'Individual Growth, Individual People'

Head Teacher: Mr Matt Joyce

Newark Orchard School Attendance Policy

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NEWARK ORCHARD SCHOOL ATTENDANCE POLICY

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Statement of Intent

Newark Orchard School is an area Special School that meets the needs of a diverse population of pupils with Special Educational Needs and disabilities (SEND). The school is committed to providing an individualised and targeted provision for all pupils and recognises the importance of attendance at school in order for all pupils to achieve their potential.

School Procedures

Any pupil who is absent from school will need to have their absence recorded as being authorised, unauthorised or as attending provision off site. There are a variety of codes to ensure that authorised absences are recorded in the appropriate format.

The school day is as follows; 8.45am to 3.15pm

As DFE guidance suggests, the registers will be open for half an hour after school commences. Any pupil arriving after this period will be marked as having an unauthorised absence unless there is an acceptable explanation – e.g. school transport being delayed.

It is the responsibility of the class teacher (or level 5 teaching assistant) who is responsible for the class at register time to complete the class registers. While it is appropriate and positive for pupils to be given the job of delivering / retrieving the registers to and from the school office it is the responsibility of the supervising adults to ensure the register arrives there.

It is the responsibility of a member of the Senior Leadership Team to investigate and intervene where absences are frequently unauthorised and attendance is affecting pupil attainment.

Protocol

On the first day of absence from school, parents/carers are expected to contact the school. Absence notes should be retained for the remainder of the academic year, unless there are ongoing concerns in relation to attendance and the notes may need to be retained for a longer period.

Any unauthorised absences need to be investigated and where these are without explanation a thorough and proactive approach needs to be adopted.

If there has been no contact from home then the class team need to inform the office, the office will then contact home normally via text message. Registers are to be left blank and attempts to contact home noted on CPOMs and the Attendance Box ticked.

If a student returns to school the following day and we have had confirmation from home for the reason for absence then the class team are to note this on CPOMs and record   appropriately in the registers.

If the student returns with no reason provided, the office are to send an Unauthorised Absence Letter. Again, all information is to be noted on CPOMs and registers left blank. If no response to the Unauthorised Absence Letter has been received within 1 week then the office is to mark registers as unauthorised.

If the student has not returned and no reason has been provided, the class team are to make a phone call home. If successful and an explanation is provided, the class team are to note on CPOMs and mark registers accordingly.

If unsuccessful, the class team are to note on CPOMs and email SLT to advise. All to be noted on CPOMs. Registers to be left blank.

If by day 3 the student has not returned to school and no reason has been provided, a member of SLT is to instigate the Missing in Education Protocol. All to be noted on CPOMs.

In order to encourage and identify strategies to support pupils who are disengaged or have other reasons for not attending school, the school adopts a multi-agency approach in order to identify interventions and strategies for promoting engagement with education. Pupils will be supported in various ways and where appropriate a referral will be made to the Early Help Team to targeted support in order to seek advice and to assist intervention.

If the child is currently on a Child Protection Plan or a Child in Need, then the social worker must be informed about any absences therefore the Designated Safeguarding Officer needs to be informed.

Holidays in Term Time

Newark Orchard School follows the DFE's guidance on school holidays. Holidays in term time will not be authorised unless there are exceptional circumstances and applications are made in advance.

Attendance Targets

Newark Orchard sets annual attendance targets alongside other school improvement areas. School attendance figures will be analysed termly, although in cases where an individual pupil is not attending on a regular basis then earlier more dynamic intervention will be necessary.

Pupils falling below 92% attendance will be monitored and where appropriate an attendance target included in the pupils' PEP. This will be shared with parents / carers and any supportive proactive strategies outlined.

The targets set by Newark Orchard fall below national attendance target thresholds for mainstream schools but reflect the SEND of the pupil population and the complex medical needs and emotional and behavioural factors that impact on attendance. The school is committed to intervening rigorously but with pragmatism when considering the environmental, social and physiological factors that impact on attendance. However, non-attendance will be considered a barrier to engagement and challenged robustly using a range of strategies appropriate to the individual pupil. Consideration needs to be given towards timetabling and adjustments where there is regular non-attendance on a particular day or session. Likewise, after a spell of absence, some pupils may need additional support to encourage their engagement at school and also when attending after a holiday when routines or class groups may have changed.

Pupils who have 100% attendance for any term will be rewarded through 'GOLD' certification. Pupils who exceed the school attendance target will receive a 'SILVER' certificate. Pupils with less than the target but who have improved their overall attendance will receive a 'BRONZE' certificate.

Appendices

The Law

The Education Act Part 1 Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

A. To their age, ability and aptitude
B. To any special needs they may have, either by regular attendance at school or otherwise.

   For educational purposes the word parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

   The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

   Part V1 Section 444 contains the details when an offence is committed of a child fails to attend school.

Register Keeping

Registers are completed daily using attendance codes as outlined by Nottinghamshire County Council (please see attached attendance codes list). For full explanation of attendance codes please refer to DFE's Absence and Attendance Codes 2021.

The registers are kept in the school office which is locked at the end of each day.

It is school policy that at the end of each school year registers will be kept for at least three years.

Appendix 1

Attendance Codes

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival before the register has closed

Code B: Off-site educational activity

Code D: Dual Registered - at another educational establishment

Code J: At an interview with prospective employers, or another educational establishment

Code P: Participating in a supervised sporting activity

Code V: Educational visit or trip

Code W: Work experience

Code C: Leave of absence authorised by the school

Code E: Excluded but no alternative provision made

Code H: Holiday authorised by the school

Code I: Illness (not medical or dental appointments)

Code M: Medical or dental appointments

Code R: Religious observance

Code S: Study leave

Code T: Gypsy, Roma and Traveller absence

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher

Code N: Reason for absence not yet provided

Code O: Absent from school without authorisation

Code U: Arrived in school after registration closed

Code X: not attending in circumstances relating to coronavirus (COVID-19)

Code Y: Unable to attend due to exceptional circumstances

Code #: Planned whole or partial school closure

Newark Orchard School Non-Attendance Flowchart

Day One

Class team to advise office of non attendance

⬇

Office to send a text message home asking for contact to explain absence

⬇

Registers to be left blank

All above to be noted on CPOMs

Day Two

i

If student returns to school and we have had confirmation from home for the reason for absence then class team to note on CPOMs and record appropriately in registers

ii

If student returns with no reason provided, the office are to send Unauthorised Absence Letter

⬇

Information to be noted on CPOMs and registers left blank until reason provided.

iii

If student has not returned and no reason provided, the class team are to make phone call home

⬇

If successful and explanation provided, class team to note on CPOMs and mark registers accordingly

If unsuccessful, class team to note on CPOMs and email SLT to advise. All to be noted on CPOMs. Registers to be left blank.

Day Three

Follow Day Two steps i and ii

⬇

If no response to Unauthorised Absence Letter within 1 week then office to mark registers as unauthorised

If student has not returned to school and still no reason provided, SLT to instigate Missing in Education Protocol

⬇

Registers to be left blank

All above to be noted on CPOMs