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**Trafford Alternative Education Provision**

# **ATTENDANCE POLICY FOR PUPILS**

**[2021]**



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**Trafford Alternative Education Provision**

<b>Policy Title:</b>	<b>Attendance Policy for Pupils</b>		
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### Document control

#### Version control/History

<b>Name</b>	<b>Description</b>	<b>Date</b>
Mark Barcroft	References to EWO/education welfare removed and replaced with local authority officers where appropriate	6/2021
Mark Barcroft	Reference to attendance flow chart	9/2021
Mark Barcroft	Replaced references to exclusion/excluded with suspension/suspended as per DfE advice	10/2021

### Approvals

<b>Name</b>	<b>Position</b>	<b>Date</b>
Lynda Thompson	Executive Headteacher	October 2021

### Links to

**Policy**

- Anti-Bullying Policy, Behaviour for Learning Policy, Equality and Inclusion Policy, SEND policy, Safeguarding and Child Protection Policy and Supporting Pupils with Medical Conditions Policy

## **Trafford Alternative Education Provision**

### **Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

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## 1. Introduction

1.1 Pupils attendance levels prior to enrolment are generally below average for Trafford but those with previously poor attendance improve during their time with Trafford Alternative Education Provision. The national average for attendance is 64.7%. Mobility is high with pupils spending varying amounts of time at the provision dependant on their individual needs.

1.2 School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

1.3 Contents of Attendance Register Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Not attending in circumstances relating to coronavirus (COVID-19)

## 2. Aims of this Policy

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning
- Enable pupils to progress smoothly, confidently and with continuity through the school
- Make parents/carers aware of their legal responsibilities
- Ensure attendance meets Government and Local Authority targets

This policy has been devised in consultation with the Management Committee, children and parents.

### 3. Expectations:

#### 3.1 We expect that all pupils will:

- attend school every day
- attend school punctually
- attend appropriately prepared for the day
- Report promptly to a member of staff any issues that may affect their school attendance.

#### 3.2 We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school **daily** of absence or if known in advance, whenever their child is unable to attend school. Examples of authorised and unauthorised absences are below:

Authorised absences	Unauthorised absences
<ul style="list-style-type: none"><li>• genuine illness of the pupil</li><li>• hospital/dental/doctor's appointment for the pupil (Please see section 5)</li><li>• major religious observances</li><li>• visits to prospective new schools</li><li>• external exams or educational assessments</li></ul>	<ul style="list-style-type: none"><li>• shopping /day trip / visit to a theme park;</li><li>• a birthday treat;</li><li>• oversleeping due to a late night;</li><li>• looking after other children / other family member;</li><li>• Appointments for other family members.</li></ul>

- Contact school promptly whenever any problem occurs that may keep their child away from school.
- Notify the school of any home circumstances that might affect the behaviour and learning of their child.
- Notify school immediately of any changes to contact details.

#### 3.3 Parent/Carers and pupils can expect that school will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Provide a sympathetic response to any child's or parent's concerns.

- Keep regular and accurate records of attendance and punctuality, monitor individual child's attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Encourage good attendance and punctuality through a system of reward and recognition.
- Regularly inform parents of the % attendance of all pupils.
- Make initial enquiries regarding pupils who are not attending regularly.
- Meet regularly with local authority officers to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to local authority officers. Failure by the family to comply with the planned support set by local authority officers may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.
- Will notify the Local education Authority (LEA) after 15 days sickness.

#### **4. Punctuality**

4.1 Pupil punctuality is crucial as lateness causes disruption to pupil's learning and to that of the other pupils in their class. It is therefore paramount therefore that all pupils arrive at school on time. For school pupils the school doors are open from 8.30am until 9.00 am.

- Admin sign in students (New electronic system).
- Persistent lateness by a pupil will be dealt with through the Executive Headteacher
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.
- Pupils arriving between 9am and 9.45am will be given an L code with the minutes calculated.
- Pupils arriving after 9.45am will be given a U code with the minutes calculated.

#### **5. Pupils Leaving During the School Day**

5.1 During school hours school staff are legally in loco parentis and therefore must know where the pupils are during the school day.



- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time.
- Parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- Pupils must be signed out on leaving the school and be signed back in on their return.
- Where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.

## 6. Leave of Absence During Term Time

6.1 The school holiday dates are published a year in advance and leave of absence **will not** be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

6.2 In line with the Government's amendments to the 2006 regulations (please see Appendix 1), holidays during term time will NOT be authorised. The Head teacher and Governors have determined that:

- Where leave of absence in term time is due to exceptional circumstances, an application form (please see Appendix 2 for a copy of this form) must be requested from the school office and submitted for consideration by the Head teacher on behalf of the school governors, no less than 4 weeks prior to the requested date. Consideration will then be given to the pupil's previous school attendance and that the time requested does not exceed five school days in any one academic year.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and local authority officers will be notified.

## 7. Penalty Notices

7.1 Penalty Notices can be issued for unauthorised leave and may also be issued when a pupil is stopped by Truancy Patrol or if a parent / carer fails to ensure regular school attendance.

## 8. Penalty Notices for Holidays During School Time

8.1 In accordance with guidance from Trafford Council, holidays during school time will not be authorised by the school and a Penalty Notice may be issued.

8.2 In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The Headteacher can now request that the local authority issue a Penalty Notice to parents, when pupils are taken out of school for 5 or more day's holiday or leave of absence without school authorisation.
- The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days.
- If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance.
- Penalty notices are issued to **each** parent, for each child.

8.3 Trafford Alternative Education Provision holds regular meetings with local authority officers, any parents whose children are identified as a cause for concern will be invited to attend. If there is no improvement in school attendance Trafford Alternative Education will refer to local authority officers and will work in partnership with LA advice/support, school and parents in support of pupils who are failing to attend school on a regular basis.

8.4 A Penalty Notice to parents/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice

## 9. Changing Schools

9.1 It is important that if families decide to send their child to a different school that they inform Trafford Alternative Education as soon as possible.

9.2 A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the provision school and starting with their new school
- The address of the new school
- A new home address if appropriate

9.3 The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority attendance team.

## 10. Children Missing in Education

10.1 All children, regardless of their circumstances, are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have.

10.2 TAEP recognises that a child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation; it also recognises that prolonged absence could be the result of travelling to conflict zones, female genital mutilation and forced marriage.

10.3 On the day of a student's admission, the School enters students onto the admission register. The School monitors the attendance of students daily using the Management information system. The school also contacts home on the day of any unexplained absence, alerting parents/carers to the absence.

10.4 If a student fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts. Where there are safety or other concerns, and also in circumstances where a child is being particularly monitored, the school will notify the Local Authority and/or social services of this, depending on the circumstances

10.5 Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days the pupil can be removed from the admission register after making reasonable enquiries to establish the whereabouts of the child. This can only be applied if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or other acceptable and unavoidable cause.

10.6 There is a local authority protocol with regard to the reports and their frequency when the school will provide details of pupils who fail to attend regularly, or have missed ten school days or more without permission.

10.7 TAEP has an attendance policy to encourage high levels of attendance and punctuality at school and employs a Pastoral /Attendance Manager

## 11. Positive COVID 19 Household Case

### **So, what if my child has been in contact with a confirmed case?**

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons.

Children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.



## Appendix One: The Education (Pupils Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

### Term-time holiday

The **Education (Pupil Registration) (England) Regulations 2006** currently allow headteachers to grant leave of absence for the purpose of a **family holiday** during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time 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.

### The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school or fails to ensure that their suspended child is not in a public place during the first five days of suspension. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

## Appendix Two: Copy of Leave Absence during Term Time Form

**PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM AND READ INFORMATION OVERLEAF:**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

Pupil Name:	
Date of Birth:	
Class/Form/Year:	
Home Address:	
First Date of Absence:	
Date of return:	
No. school days absent:	
Exceptional reason for absence:	
Name of parent (who child resides with)	
Home tell no.	
Mobile telephone no.	
Email address	
Signature of parent	

**FOR HEADTEACHER**

DATE RECEIVED:

CURRENT ATTENDANCE %

LAST YEAR'S ATTENDANCE %

EXCEPTIONAL REASON ACCEPTED YES/NO

NAME AND SIGNATURE

DATE PARENT INFORMED

***THIS ABSENCE HAS BEEN AUTHORISED / UNAUTHORISED.***

***WE THEREFORE EXPECT YOUR CHILD TO BE IN SCHOOL ON (DATE)***

**Application for Leave of Absence during term time (Effective from 1st September 2013)**

Trafford High School the Local Authority and Government believe that absence during term time should be avoided as they can have a damaging effect on pupils' education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Head teacher.

**The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:**

**Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application**

As a result of the changes we have revised our attendance policy, which from 1st September 2013 will include the following:

Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office.

Leave of absence will only be granted where the Head teacher considers it is due to exceptional circumstances'. Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised. Leave of absence taken without authorisation may be referred to the local authority officers. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

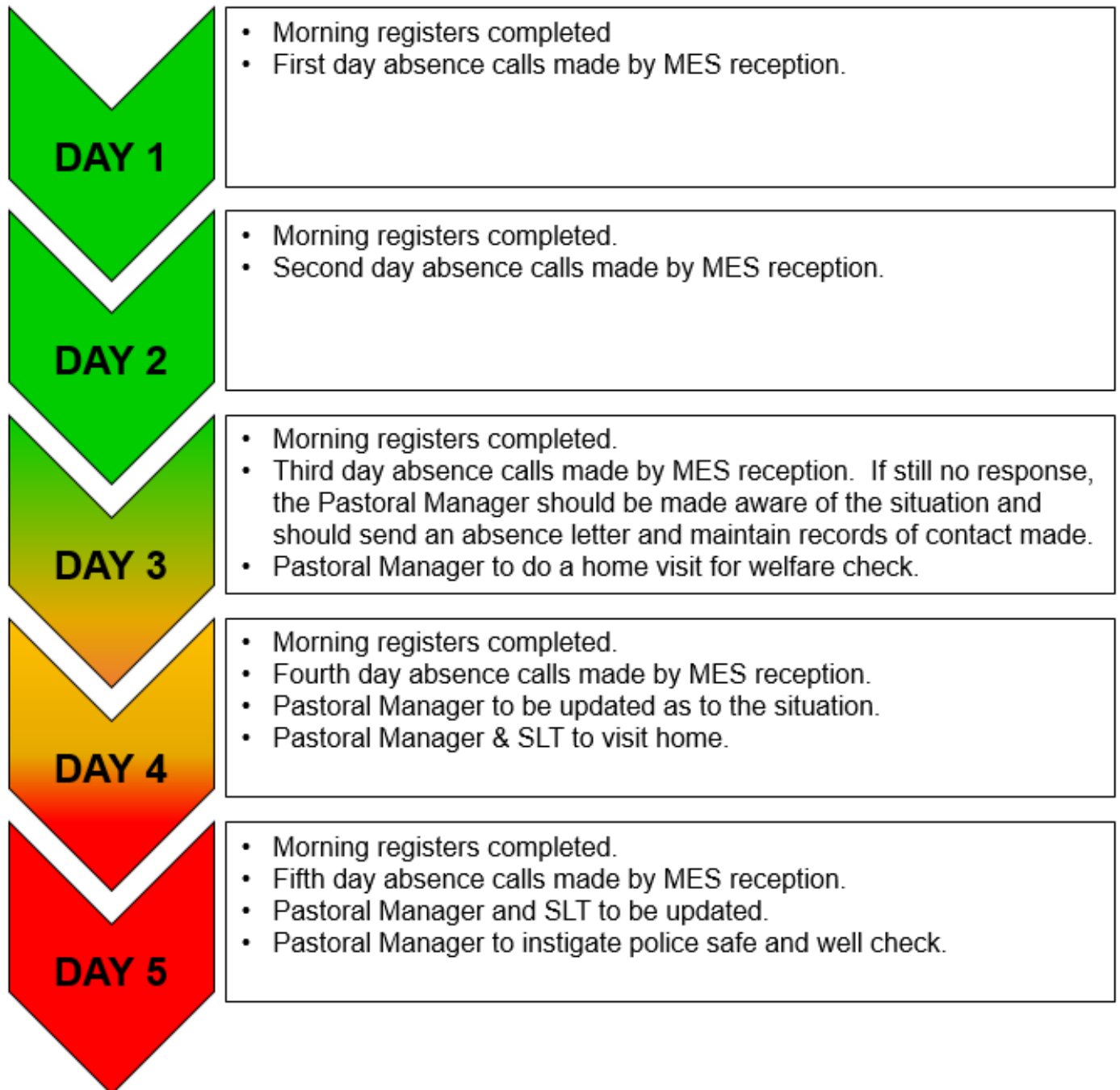
**AS OF 1<sup>ST</sup> SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.**

If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to a maximum of £1,000, plus costs.

Note: Parent also includes guardian/carer

### Appendix Three: Attendance flow chart

This attendance flow chart will set out our commitment to safeguarding students and promoting good attendance at TAEP.



#### \*\*\*PLEASE NOTE\*\*\*

In some instances, more urgent notification to the local authority may be appropriate if contact with parents/carers is problematic. For example:

- Children Looked After – schools should notify the CLA Service Manager (contact tbc as post is vacant)
- Children subject to a Child Protection plan – schools should notify the named social worker (see SIMS contacts)
- Children in situations of known domestic violence – schools should consider whether safeguarding/child protection procedures should be followed.

Whenever such case arise the Pastoral Manager will complete actions as above & discuss cases with SLT member.



## Appendix Four: School absence codes and COVID 19

DfE advice re attendance code entry in relation to Coronavirus (COVID-19) - **updated 17 March 2020:**

No school will be penalised for the impact on school attendance of coronavirus (COVID-19).

We will record absences as follows:

- Where a pupil cannot attend TAEP due to illness, as would normally happen, the pupil should be recorded as absent in the attendance register and the school will authorise the absence. Code I (Illness) should be used in this instance.
- Where a pupil is in self-isolation, in accordance with latest information and advice from Department of Health and Social Care and Public Health England, the pupil should be recorded as unable to attend due to exceptional circumstances in the attendance register. Code Y (Unable to attend due to exceptional circumstances) should be used in this instance
- Where a pupil does not attend TAEP and is not self-isolating, the pupil will be marked as absent. (An underlying health condition that means they, or a family member in their household, are particularly vulnerable to coronavirus (COVID-19).

### What educational settings will need to do?

- TAEP will resume taking an attendance register.
- TAEP should use the codes suggested on this page to record attendance and absence in the attendance register.
- TAEP will submit daily attendance figures using the educational setting status form by midday everyday

### Resuming the attendance register

- TAEP will resume taking the attendance register when more groups of pupils begin to return to school
- TAEP will use the attendance and absence codes in the following sections when completing the attendance register until further notice

This guidance on resuming the attendance register will be reviewed regularly as the situations develops.

### Pupils who are eligible to attend a session but do not

This includes all students on roll at TAEP

- where a pupil is shielding, self-isolating or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as code Y (unable to attend due to exceptional circumstances). (Temporarily, **code Y** can be used where a pupil is prevented from attending school due to following government guidance on coronavirus). We will note whether the absence is due to shielding or isolation)

- where a pupil cannot attend TAEP due to illness, as would normally be the case, the pupil should be recorded as **code I** (illness) We will note whether the illness involves coronavirus symptoms
- where a pupil does not attend TAEP - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the pupil should be recorded as **code C** (leave of absence authorised by the school) where no other authorised absence code is appropriate
- **code X** not attending in circumstances related to coronavirus (COVID-19)

At this time, all absence should be classed as authorised.

### Using other authorised absence and attendance codes

Where other specific authorised absence and attendance codes are more appropriate TAEP may use these as usual, such as code M (medical appointment).

### Present Codes

Code	Definition	Scenario
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational visit or trip	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

## Absence codes

### Authorised absence

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Suspended	Pupil has been suspended but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on a holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their GCSEs
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

### Unauthorised absence

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when reason emerges)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

### Administrative codes

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school  Not attending in circumstances related to coronavirus (COVID-19)	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed