

**Outcomes
First
Group.**

Acorn Education

Options Autism

Attendance Policy

Jubilee School

Aim of the policy

Students arrive at Jubilee School with a varied attendance record. Many students have had periods out of education. This can vary from several months to years. Attendance is therefore a crucial element in demonstrating progress in the engagement of their education.

Policy

Attendance:

At Jubilee School we believe that children can only learn effectively if they attend school regularly. It is important that students arrive and leave school on time. It is equally important that students should not be at school if they are unwell. Jubilee School is a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare. As attendance is crucial to effective learning and the continuity of learning experiences, school places great emphasis on this in its communication with parents.

Why regular attendance is so important:

Learning: - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: - Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to Keeping Children Safe in Education (2024):

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best life chances.

Failing to attend this school on a regular basis will be considered as a safeguarding matter. Promoting regular attendance: Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Report to you at least termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by providing positive feedback;

The Law relating to attendance:

Section 7 of the Education Act 1996 states that ‘the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have Either by regular attendance at school or otherwise’ The Law relating to safeguarding Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Understanding types of abuse:

Every absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are sessions away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Please refer to this NHS guidance to help you assess whether your young person is well enough to attend school Is my child too ill for school? - NHS (www.nhs.uk)

Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

This 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 mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Parent(s) should provide evidence from a medical practitioner advising that any period of absence was necessary, the absence for the evidenced period will be authorised.

Family holidays and school holidays

Children have 13 weeks annual holiday from school and [school holiday dates are published well in advance online](#). As such, all parents/carers are expected wherever possible to plan and take

their family holidays at this time so as not to disrupt their children’s education. Education law states that parents **do not** have a right to take their child out of school for a holiday during term time. Only in exceptional circumstances may a headteacher grant permission for leave; and it is the headteachers decision on whether the absence is exceptional and how many days to approve.

Possible penalties for non-attendance

Once you have registered your child at a school it is your responsibility to make sure your child attends regularly and punctually. If you fail to do so the Local Authority has a statutory duty to consider legal action to enforce school attendance.

There are a number of legal measures that the Local Authority can pursue, these include:

- an Attendance contract
- being included in the fast track system which means you will be expected to improve your child's attendance within a given period of time
- receiving a penalty notice. A First Penalty Notice is £80 if paid within 21 days or £160 if paid within 22-28 days. A second Penalty Notice may be issued if a Penalty Notice has previously been issued in the preceding three-year period in respect of the same child. A second Penalty Notice is £160 if paid within 21 days with no option for this second offence to be discharged at the lower rate of £80
- being prosecuted in the Magistrates’ Court. This means you could receive a community order, a fine of up to £2,500 per parent/carer, a custodial sentence or an Education Supervision Order

How a Penalty Notice is issued and amount of the fine

- Penalty Notices are either posted to your home or delivered to you by hand. A First Penalty Notice is £80 if paid within 21 days or £160 if paid within 22-28 days. A second Penalty Notice may be issued if a Penalty Notice has previously been issued in the preceding three-year period in respect of the same child. A second Penalty Notice is £160.00 if paid within 21 days with no option for this second offence to be discharged at the lower rate of £80.

There is no statutory right of appeal. Once a Penalty Notice has been issued, it can only be withdrawn if it can be shown that it ought not to have been issued or was issued in error.

Taken from [Attendance guidance for parents/carers | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/attendance-guidance-for-parents-carers)

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 Attendance Policy
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Supervised 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
W	Work experience	Pupil is on a work experience placement

Attendance Policy Code Definition Scenario X not attending in circumstances relating to coronavirus (COVID-19) Student is absent due to Covid related concerns 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 Persistent Absenteeism (PA):

Authorised Absence:

Code:	Definition:	Scenario:
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C2	Absent with permission – part time timetable	Leave of absence for period of temporary part time education
E	Excluded/suspension	Pupil has been excluded but no alternative provision has been made
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:

Code:	Definition:	Scenario:
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)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	U Pupil arrived at school after the register close

Code:	Definition:	Scenario:
Y1	Transport not available	Transport normally provided not available and not within walking distance to school
Y4	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency
Y5	Criminal justice detention	Pupil in criminal justice detention
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

A pupil becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed. An attendance plan would then be in place. PA pupils are tracked and monitored carefully through our tracking systems and we also combine this with academic mentoring where absence affects attainment.

Absence procedures:

If your child is absent you must:

- Contact us as soon as possible on the first day of absence and provide an explanation of the absence.

Contact details:

- School Reception: 023 9225 0963
- Or you can call into school and report to reception, who will arrange for a member of staff to speak with you.

Please DO NOT report absence via email as the inbox is not always monitored.

If your child is absent we will:

- Telephone/text or email you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with a member of the senior leadership team or family support worker if absences persist;
- Refer the matter to the Head Teacher if attendance moves below 90%;
- If your child is absent for 5 days, and we are concerned, we will complete welfare check.

Staff must report all unauthorised absences to the Designated Safeguarding Lead. The Designated Safeguarding Lead must make contact with the child or young person's parent/carer immediately to establish the child or young person's whereabouts. The Designated Safeguarding Lead must inform the placing authority of a pupil's poor attendance.

If a child is regularly late for school or is often absent, then the Designated Safeguarding Lead is responsible for contacting the parent or carer concerned to have an informal discussion about this. If there is an urgent concern, then this needs to be reported to Children's services and Local Authority.

The Designated Safeguarding Lead is to ensure that: Children's Services are notified if a child subject to a Child Protection Plan is absent for more than two days without explanation and the social worker is informed when a child subject to a Child Protection Plan or a Child in Need Plan moves to a new setting.

A child missing from an education setting is a potential indicator of abuse or neglect. Local Authority guidance procedures will be followed for dealing with a child who is missing from education, particularly on repeated occasions.

It is important to monitor the welfare of those children with attendance concerns, particularly those with chronic poor attendance or persistent absentees. Attendance plans are in place for those with poor attendance and home visits would be arranged. Schools should also scrutinise the attendance of off-site provision. Similarly, the attendance of children who are vulnerable or with known welfare and safeguarding concerns such as children who have a Child Protection Plan, a Child In Need, are a Child Looked After and/or Special Educational Needs should be monitored on a weekly basis.

Social care should be informed immediately when there are unexplained absences or attendance concerns. It is important that the school's attendance team, including the Local Authority and Safer Schools Officer, are aware of any safeguarding concerns. It is critical that when a child is not attending school their welfare is confirmed and best practice would be for an appropriate professional to visit the home and speak to the child away from their parents/carers, particularly if there are any safeguarding concerns.

Telephone numbers:

There are times when we need to contact parents about lots of things, including absence. We need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't, then something important may be missed. **You have a duty to notify school as soon as possible of any changes to contact details.**

Family Support Worker:

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in

this way, the school may refer the child to the Legal Intervention Team (LIT) from the Local Authority.

If your child's attendance falls below 90%, or there are 10 or more sessions of unauthorised absence in the last 100 sessions within a rolling calendar, a referral to LIT will be made. It might be necessary to meet with you and/or your child to discuss the reason for absence, please be aware that we may not always give you prior warning of this contact, so please advise us if you would prefer contact before such action. **Please be aware if your child's absences persist, the school and local authority can use sanctions such as Penalty Notice fines or prosecutions in the Magistrates Court to address irregular school attendance.**

Lateness:

Poor punctuality can affect progress and wellbeing. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons. This can be embarrassing for the child and can encourage absence.

How we manage lateness: The school day starts at 9am with readiness for learning, and we expect your child to be in school at that time. Registers will be marked at that time and your child will receive a late mark if they are not present in the class. The register will be closed 30 minutes after school's start time.

In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site, but this will not count as a present mark, and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record, you will be asked to meet with a member of school staff and/or legal intervention team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Should school be unable to resolve an ongoing lateness issue we reserve the right to bring forward the close of register. This would mean that your child's lateness would be recorded as unauthorised which could result in the legal intervention team considering enforcement proceedings against you. We will always inform you in writing should this action be necessary.

The School's strategy for reducing persistent and severe absence:

- Identify students with attendance below 90% and create an attendance plan that supports their individual needs.
- Hold regular meetings with parents/carers and/or the student to review the plans and resolve any barriers to attendance.
- Signpost further support to parent/carers to help remove any barriers to attendance.
- Seek further support through outside agencies and attend TAF/ CIN meetings or work with other schools, to support this, and action plans to support good attendance.
- Ensure that staff are trained in how to support good attendance.

- Hold regular EHCP overview meetings to ensure that we are able to support our students needs and ability to attend and inform the annual review.
- Work with the LA should concerns continue.

Working with an alternative provision

When a student attends an alternative provision (AP) for part of the week, the school will liaise directly with the AP to ensure attendance is recorded accurately. If the student does not attend the AP, the school retain responsibility for following up and making any necessary safeguarding referrals as a result.