



ATTENDANCE POLICY

Attendance Policy

The Aspire Hubs Approach to Attendance

Introduction

The Aspire Hub Attendance Policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with attendance.

This policy has been developed in accordance with the principles established by the [school attendance guidance](#) 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

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold. The policy aims to make explicit The Aspire Hub Independent School's commitment to the development of good practice and sound procedures. The purpose of the policy is, therefore, to ensure that attendance concerns and referrals are handled sensitively, professionally and in ways that support the needs of the pupils' wellbeing. This policy should be read in conjunction with the Whole School Behaviour Policy and the safeguarding & Child Protection Policy.

Covid – 19

Whilst Covid-19 restrictions and guidance are in force, this policy should be read in conjunction with the Covid-19 attendance addendum (if a local/regional or national lock down) if enforced. The Aspire Hub Independent School will also refer to its outbreak management plan if there is an outbreak within The Hub).

Our aims:

To work with each pupil as an individual and improve their attendance by removing barriers to learning.

- On induction discussing individual plans which will improve attendance.
- Taxi provision where the pupil meets the LA criteria.
- Monitor attendance on a weekly basis and put interventions in place if patterns are beginning to emerge.

To make the improvement of individual attendance a priority for all pupils, parents/carers, staff and other stakeholders.

- By placing the improvement of attendance on the school development plan.

- By making sure that parents/carers are aware of the link between good attendance and good achievement.
- By placing attendance information around the school.
- By discussing attendance at relevant meetings including SLT and Joint Hub meetings.

To develop a systematic approach to gathering and analysing attendance related data.

- Data from Scholarpack/Cpoms, contact from parents/carers will be examined weekly to ensure that pupils at risk of becoming persistent non-attenders are quickly identified.
- Members of the SLT will analyse data on a half termly basis and this will inform the SEF and lead to actions on the school development plan.

To further develop positive and consistent communication between home and school

- Promote a positive working relationship right from induction.
- Involve parents/carers in decisions.
- Identify potential issues as early as possible, work in partnership with parents/carers to solve them.
- All staff to understand that many parents/carers are doing their best, often under difficult circumstances however, good attendance is non-negotiable.
- Parents to receive attendance information at reviews

To promote effective partnerships with the LA Attendance Team and other services and agencies to effectively remove barriers to learning and promote good attendance.

- Designated key staff to act as liaison with individual agencies.
- The school will carry out a staged intervention before referring to the Local Authority.
- The school will gather and record relevant information to enable local authority intervention to be effective and meaningful
- Encourage active involvement of other services and agencies in the life of the school

To recognise the needs of the individual pupil when planning reintegration following significant periods of absence or an ingrained habit of low attendance at school.

- Be sensitive and show understanding of the circumstances of individual pupil.
- Work in partnership with parents/carers involving them in decisions.
- Set up regular meetings either at the school, home or via telephone to evaluate the pupil reintegration plan
- Ensure that pupil is placed in the right room to ensure success.
- Consider use of designated member of staff e.g. Aspirations Keyworker, Family Liaison, Hub Lead to ensure success.
- Celebrate improvements and build confidence and self-esteem of the pupil.

Procedures

We have a commitment to actively pursue each pupil's attendance by a system of daily phone calls at close of register. Each pupil is an individual and our response to non-attendance depends on their own circumstance's pupils are sometimes reluctant to attend school for a variety of reasons –many of these reasons have little to do with school itself, but are often symptomatic of deeper barriers to learning e.g. mental health issues, substance misuse and addiction of parents and carers.

Any problems with regular attendance are best resolved between The Aspire Hub, school *where necessary* the parents/carers and the pupil. If a pupil is reluctant to attend, we advise parents/carers not to cover up their absence or to give in to pressure to excuse them from attending. A culture of openness about our thoughts and intentions will encourage good attendance.

Alternative Education Placements

Some pupils will attend as Alternative Education Placement to ensure intervention is taking place a holistic approach to supporting attendance will be identified at the start of placement. review meetings and school involvement will be set out to allow all parties to share progress and involvement for all parties, pupils will be part of this progress review. Where pupils are on role as alternative education placements, The Aspire Hub must inform the school of the pupil's presence or absence each week. If there is an absence The Aspire hub will inform the school by 10am that day. This can be done by a phone call, email daily. If a parent/carer knows that their child is unable to attend their placement they must inform The Aspire Hub who will inform the school.

In order to ensure that pupils begin to improve or maintain attendance, The Aspire hub will review with a parent/carer/Senior Leader a Pupil Re-engagement Plan which will operate for an agreed fixed term period. These arrangements are, for example, put in place following an exclusion to reintegrate a pupil back to the school.

These timetables would only be negotiated through attendance Support Meetings or through progress review meetings. These arrangements are kept under review with the aim that the pupil will return to full time education as soon as possible. There may occasionally be a need for a more permanent arrangement. The Aspire Hub will work with the school and relevant agencies and bodies to try and ensure that the needs of the individual are met.

Pupils can only be recorded as receiving off-site educational activity (B) if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Registration

The school is statutorily required to take an attendance register twice daily. The Aspire Hub will take the attendance register at the start of the first session of each school day and once during the second session. On each occasion we will record whether every pupil is:

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

This will be managed on arrival electronically via Scholarpack. This system will display present/absent using the national attendance codes. This will be monitored by front office administration staff.

The attendance register should only be altered:

- Where a pupil's name has been legally changed
- Where an unexplained absence has been explained
- If an error has been discovered.
- Any alterations will be recorded on scholarpack with reasons for the change.

Codes U and L - Late Arrival

As a school we are duty bound to record codes L and U. A 'U' recorded on Scholarpack will affect a pupil's individual attendance. Any pupil arriving after 9.30am may be required to catch up on work either during morning break or remain in the building at afternoon.

In line with DFE guidelines we have a degree of discretion so the following will apply;

Registration

Morning registration is between 8.55 and 9.05am children arriving after this time should be marked L and children who arrive after 9.30am will be U

Afternoon Registration is between 1.00pm and 1.05pm

The expectation is that pupils arrive in school promptly as identified. Lateness within 30 mins of the start time should be marked L after that period should be U

First Day Absence

If a child is absent for any reason, parents/carers must let the school know ASAP. This information will be placed on Cpoms and Scholarpack when it has been received. If the pupil is on a CP or CIN plan or we have concerns about the welfare of the child, then the visit will take place on day 1 of the absence. Every case of absence is examined, and safeguarding is paramount. If a pupil is absent and we have been unable to contact the parent/carer to establish the reason for absence, then the Family Liaison Officer may perform a home visit.

Authorised Absence

Every absence (am/pm) will be classified as authorised or unauthorised. This will be confirmed using the National Attendance Codes. Authorised absences

include events such as:

- Illness
- Bereavement
- Interview
- Medical appointments (where every eventuality has been made to make this outside School hours)
- Approved sporting activities.
- Covid 19 illness/isolation

Unauthorised Absence

'Unauthorised Absence' is a period of absence which the school does not consider reasonable, and no leave of absence has been issued. This may include events such as:

- Family holidays
- Truancy
- Unexplained absences

A parent can explain their child's absence, but the law clearly states that it is the Head teacher's decision as to whether it is felt the explanation offered by a parent for an absence is justified. For pupils on non-attendance procedure stage 2 onwards absence will only be authorised when evidence can be provided.

Holiday Absence

Holidays in term time are classified as unauthorised and marked on the register as G. This should not change unless it is at the discretion of the Head Teacher and only under exceptional circumstances can a holiday be authorised.

Long Term Absence

If there is a long-term absence for medical reasons where external tuition has been put in place, for example hospital schooling a 'B' should be marked on the register.

If a child has been in hospital and discharged under medical supervision work packs and E-learning should be provided for the pupil for up to two weeks. If the pupil has not returned to school Family Liaison Officer will complete a home visit and discuss the appropriate intervention which needs to take place.

Children Missing From Education

A pupil going missing from education is a potential indicator of abuse and neglect, including sexual abuse or sexual exploitation. The Designated Safeguarding Leads and the family Support Officer will monitor unauthorised absence, particularly where pupils go missing on repeated occasions.

The Aspire Hub independent school follows DfE legal requirements for schools in respect of recording and reporting of children who leave school without any known destination and work closely with Local Authority Attendance Team.

Where a pupil has 10 consecutive school days of unauthorised absence and responsible steps* have been taken by The Aspire Hub Independent School to establish the whereabouts without success, the Family Liaison Officer will make an immediate referral to the Early Help Team and will contact the Children Missing Education team

*Reasonable steps include:

- Telephone calls to all known contacts
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visit where safe to do so
- Enquires through friends, neighbours etc. through school contacts
- Enquiries with any other service known to be involved with the family
- Request a Police Welfare Check (after 5 days)
- All contacts and outcomes should be recorded on Facility

The Attendance Team will then work with The Aspire Hub and make reasonable efforts to try and identify the child's current whereabouts or destination. If the child is not found, the Attendance Team will complete a Child Missing From Education form (CME). The child's name will be entered onto the Children Missing from Education Register, which is held centrally in accordance with the LA Children Missing from Education Procedural Guidance. After four school weeks (20 school days) should such efforts prove to be unsuccessful, and confirmation has been received from the Attendance Team that they are aware of the Child, they can be removed from roll.

Attendance Intervention Support

The Aspire Hub has a dedicated Family Liaison Officer who will monitor the attendance and can work with the pupil and family to encourage good attendance. Those pupils whose attendance starts to decline due to regular unexplained absence, will be subject to discussion at the pupil progress meetings. Strategies to improve attendance will be discussed and interventions recorded.

For those pupils who fall below 90% and are classified as a persistent absentee (PA) and where unauthorised absence exists The Aspire Hub may apply a staged intervention toward formal proceedings:

Stage 1

All Pupils will have their attendance monitored on a daily basis. Where a concern is raised over an individual's attendance and no communication is made by or to the parent carer outlining the absence, a home visit will be made by the Family Liaison Officer at the earliest point on the first day. *Where appropriate* the named school will be contacted by 10am on the first day. All communication will be recorded on Scholarpack/CPOMS.

This is followed by a monitoring period of up to 4 weeks which can include phone calls, text messages and home visits by the Family Liaison Officer – all contact will be recorded on Scholarpack/CPOMS.

Appendix 1: Attendance Codes

The following codes are taken from the DFE's guidance on school attendance.

Code Definition Scenario

/ 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

B Off-site educational activity

Pupil is at a supervised off-site educational activity approved by the school

D Dual registered

Pupil is attending a session at another setting where they are also registered

P Sporting activity

Pupil is participating in a supervised sporting activity approved by the school more suitable personalised timetable.

Stage 2

Following an attendance review over a period of 2 weeks and, if there is no significant improvement, a further home visit will be completed and a letter will be issued informing parents/carers that if any

further absences are to be authorised, then there needs to be medical evidence explaining the absence. A Pupil re-engagement plan may be issued to re-engage learners or create a more suitable personalised timetable.

Stage 3

Pupils who have reached stage 2 of the Attendance Procedures will be closely monitored. A formal meeting will take place and weekly targets will be set – these will be monitored on a weekly basis. A Pupil re-engagement plan will be issued to re-engage learners or create a more suitable personalised timetable. Parents/carers will be issued with a ‘final notice’ letter informing them that failure to comply will result in possible prosecution by the Local Authority.

Final Notice

If all previous interventions have failed and following a final attendance review a letter will be sent out to notify parents/carers that an attendance referral will be sent to the Local Authority for a prosecution to be pursued.

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/	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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment

p	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
v	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with 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	Unauthorised absence	School is not satisfied with reason for pupil's

		absence
u	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
X	Not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census)	This code is used to record sessions where the pupil's travel to or presence at school would conflict with: Guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care ¹² or Any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day

Appendix 2 - Quality Assurance Procedure.

QA Process	Action	By Whom	When
Attendance Meeting	Overview of attendance/PA's for the week.		
Attendance			

Focus Meeting			
Check quality of home visits	Accompany AO on home visits.		
Monitor changes to marks in registers	<p>Regular check to be made on any marks being changed in registers</p> <p>Ensuring;</p> <p>all changed marks/codes have been annotated as follows:</p> <ul style="list-style-type: none"> • 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 making the amendment 		
Code use check.	<p>Ensure correct codes are used</p> <p>for absence, particularly codes B, C and X</p>		Weekly random checks

Date	Ratification	Reviewed by
31.10.21	This policy was ratified by the board of Directors	Directors
26.01.22	No changes made	LE