full reintegration of the pupil.

Has the pupil been referred to CAMHS? Please list the outcome of referral, intervention and date;

Academic profile

Current attainment data (please indicate sub levels if appropriate).

English (KS3 – KS4)	
Reading (Reception – KS2)	
Writing (Reception – KS2)	
Maths	
Science	

Expected levels at end of current key stage.

English (KS3 – KS4)	
Reading (Reception – KS2)	
Writing (Reception – KS2)	
Maths	
Science	

For KS4 pupils please list option subjects and target grades.

Subject	Target grade

Where possible please complete this section with the pupil.

<p>Does the pupil attend extra curricular activities or have any hobbies or interests?</p> <p>What are the pupils' favourite subjects?</p>

Parent/Guardian consent

I give my permission for health professionals working with my son/daughter to share medical information with educational professionals by completing part B of this form.

Signed (Parent/Carer) _____

Date _____

Signed (Referrer) _____

Date _____

Position in school _____

Medical Evidence

Medical Evidence

Part B of this form must be sent for completion, by school, to the appropriate health professional; consultant paediatrician, adolescent psychiatrist, consultant child psychiatrist or hospital consultant. GP evidence alone cannot be accepted. Once part B has been completed both part A and B should be sent to:

Millie Webster

Education Quality Adviser

Warrington Borough Council

Families and Wellbeing Directorate

2nd Floor

New Town House

Buttermarket Street

Warrington

WA1 2NH

Tel: 01925 443976

Mobile: 07824087306

Email: mwebster@warrington.gov.uk

APPENDIX 4

Illness: In most cases a telephone call or a note from the parent/carers informing the school that their child is ill will be acceptable. Parent/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc. **This will be categorised: I**

Medical/Dental Appointments: Parent/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day.

This will be categorised: M

Other Authorised Circumstances: This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or where for the benefit of the pupil in the long-term school and parents have agreed to a short period of reduced timetable in school.

This will be categorised: C

Excluded (No alternative provision made): Exclusion from attending school is counted as an authorised absence.

This will be categorised: E

Family Holidays and Extended Leave: Parent/carers are strongly advised to avoid taking their children on holiday during term time

However, in exceptional circumstances, leave of absence may be granted but this is only at the discretion of the Assistant Headteacher Upper School or Assistant Headteacher Lower School.

Unauthorised holiday are categorised G

Authorised Holiday is categorised H

Religious Observance: Bridgewater High School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent/carer to allow their child/ren not to attend school on any day of religious observance if recognised by the parent/carers religious body. Parent/carers are requested to give advance notice to the school if they intend their child to be absent:

This is categorised by R

Traveller Absence: The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. To protect Traveller parent/carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent/carer is safe from prosecution if their child accrues 200 attendances (i.e. 100 school days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parent/carers of their duties to ensure that their children are receiving suitable education when not at school. We will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return. The child and family will be supported in reintegration upon their return.

This is categorised by T

Educated off site: Some pupils will receive some of their education off site at an alternative provision. The school has a named member of the administration team who contacts the alternative provision to ensure that the pupil has attended.

This will be categorised B

Dual Registered: A small number of pupils Dual Registered with Alternative provision. The Provider is responsible for day to day management of their attendance and informing the home school of attendance concerns.

This will be categorised D