

INNOV4TE INDEPENDENT SCHOOL

ATTENDANCE POLICY

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| Person Responsible | Carla Astbury |

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Appendix 1: Attendance codes

1.Aims

At Innov4te Independent School, we recognise the critical link between consistent school attendance and student achievement. Our Attendance Policy aims to foster a culture of regular attendance and punctuality, which are essential for ensuring that each learner can fully engage in the educational opportunities we provide. We are committed to creating an environment where learner’s feel motivated to attend school regularly, understanding that their presence is key to their academic and personal development. This policy outlines the expectations, procedures, and support mechanisms we have in place to promote and maintain high attendance rates, in alignment with statutory requirements and best practices within the educational sector in England.

* Promote Regular Attendance: To encourage all students to attend school regularly, thereby maximising their educational opportunities and potential.
* Ensure Punctuality: To instil the importance of punctuality as a valuable life skill and integral part of the school ethos.
* Early Intervention: To identify and address attendance issues at an early stage, providing timely support and interventions to students and families.
* Compliance with Legal Requirements: To ensure that the school meets all statutory requirements concerning school attendance as outlined by the Department for Education in England.
* Partnership with Parents and Guardians: To work collaboratively with parents and guardians to support and improve their children’s attendance and punctuality.
* Monitor and Evaluate Attendance Data: To regularly monitor attendance data to identify trends, inform policy decisions, and improve strategies for promoting attendance.
* Create a Supportive School Environment: To cultivate a welcoming and inclusive school environment where students are motivated to attend and feel safe, supported, and engaged.

2. Legislation and guidance

This policy meets the requirements of 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:

• The Education Act 1996

• The Education Act 2002

• The Education and Inspections Act 2006

• The Education (Learner Registration) (England) Regulations 2006

• The Education (Learner Registration) (England) (Amendment) Regulations 2010

• The Education (Learner Registration) (England) (Amendment) Regulations 2011

• The Education (Learner Registration) (England) (Amendment) Regulations 2013

• The Education (Learner Registration) (England) (Amendment) Regulations 2016

• The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE’s guidance on the [school census](https://www.gov.uk/guidance/complete-the-school-census), which explains the persistent absence threshold.

3. School procedures

3.1 Attendance register

The attendance register will be taken AM and PM and during each lesson using ARBOR for AM and PM marks and attendance to lessons will be monitored using learner Achieve sheets. This will ensure a clear picture of not only attendance but engagement.

Attendance will be shared with referring organisations by 10am daily.

It will mark whether every learner is:

* Present
* Attending an approved off-site educational activity
* Absent
* Unable to attend due to exceptional circumstances.

In accordance with the DFE guidance, any amendment to the attendance register will include:

* 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 who made the amendment

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

3.2 Unplanned absence

It is the responsibility of the Parent/Carer to notify INNOV4TE on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30am or as soon as practically possible.

No absence can be authorised; however, illness occurs and cannot be helped, any genuine illness will be recorded to support due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, INNOV4TE may ask Parent/Carer to provide medical evidence, such as a doctor’s note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and Parent/Carer will be notified of this in advance.

3. Medical or dental appointments

Any medical or dental appointments must be planned, and notice provided to support the reasons for absence. However, we encourage Parents/Carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the learner should be out of school for the minimum amount of time necessary. Evidence will be requested for any appointments made.

3.4 Lateness and punctuality

A Learner who arrives late but before the register has closed will be marked as late, using the appropriate code. A Learner who arrives after the register has closed will be marked as absent, using the appropriate code. Both will have a negative impact on the attendance of the Learner and reduce their overall percentage of attendance, this could initiate the legal process for persistent absence.

3.5 Following up absence

INNOV4TE will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is authentic or not and identify the correct attendance code to use. However, the referring school remain lead, INNOV4TE will share all information daily with the referring organisation who will then follow their own attendance procedures.

3.6 Reporting to parents

Parents/Carers will receive information regarding their child’s attendance, this may include letters, home visits, reports and/or telephone calls.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

The referring organisation may not grant any leave of absence to Learners during term time unless they consider there to be 'exceptional circumstances'. The referring organisation will consider each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the referring organisations discretion. Where learners are single registered this will be considered by all agencies involved.

Holiday application forms must be completed and returned to the school in advance of travel to avoid a fine being requested to be issued. Valid reasons for authorised absence include:

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the learner’s parents belong.

If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart.

Traveller learners travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the learner is attending educational provision.

Examples of unauthorised absence, such as when term-time holiday will not be approved Information about targeting unauthorised attendance –

The school identifies Learners and families where attendance is poor, the action we take is as followed.

* Daily telephone calls
* Meetings- INNOV4TE will hold regular review meetings with Parents/Carers and referring organisations every six weeks as part of our processes, however where a learner’s attendance is a cause for concern reviews/attendance meetings will be held.
* Closer monitoring Contact with on roll school - It is the on-roll schools’ responsibility to fine/prosecute for unauthorised absence.
* Referral to Local authority where a child is single registered.

5. Strategies for promoting attendance

INNOV4TE INDEPENDENT SCHOOL work with Parents/Carers to support the regular attendance of their child– for example, communicating early about issues and acknowledging positive improvements. Learners are encouraged weekly during tutor time to track and monitor their own attendance.

5 6. Attendance monitoring

The Designated Safeguarding Lead monitors Learner’s attendance daily. Parents/Carers are expected to call the school in the morning if their child is going to be absent due to ill health.

7. Roles and responsibilities

7.1 The Directors

The Directors are responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the Local authority and on roll schools. The Directors also support the DSL in monitoring the attendance of individual learners.

7.2 The Directors

• Monitor’s attendance data at the school and individual Learner percentages

• Reports concerns about attendance to the referring organisation

• Works with the other staff members to tackle persistent absence

• Arranges calls and meetings with parents to discuss attendance issues.

• All learners will have their attendance monitored daily, where a concern is raised over an individual’s attendance the following will be initiated:

Stage 1

* Concerns will be shared with the referring organisation and a telephone conversation with Parents/Carers to discuss absence and any potential barriers to attending as well as any support required.
* This is followed by a monitoring period of up to 2 weeks which can include phone calls, text messages and home visits by the DSL or named contact from the referring organisation – all contact will be recorded on the Arbor and shared with on roll schools and Local authorities where necessary.

Stage 2

* Following an attendance review over a period of 2 weeks, if there is no significant improvement, an emergency review will be held where Parents/Carers, referring organisation and INNOV4TE will meet to formulate possible support strategies a potential modified timetable and any reasonable adjustments that may need to be made and reasonable targets will be set.

Stage 3

* If there is no significant improvement as agreed at stage two, we will share information with referring organisation who will decide whether sustaining a place at INNOV4TE INDEPENDENT SCHOOL is in the best interests of the learner.

6 7.3 Staff

Staff are responsible for recording attendance daily, using the correct codes on the system.

7.4 Office staff

Office staff are expected to take calls and respond to text messages from Parents/Carers about absence and record it on Arbor.

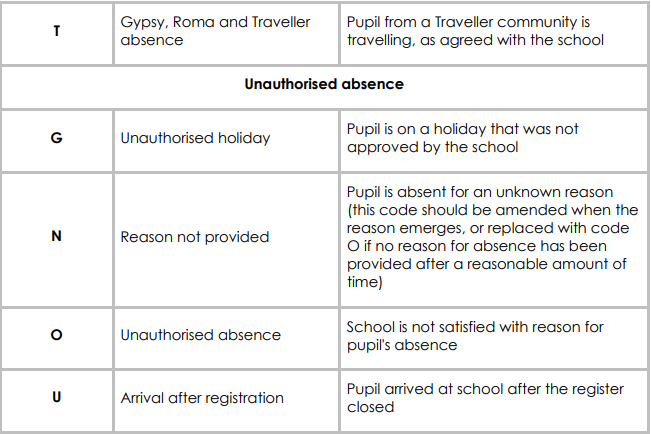
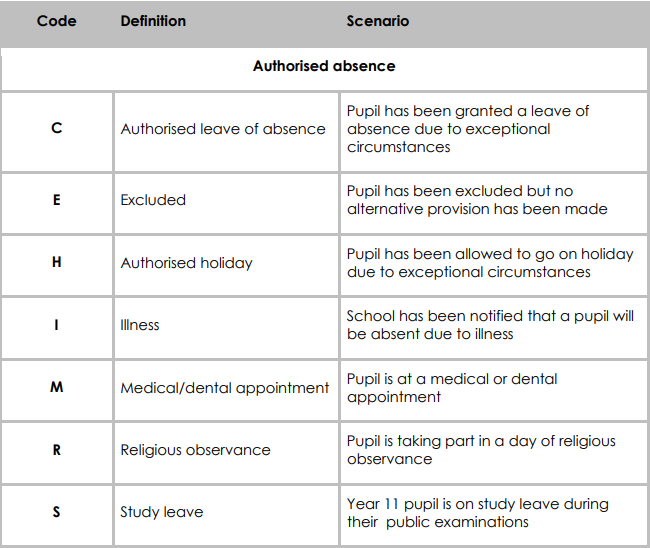
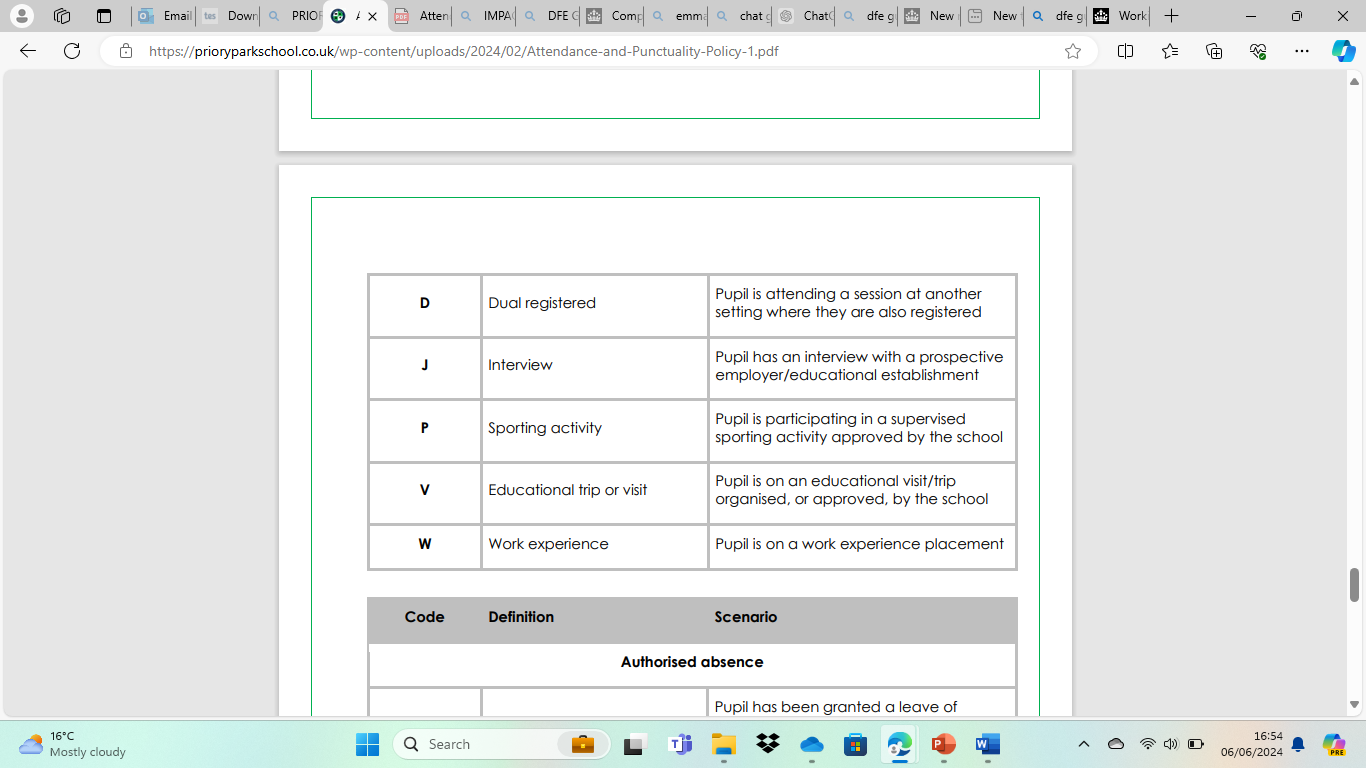
8.Monitoring arrangements

This policy will be reviewed annually by the Directors.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy.

Appendix 1



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