



# Attendance Policy

**Approved by:** Daniel Pastori

**Last reviewed on:** September 2023

**Next review due by:** September 2025

## **Introduction:**

This policy aims to promote good attendance and improve the attendance of pupils at Broadstones School to ensure their continuity of education and to contribute to the safety of our young people.

Broadstones School is recognised as a safe, secure and happy environment and every member of the team plays a role in making it so.

For our young people to gain the greatest benefit from their education, it is vital that they attend regularly. Whilst we recognise social, emotional and mental health needs and physical illness can all act as a barrier to attendance, Broadstones takes the stance that all young people should be at school everyday and the school is open and ready to welcome each and every young person unless the reason for the absence is unavoidable.

Any absence naturally affects a young person's continuity in their studies, confidence in learning and social situations and, ultimately, their overall achievement. Regular absence seriously impacts a young person's life in all areas, and often affects their family's life in equal measure.

## **Aims:**

This policy sets out how together we will:

Promote good attendance through raising the profile of attendance via rewards and other initiatives.

Stabilise the attendance of those with irregular attendance patterns through a staged, consistent approach.

Re-engage persistent, absolute school-refusers through support, and where necessary, referral onwards to outside agencies.

## **School Day & Punctuality:**

Unless a personalised plan has been agreed upon, the school day starts between 8:45 - 9:00am and finishes at 2:45pm.

On entry, a full timetable is provided for each pupil. Parents and carers also receive a copy of their child's timetable and may request this additionally at any point, this can be sent home with the pupil, posted or emailed.

School Term Times, including INSET days, are listed on our website:

### Punctuality

Whilst we recognise that some pupils have to undertake long journeys outside of their usual area to attend school, we expect them to be punctual according to their agreed timetable.

Where a student is persistently late, we aim to work with the families to resolve any issues or concerns resulting in late punctuality.

pupils needing to leave the classroom for any reason, i.e. anxiety/toilet, are monitored to establish any patterns or identification of additional need.

## **Registering Attendance & Absence:**

In the morning, the register is opened at 9.00am and closed at 9.25am. Blank spaces should never be left. If a student is not present by the end of the official registration time, an 'O' is marked in the register. If the student arrives late, the attendance officer makes an entry on IRIS and an 'L' is added.

Broadstones is required by statutory guidance to classify every half-day absence as either '**AUTHORISED**' or '**UNAUTHORISED**'. Information about the cause of each absence is always required.

Authorised absences are times away from school for reasons such as illness, medical/dental appointments which fall in school time, emergencies or other unavoidable causes. Where poor physical or mental health is reported as an ongoing issue, a specialist opinion will be sought.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. It is this type of absence which can lead to the Local Authority using sanctions and/or legal proceedings and includes:

- Parents/Carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a late mark
- Children kept off to look after other children
- Birthdays
- Day trips and holidays in term time which have not been agreed

## **Attendance Monitoring and Judgements:**

Broadstones undertakes monitoring of attendance and monitors whole school attendance and individual attendance as a whole (attendance since the start of placement / start of academic year).

Broadstones collects attendance statistics for each pupil from their previous setting: attendance % for school year / long term prior to starting at Broadstones.

Attendance figures are reported daily.

## **Roles and Responsibilities:**

Attendance is a combined effort across the school. This also involves the parent/carer, Local Authority and any involved outside agencies. The pupil also has a central role to play.

### **Staff:**

#### Attendance Officer (Nicola Massey):

- Monitors attendance closely through daily attendance records as well as collated reporting.
- Celebrate attendance achievements through individual rewards and recognitions.
- Work constructively with the parents/carers of pupils to note and address the issues

#### Pastoral Manager (Jackie Simsolo):

- Attend meetings with the pupil and their parent/carer where absence or punctuality is a concern
- Work constructively with the parents/carers of pupils to address the issues
- Contact relevant support agencies and elicit their input / support
- Undertake home visits to re-establish contact / clarify attendance issues

#### Year Group tutors/family welfare contact will:

- Stay informed about attendance patterns
- Encourage good attendance within the tutor group through initiatives and personalised rewards
- Complete welfare calls home to parents/carers

### **Parents/Carers**

Whilst we acknowledge there are often genuine barriers to attendance rooted in mental health and physical illness – and on occasion, due to family events such as bereavement. We always encourage parents/carers to be open and honest about why their child is not attending, to avoid being pressured into making excuses, so that we can all work together towards solutions.

Parents/carers should:

- Provide up to date contact numbers and changes of address
- Notify the school when their child is unable to attend, with a reason, on the first day of the absence
- Telephone / email after the first day of absence and to advise if the absence is continuing
- Keep the school well informed, in cases of lengthy absence, so that work can be sent home in certain cases and in order for the school to be prepared for the child's return

- Provide a signed-note / phonecall / email indicating attendance at the dentist, mental health services, GP or optician before the arranged appointment unless an emergency situation has arisen.
- Further to the above, parents/carers are politely asked to make medical appointments out of school time where possible, including appointments with mental health services.
- Ensure that their child arrives at school on time each day
- Let the school know if their child is going to be late
- Promote the importance of good attendance and punctuality
- Not take their child/children on holiday in term time

Finally, it must be noted that it is ultimately a legal responsibility for Parents/Carers to ensure their child attends school. Permitting absence from education without a good reason creates an offence in law and may result in legal action by the Local Authority.

Broadstones will report a child as missing from school when they have had 10 consecutive days of unauthorised absence using the on-line Missing from school report form. Parents/carers will be invited for a meeting in school and a home visit attempted where safe to do so.

### **Holidays in Term Time:**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help us by not taking children away in term time.

Remember any savings you think you may make by taking a holiday in term time are offset by the cost to your child's education.

Please be aware that in line with Local Authority and Government guidance, leave of absence in term time will only be considered in the most exceptional of circumstances.

### **Monitoring and Evaluation**

Attendance statistics will be shared at monthly Leadership Team meetings and weekly referral meetings, with a view to maintaining effective policy and practice.