**Introduction**

Hopefields school believes that attendance is a vital aspect for students to develop whilst in a school setting. We believe attendance plays a pivotal role in safeguarding learners within and outside of the school day.

Attendance is the responsibility of the student, the parents and the staff in the school. Hopefields aim to ensure that young people learn and have fun in a supportive, caring and safe environment where they feel safe to attend regularly.

**Aims & Objective**

This policy is designed to ensure that, as a provision, we are ensuring that students improve on previous attendance shown in past provisions/schools and if they aren’t we are working collaboratively with parents and relevant parties to improve on that attendance.

**We aim:**

To provide a happy and secure place where students feel safe to attend and learn in the best environment possible.

To take positive action with those students whose attendance is not at the required level as stated in this policy.

To show commitment to every student and their parent to positively affect their attendance and engagement in the school environment.

To inform students and parents/carers of our expectations around attendance.

To have a consistent approach for dealing with attendance.

**Procedure:**

Staff arrive no later than 8am ready for the morning briefing led by Headteacher and members of the SLT.

All students are encouraged to arrive at 8:30am for breakfast club which runs between 8:30-8:45am

Staff ‘meet and greet’ the learners via the student entrance on their arrival

All students are required to be in attendance for morning ‘Join Up’ which begins at 8:45am.

Attendance will be recorded on Horizons Juniper for the AM and PM sessions every day. Horizons is only available to Hopefields school so any referring school or local authority requesting attendance will receive an email by 9:45am.

Any students arriving later than 9:30am will be marked as late with a numerical value stated for how many minutes late the learner arrived.

The marks linked to our MIS Horizons are as follows :-

|  |  |
| --- | --- |
| - | Not yet marked |
| . | Timetable override |
| / | Present Am |
| \ | Present PM |
| B | Pupil being educated off-site |
| C | Other authorised circumstances |
| D | Dual Registration |
| E | Excluded |
| G | Family holiday (not authorised) |
| H | Family Holiday (authorised) |
| I | Illness |
| J | Interview |
| L | Slightly late (before registers closed) |
| M | Dentists/medical appointment |
| N | No reason yet for absence |
| O | Unauthorised absence |
| P | Approved sporting activity |
| R | Religious observance |
| S | Study leave |
| T | Traveller absence |
| U | Late |
| V | On school visit/trip |
| W | Work experience |
| X | Non- compulsory absence |
| Y | Absence due to exceptional circumstances |
| Z | Pupil not yet on roll |
| # | School closed |

Hopefields believes that good attendance is an important part of every students development and education, as well as, safeguarding them within our school. Regular daily attendance at school is important for all children and young people to succeed in education and to ensure they don’t fall behind both socially and developmentally. Ensuring good attendance, maximises life opportunities for students by providing them with education and the relevant support each individual student needs.

**Appropriate marks will be recorded for the following:-**

Present

Unauthorised absence

Authorised absence

Late

Dual registration

Non-Compulsory attendance

Unauthorised absence - If the school is not satisfied with the reason given for absence, they should record it as unauthorised. Unauthorised absence will also be used when no reason was given or obtained from the parent/carer of the student in question.

Authorised absence - Authorised absence’ means that the school has either given approval in advance for a student of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence.

Late – the student has arrived after the session has begun but before the registration has closed.

Dual Registration - This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the host school.

Non compulsory attendance - This code is used to record sessions that non-compulsory school age student are not expected to attend.

It is the responsibility of the parent/carer (or the referrer) of the student to ensure Hopefields are aware of any prior non-attendance upon enrollment of the student.

‘**Missing’ Students**

When a student arrives in a lesson, they must remain in that lesson for the remainder of the session unless prior agreement has been made with the Headteacher. If a student then leaves the session without agreement of the Headteacher they will be classed as ‘Missing.’ The Headteacher must be notified and then instigate a thorough search of the school site to rule out the student being on-site but out of sight. If the student remains unfound then the Headteacher must make, contact with the students, parents/carers or emergency contact immediately. The DSL must also be notified at this stage. If, after 30 minutes, the students location has not been confirmed, the Headteacher must, in collaboration with parents/carers, notify the police.

The school will work to build strong, respectful relationships with parents/carers and work to build trust and engagement. Open and honest communication will be maintained all parties about the expectations of school life, attendance, and performance so that they understand what to expect and what is expected of them.

**Support**

Hopefields will liaise with other agencies working with students and their parents/carers to support attendance, e.g., social services. Hopefields will hold two sets of emergency contact details for each student wherever possible to ensure that additional options for getting in touch with responsible adults are an option if there is absence without notification or authorisation. Hopefields will ensure that parents/carers are aware of their legal duty to ensure that the young person in their care, attends school regularly and to facilitate their legal right to a full-time education – parents/carers will be made aware that this means their child must attend school every day that it is open, except in certain circumstances, e.g. sickness or absences that have been authorised in advance. The school will regularly inform parents/carers about their young persons levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can bring to their young person educationally, socially and developmentally.

If a pattern of absence becomes problematic, Hopefields Attendance Officer, Craig Fletcher and Lisa Allen, Parent Support Officer will work collaboratively with the student and their parents/carers to improve attendance by addressing the specific barriers that prevent the student from being able to attend school regularly.

The school will always take into consideration the sensitivity of some of the reasons for absence and will offer support during these times. Where these barriers are related to the young person experience in school, a member of SLT will work with the Headteacher and any relevant school staff to address this. Where the barriers are outside of the school’s control, e.g. they are related to issues within the family, a member of SLT will liaise with any relevant external agencies or authorities, e.g. children’s social care or the LA, and will encourage parents to access the support that they may need.

The metrics applied within this policy are linked to the codes detailed above. Any learner who falls into one of the above categories will receive a percentage breakdown for that code.

**Monitoring**

Attendance will be monitored on a half-termly basis unless a student is causing considerable concern and then attendance will be monitored and highlighted on request and accordingly.

Linked to this form is an attendance form that is accessible via Microsoft teams. This document will detail students who are not hitting the required attendance standard set out by the Government of 95%. The document includes percentages of attendance per half term and a comparison to the attendance percentage prior to the student joining Hopefields. This will also document actions carried out by Hopefields to help combat the student’s attendance.

In addition to the attendance form, Craig Fletcher - Assistant Headteacher and Lisa Allen - Parent Support Officer have implemented a three-tier approach to combating persistent and severe non-attendance. The three tied approach is as follows:-

1. If a students attendance drops below 75% Lisa will make a call to the parent/carer to ask for reasons as to why attendance is below 75% and ‘check in’ with the parent/carer and offer the schools support to improve that attendance.
2. If the students attendance doesn’t improve after that phone call, Craig Fletcher will organise an attendance review meeting with the parent/carer, where the patterns of attendance will be reviewed and a discussion had as to why no improvement has been seen with the intention of putting a plan in place to improve the students attendance.
3. Attendance still hasn’t improved so we would now be looking at punitive approaches as a last resort to improve attendance, this may include the following of Government guidance on attendance procedures which, if upheld may result in a monetary fine or a prison sentence for the person responsible for the student.

This document has been reviewed and approved by all SLT members. Staff have been made aware of the issue, including any updates/amendments to its appendix A and where necessary appropriate training has been provided to those staff.

Where policies are available for download online, the previous version is removed, and this new version replaces it.

This policy/procedure applies to Hopefields school and applies to all employees, students and visitors.

This policy does not cover customer specified procedures or policies where specific service level agreements provide alternative arrangements.

**Appendix A**

At Hopefields, we see education as a partnership between the parent/carer, (referrer, where applicable) and Hopefields. We are committed to providing the highest quality of education and care for every student and we look to parents/carers (and referrers) to support this objective.

Students are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip or visit and the required risk assessments completed.

Requests for absence must be made to Hopefields prior to the absence, letters relating to scheduled appointments etc., should be shown to school staff where possible. In an emergency, parents are asked to telephone school before 8.30am.

If your child is ill, please telephone the school before 8.30am on each day of absence, we will record the reason for the absence on the attendance register.

Where contact hasn’t been made by parents/carers,, school staff will telephone parents/carers by 9.45am to ask for the reason of absence and record it accordingly.

**Appendix B – changes/updates/amendments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Change made** | **Action to complete** | **Staff name** |
| 10.03.23 | Reviewed and incorporation of the new attendance form. |  | CF |
| 11.10.23  11.10.23 | Added section to three tier approach to attendance.  Edit the school day starting times.  Review Complete | Add Lisa Allen as Parent Support Officer | CF  AL |