



Jigsaw CABAS® School – fulfilling potential

## JIGSAW CABAS® SCHOOL

### ATTENDANCE POLICY

Prepared By: Mariann Szabo

Date Adopted: February 2015

Job Title: Head of Curriculum Development

Status: Statutory

Authorised By: Emma Hawkins

Last Reviewed: February 2017

Job Title: Director of Education

Ratified by Governors: Match 2017

Reviewed by: Mariann Szabo

Next Review: March 2018

Job Title: Deputy Headteacher



## TABLE OF CONTENTS

<b>1</b>	<b>THE POLICY .....</b>	<b>3</b>
2	Policy Aims.....	4
3	Responsibilities for the Policy & Related Procedures.....	4-6
4	Raising Awareness of the Policy.....	6
5	Training.....	6
6	Monitoring the Effectiveness of the Policy.....	6
7	Related Procedures.....	7-10
<b>8</b>	<b>APPENDICES .....</b>	<b>11</b>
<b>9</b>	<b>INTERIM AMENDMENTS .....</b>	<b>11</b>



## 1. The Policy

The Jigsaw School is committed to providing an education of the highest quality for all its pupils and promoting regular attendance by providing an ethos and environment where children feel safe and can build positive relationships with their peers. To this end, the School will encourage parents and carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child and not to make them feel guilty or inadequate. At times we have to give allowances for religious beliefs and individual family circumstances. Also, many of our pupils travel long distances in shared or individual transport provided by transport companies. Where the reason for lateness and absence is due to traffic conditions or issues with transport company operations, the School will reserve the right to authorise these instances of lateness and absences.

The policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy. This policy has is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at the School.

This policy relates to the following legislation:

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)  
The Education (Pupil Registration) (England) Regulations 2006  
The Education (Pupil Registration) (England) (Amendment) Regulations 2010  
The Education (Pupil Registration) (England) (Amendment) Regulations 2011  
The Education (Pupil Registration) (England) (Amendment) Regulations 2013  
The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The following documentation is also related to this policy:

- DfE Guidance for maintained schools, academies, independent schools and local authorities Advice on School Attendance (DfE), November 2016
- School attendance parental responsibility measures - Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police, January 2015

## 2. Aims:

- To create a culture in which good attendance is accepted as the norm;
- To demonstrate that good attendance and punctuality is valued by the school;
- To maintain and develop effective communication regarding attendance between home and school.



### **3. Responsibilities for the Policy and Procedure**

#### **3.1 Role of the Governing Body**

The Governing Body will:

- delegate powers and responsibilities to the Director of Education to ensure all school personnel are aware of and comply with this policy and related procedures;
- comply with pupil registration regulations;
- ensure that the attendance policy is carried out;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- ensure that the school complies with all equalities legislation;
- ensure funding is in place to support this policy;
- ensure this policy and all policies are maintained and updated regularly;
- ensure all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- oversee the effective implementation, monitoring and evaluation of this policy.

#### **3.2 Role of the Director of Education**

The Director of Education will:

- ensure all school staff, pupils and parents are aware of and comply with this policy and related procedures;
- ensure that there is an appropriate and effective registration system in place;
- monitor trends by using data effectively to help strategic planning;
- monitor and review school and individual pupil attendance regularly with the School Management Team;
- target intervention and support to those pupils whose attendance is a concern;
- have a system in place for parents to report a child's absence;
- report to the Governing Body attendance figures each term;
- report individual pupil attendance figures as part of each pupil's Annual Review;
- remind parents of their commitment to this policy;
- make initial enquiries of parents and carers of pupils who are not attending regularly, express their concern and clarify the school's and the local authorities expectations concerning school attendance;
- refer irregular or unjustified patterns of non-attendance to the Education Welfare Service;
- organise home tuition with the local support services for pupils with long term illness provided they are well enough to undertake the work;
- organise training for school staff on the use and understanding of attendance codes and authorised and unauthorised attendance;
- improve teaching in order to improve pupil engagement;
- strengthen links with external agencies who engage with and support families;
- provide leadership and vision in respect of equality;
- annually report to the Governing Body on the success and development of this policy.



### **3.3 Role of School Administration**

The administration personnel are responsible for:

- implementing the policy and related procedures;
- keeping manual and electronic registers up to date on a daily basis;
- keeping a back-up copy of attendance registers completed on SchoolPod at least once a month;
- monitoring individual and class attendance on a daily basis;
- keeping the School Management Team informed of attendance figures and trends;
- compiling attendance data reports for the Director of Education, the Governing Body and Local Authorities;
- providing individual pupil attendance reports to parents/carers each term;
- ensuring that parents complete Pupil Absence Forms and that these are kept on pupil file and entered in school calendar;
- contacting parents/carers if they have not reported their child's absence;
- sending a letter/clarion call to parents or carers if no contact is made for 48hrs;
- continuing to contact the parents/carers throughout the day until contact is made;
- follow up all unexplained absences to obtain notes authorising the absence.

### **3.4 Role of Teaching Staff**

Teaching Staff will:

- comply with and implement this policy and procedures;
- be aware of all other linked policies;
- set an example of punctuality and good attendance;
- be responsible for identifying trends in attendance and punctuality by monitoring class and individual pupil attendance patterns;
- inform the school administration team of absent pupils and of any concerns about attendance;
- emphasise the importance of punctuality and good attendance to pupils and parents;
- provide a welcoming atmosphere and safe learning environment for pupils.

### **3.5 Role of Parents**

Parents are responsible for:

- complying with this policy and the related procedures;
- ensuring that their child arrives at school punctually, prepared for the school day and any extra-curricular activities;
- contacting the school, by e-mail or alternatively by telephone, on the first day of the child's absence and send a written note on their return to school;
- completing and returning Pupil Absence Request forms promptly;
- keeping the school informed in the case of prolonged absence;



- contacting the school promptly whenever any problem occurs that may keep their child away from school;
- collecting their child or making arrangements for their child to be collected promptly at the end of the school day or agreed time if attending an extra-curricular activity;
- avoiding taking holiday in term time;
- making every attempt to arrange dental and medical appointments out of school hours;
- informing the school of any changes to their contact details;
- taking part periodic surveys conducted by the school.

#### 4. Raising awareness of this Policy

We will raise awareness of this policy via:

- the school website;
- the school Intranet;
- staff meetings;
- meetings with parents such as introductory, transition and parent-teacher consultations.

#### 5. Training

All school staff:

- have equal chances of training, career development and promotion;
- receive periodic training so that they are kept up to date with new information;
- receive training on this policy on induction (as required) which covers all aspects of this policy and the needs of vulnerable pupils.

#### 6. Monitoring the Effectiveness of this Policy

The practical application of this policy will be reviewed annually or when the need arises by the School Management Team and the nominated governor/s.

#### 7. Related Procedures

##### 7.1 School Day

Pupils are required to arrive in school for 9.15 each morning. The morning session finishes at 12.30pm. The afternoon session starts at 1.30pm and ends at 3.30pm. Pupils have an option to stay till 3.45pm.

On the last day of each half term/term, the school day ends at 2.00pm for all pupils.

<b>Morning session</b>	1 <sup>st</sup> half – from 9.15am to 11.00am Snack/break time – from 11.00am to 11.30am 2 <sup>nd</sup> half – from 11.30am to 12.30pm
<b>Lunch</b>	12.30pm – 1.30pm



<b>Afternoon session</b>	1.30pm – 3.30pm
<b>Guided activities</b>	3.30pm – 3.45pm

## 7.2 Attendance Registers

Attendance Registers are completed by school administration twice a day, during registration periods (9.30am – 10.30am for morning session and 1.45pm – 2.30pm for afternoon session). Registration closes at 10.30am for the morning session and at 2.30pm for the afternoon session. Attendance is recorded in manual and electronic (SchoolPod/BehaviourWatch) registers. All absences will be recorded either as authorised or unauthorised. The attendance registers are available for inspection by HM Inspectors, Ofsted, Education Welfare Service and Local Authorities at any time during school hours.

## 7.3 Lateness

Due to the varied needs of our pupils, wide catchment area and the location of the school, lateness on occasions is unavoidable.

Pupils arriving between 9.30 and 10.30am for the morning session and between 1.30 and 2.30pm for the afternoon session will be marked as 'Late' for that session. Pupils arriving after 10.30am for the morning and after 2.30pm for the afternoon session will be marked as 'Absent' and parents will be required to complete a pupil absence form to provide a reason. The appropriate code will be added once the reason is established.

## 7.4 Reporting Absence

Parents are required to report their child's absence via e-mail ([attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk)) at the earliest opportunity but no later than **8.30am** on the first day of absence. Alternatively, parents can report absences by phoning the school's main number (01483 273874) by 8.30am on the first day of absence. A message should be left on the answerphone if staff are not available to take the call. When reporting an absence, parents should state the child's name, the reason for the absence and give an indication of the expected return date and time. Following each absence, parents are required to complete and return a 'Pupil Absence Form' (see *Appendix A*), available on the school's website and from school administration, in a prompt manner.

## 7.5 Categories of Absence

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences. Where staff have concerns regarding absences they should follow the school's safeguarding procedures.

When a child is to be absent from school without prior permission, parents should inform the school following the reporting absence procedure (see above).

### 7.5.1 Illness

Most cases of absence due to illness are short term. Parents should follow absence reporting procedures and e-mail the school on [attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk) (alternatively, make a phone call) on the first day of absence **by 8.30am** at the latest.



When reporting an absence, parents should indicate when their child is likely to return to school and if there are any changes to the indicated date & time, they should contact the school at the earliest opportunity but no later than 8.30am on the expected day of return.

For prolonged (10 consecutive school days or longer) absences due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor.

### **7.5.2 Medical or dental appointments**

Pupils will be permitted reasonable leave of absence to attend medical, dental and other such appointments, although parents should aim to arrange these outside of school hours wherever possible. Where it cannot be avoided, children should attend school for as much of that day as possible.

Appointments necessitating leave of absence should be advised to the school via e-mail ([attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk)) **2 days** prior to the absence and a Pupil Absence Form completed in a prompt manner.

### **7.5.3 Family holidays and extended leave**

Taking holidays in term time will affect a child's schooling as much as any other absence. We expect parents and carers to assist us by not taking children on holiday during school time. To support parents with planning holidays, the school's term dates are published a year in advance and made available on the school's website. In exceptional circumstances if a family holiday during term time is unavoidable, parents should e-mail the school with the details on [attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk) and complete a Pupil Absence Form at least 2 weeks prior to the holiday. The School Management Team will decide whether or not to authorise the absence. The School Management Team, on behalf of the Governors, may grant leave, at their discretion, for up to 10 school days (20 school sessions) in total in any school year.

All requests for a holiday or extended leave will be responded to in writing, and will outline the details of when the pupil is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

**Parents and carers cannot demand authorised leave of absence for their child or children as a right.** If holidays are taken, without prior authorisation, the child's absence will be recorded as unauthorised in the school register.

### **7.5.4 Exclusion**

Exclusion is treated as an authorised absence. The class supervisor and the Director of Education will arrange for appropriate work to be sent home.

### **7.5.5 Religious observance**

The School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times.

Parents will be aware of these dates and should give the school written notification via e-mail ([attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk)) in advance (2 days' notice) and complete the Pupil Absence Form. A maximum of 3 days will be authorised in any one school year.

### **7.5.6 Long Term Absence**





In the event of unavoidable prolonged absence for medical or other reasons, the School will take all reasonable measures to ensure that the disruption to the pupil's education is minimised as far as practically possible. The day to day commitments of teachers make it difficult to arrange for a detailed programme for absent pupils. As each absence will vary as to pupil's needs and capability to work, no prescribed list can be given of the measures provided by the school. The measures may include, but not restricted to some or all of the following:

- Informing relevant teaching staff of the absence and its likely duration
- Providing pupil and parent friendly programmes of study
- Providing relevant books and support material
- Direction on suitable written work, reading and web-based learning resources
- Completing marking of written work if returned to school regularly
- Establishing with parents the best method of passing on work and materials and the best form of communication.

The judgment on the amount of work a pupil is able to carry out during the period of absence is left to the pupil's parent/s.

An absence of **three continuous weeks** with medical evidence, may lead to a referral to the pupil's Local Authority/Education Welfare Office.

It is not the School's policy to arrange for teachers to deliver instruction in the home setting of the absent pupil.

## **7.6 Responding to Non-Attendance and Lateness**

When a child does not attend school and the school has no record or previous information on the absence, the following steps will be taken:

- On the first day of absence, if an e-mail or telephone call has not been received from the parent or carer by 9.30am, the school's administration team will endeavour to contact parents throughout the day using the contact details held in school. If the school cannot get in contact with parents by 3.30pm on the 1<sup>st</sup> day of absence, the school will phone the emergency contacts.
- If contact cannot be made for 48 hours either with parents or emergency contacts, a letter and clarion call message will be sent to the parents/carers. The Director of Education will take the appropriate action including contacting the police if this is deemed necessary.

Parents are encouraged to provide regular updates when their child is absent. In case of a prolonged continuous absence (more than 5 consecutive school days), parents will be contacted weekly by the administration team to get an indication of return date to school.

A pupil's attendance becomes a concern when they miss 15% or more school across the school year for whatever reason. Absence at this level will have considerable impact on a child's learning and will require the involvement of the School's Parent Liaison Officer to discuss possible reasons and school support systems that could help. When a pupil's attendance does not improve, the Director of Education may refer the case to the Local Authority/Education Welfare Service.

### **7.6.1 Dealing with Lateness**



The administration team and the School Management Team regularly monitor and review lateness. Where lateness is a concern the following steps will be taken:

- An informal meeting will be arranged with the School's Parent Liaison Officer where a pattern of lateness is identified to discuss the reasons and a support system that could be put in place to help improve lateness.
- The School Management Team will continue to monitor and review lateness, and work with parents/carers to reduce lateness to zero levels.
- When a pupil's punctuality does not improve and persistent lateness remains a concern, the Director of Education may refer the case to the local authority/Education Welfare Office.

### **7.7 Contact Information**

There are many occasions when we may need to contact parents and carers, including absence, so we must have up to date contact details at all times for parents/carers and those of any alternative contacts.



## 8. APPENDICES

Appendix A – Pupil Absence Request Form

## 9. INTERIM AMENDMENTS

Section/Page	Amendment	Date

