

Vision Motor Training Ltd

Attendance and Reporting Policy

**Statement of Intent**

Vision Motor Training is committed to the continuous raising of achievement of all our learners. Regular attendance is critical if our learners are to be successful and benefit from the opportunities presented to them. One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling experience. We actively promote 100% attendance for all our learners, and we use a variety of weekly, termly and annual rewards to promote good attendance and punctuality. The Staff, in partnership with parents/carers, have a duty to promote full attendance at Vision Motor Training.

**Parental Responsibility**

Under the 1996 Education Act, Section 7, parents/carers have a legal duty to ensure that their young people attend regularly and arrive on time. Regular attendance is essential to the all-round development of the young person, and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts learners at risk by encouraging anti-social behaviour.

**It is the parents’/carers’ responsibility to contact the provision by 10:30 a.m. on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents/carers should update the provision for each day of absence and inform the provision when their child is returning.**

Pupils are expected to arrive by their specified start time. All pupils that arrive late must report to the office where the reason for lateness is recorded.

**The Role of the School Staff**

Tutors complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement as stated by The Education (Pupil Registration) (England) Regulations 2006. Tutors mark pupils present, absent or late. The tutor notifies the names of children whose attendance is causing concern.

It is the responsibility of the Administrative Officers to ensure:

* Attendance and lateness records are up to date.
* If no reason for absence has been provided, parents are contacted on the first day of absence by phone call or text message.
* Receive, update and maintain, accurate registers in line with Education (Pupil Registration) Regulations 2001.
* The appropriate attendance code is entered into the register (see National Attendance Codes).
* Parents are informed termly of the child’s attendance figure.
* The Administrative Officers will work proactively with parents/carers and communicate sensitively to try and remove barriers to promote good attendance.

**The Role of Parents/Carers**

It is the responsibility of the parents/carers to communicate with the Administrative Officers any issues that might hinder attendance.

**The Role of Pupils**

It is the responsibility of pupils to actively get themselves into the provision, be punctual and ready to learn. Pupils need to speak to the Administrative Officers, or any member of staff, if there are issues preventing attendance, so that they can be resolved.

**Timeline of the Staged Approach for Managing Poor Attendance**

* 95 - 100% attendance – the tutor to investigate and notify the Administrative Officers of concerns. The Administrative Officers to contact parent/carer if appropriate.
* 90 - 95% attendance - school intervention letters/meetings with parents/carers, with the assistance of Local Authority Education Welfare Service, if necessary.
* Where the level of absence has not improved and there are unauthorised absences, the provision will consult with the Local Authority School Education Welfare Service for advice.
* For the cases that require intensive family support, the provision may make an Early Help Assessment.

**Children Missing Education**

No young person should be removed from the provision without consultation between the Director and the Education Welfare Service when appropriate. Please see the circumstances below:

1. Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:
* If the whereabouts of the child is unknown and the school has failed to locate him/her.
* The family has notified the school that they are leaving the area, but no Common Transfer Form (pupil file) has been requested by another school.

**Lateness**

At Vision Motor Training, the register is taken at 10:00 am and 12.15 pm. Learners arriving after these times must enter by the main entrance and report to the office where the reason for lateness will be recorded. The pupil will be marked as late before registration has closed at 10.39 a.m. (Code ‘L’).

The register will close at 10:40 am and 12:45 pm. Pupils arriving after the register has closed will be marked as late after registration (Code ‘U’) and this will count as an unauthorised absence. Frequent lateness after the register has closed (‘U’), will be discussed with parents/carers with the Attendance Officer and Education Welfare Service and could provide grounds for prosecution or a Penalty Notice. In some circumstances students may have different starting times, the same amount of time is given for lateness, these pupils will have a different register closing time. For example, students starting at 9:30am, registration closes at 10:09.

**Penalty Notice Proceedings for Lateness**

**Penalty Notices are issued in accordance with East Riding of Yorkshire County Council’s Education Penalty Notices Code of Conduct effective from January 2016, as revised in April 2017, when:**

* 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter.
* The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded.
* If unauthorised absence is recorded during the 15-day period, a Penalty Notice(s) will be issued (one per parent per child).
* Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

**Authorising Absence**

Only the Director can authorise absence using a consistent approach. The Director is not obliged to accept a parent’s/carer’s explanation. A letter or telephone message from a parent/carer does not in itself authorise an absence. If absences are not authorised, parents will be notified. If no explanation is received, absences will not be authorised.

Absence (for example leave for holidays) during term time can only be approved in “exceptional circumstances”. The following reasons are examples of absence that will not be authorised:

* Persistent non-specific illness e.g., poorly/unwell.
* Absence of siblings if one child is ill.
* Inadequate clothing/uniform.
* Oversleeping.
* Confusion over school dates.
* Medical/dental appointments of more than half a day without very good reasons.
* Child’s/family birthday.
* Shopping trip.
* Family Holidays (with some rare exceptions).

Persistent unauthorised absence (10% or more of the school year) may result in a referral to the Local Authority for consideration of prosecution. The provision will follow procedures with the LA prior to referral and parents will be notified in writing. When a referral is made, the child’s Registration Certificate, copies of all letters sent to parents and minutes of any meetings **need to** be attached to the completed referral form with any other relevant information.

**Action may include**: -

* Attendance Improvement Meetings with the school’s Attendance Officer and LA.
* Home visits conducted by provision staff or EWS.
* Fast Track to Prosecution with support of EWS.

**Penalty Notices Proceedings for Poor Attendance**

**Penalty Notices are issued in accordance with East Riding of Yorkshire County Council’s Education Penalty Notices Code of Conduct effective from January 2016 and revised in April 2017.**

* A Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.
* A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.
* After the appropriate request for a Penalty Notice is received, the LA will issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
* If unauthorised absence is recorded during the 15-day period a Penalty Notice will be issued (one per parent per child)

**Exceptional circumstances could include**:

* Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave soon that coincides with school holidays.
* Where an absence from school is recommended by a health professional as part of a parent’s or child’s rehabilitation from a medical or emotional issue.
* The death or terminal illness of a person close to the family.
* To attend a wedding or funeral of a person close to the family.
* Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil’s previous record of attendance into account when the provision is making decisions. The fundamental principles for defining ‘exceptional’ are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that the director can agree the absence of a young person in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Where Penalty Notices are imposed, the regulations state that the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

* with leave (the school has given permission).
* due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent).
* religious observance.
* failure by the Local Authority to provide transport.

By law, these are the only acceptable reasons for a child being absent from school.

The Director may authorise absence in “exceptional circumstances”, but this must be requested in advance and agreement to each request is at the discretion of the Director, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Director’s decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the LA who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

**Appendix 1**  **Late letter (Code L)**

**Appendix 2**  **Late letter (Code U)**

**Appendix 3**  **Absence letter**

**Appendix 4**  **Attendance Meeting letter**

**Appendix 5**  **Warning re: Penalty Notice Referral letter**

**Appendix 6**  **Unauthorised absence confirmation of PN request**

**Appendix 7a**  **Response to Leave Request (Not Authorising)**

**Appendix 7b**  **Response to Leave Request submitted retrospectively (Not Authorising)**

**Appendix 8**  **Unauthorised leave confirmation of PN request**

**Appendix 9**  **Provision letter where they believe a holiday was taken**

**Appendix 10**  **Traveller Attendance letter**

**Appendix 11**  **Traveller Absence due to travelling**

**Appendix 12**  **Provision Referral Pathway**

**Appendix 1**

Dear Parent/ Carer,

**Re (CHILD’S NAME)**

I am writing to express my concern over the number of occasions that (CHILD’S NAME) has been arriving late at provision. Below for your information is a summary of attendance indicating the days (CHILD’S NAME) was late (Code L):

(DATES OF LATES BEFORE REGISTRATION CLOSED)

Total lates before registration closed: (TOTAL LATES BEFORE REGISTRATION CLOSED)

At our provision the register is taken at 10:00am and at 12:15pm.

A pupil’s lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the provision to improve punctuality. If we can help in any way, perhaps via our pastoral team, please do not hesitate to contact us.

Yours sincerely,

Director

**Appendix 2**

Dear Parent/ Carer,

**Re (CHILD’S NAME)**

I am writing to express my concern over the number of occasions that (CHILD’S NAME) has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days (CHILD’S NAME) was late (Code U):

(DATES OF LATES AFTER REGISTRATION CLOSED)

Total lates after registration closed: (TOTAL LATES AFTER REGISTRATION CLOSED)

At the provision the register is taken at 10:00am and is closed at 10:39am for the morning session and taken again at 12:15pm and closed at 12:45pm for the afternoon session. Pupils arriving after the register has closed will be marked ‘U’ which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child’s learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority Education Welfare for further action and possible prosecution.

If (CHILD’S NAME) continues to arrive late after the register has closed, we will contact you to arrange a meeting.

Yours sincerely,

Director

**Appendix 3**

Dear Parent/ Carer,

**Re (CHILD’S NAME)**

I am writing to express my concern over the number of occasions that (CHILD’S NAME) has been absent. I attach for your information a summary of attendance indicating the days (CHILD’S NAME) was absent.

A pupil’s absence can seriously disrupt their learning, not only do they miss out on teaching while they are away, but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the us to improve (CHILD’S NAME) attendance. If we can help in any way, perhaps via our pastoral team, please do not hesitate to contact us.

Yours sincerely,

Director

**Appendix 4**

Dear Parent/ Carer,

**Re (CHILD’S NAME)**

Despite previous warnings, I note with concern that your child’s attendance has made no significant improvement. (CHILD’S NAME) attendance is currently (PERCENTAGE %) which means he has missed (TOTAL AUTHORISED ABSENCES) half day sessions for authorised absence and (TOTAL UNAUTHORISED ABSENCES) half day sessions for unauthorised absence. This will have an impact on your child’s education which we cannot ignore.

As there has been no improvement in (CHILD’S NAME) attendance, I must advise you that further absences as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend an Attendance Meeting. The time and date have been set for (DATE) at (TIME) It is important that you and (CHILD’S NAME) attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by: (LIST OF NAMES)

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

If you do not attend this meeting and (CHILD’S NAME) absence continues to deteriorate, a referral may be made to the Local Authority Education Welfare Service for further action and possible prosecution.

Thank you for your co-operation.

Yours sincerely,

Director

**Appendix 5**

Dear Parent/ Carer,

**Re (CHILD’S NAME)**

At our provision we consider attendance of utmost importance, and I am therefore bringing this information to your attention. Our monitoring process has shown that (CHILD’S NAME) has been absent for a total of (TOTAL UNAUTHORISED ABSENCES) unauthorised half day sessions. I refer you to legislation regarding Penalty Notices.

*‘As from 2005, East Riding of Yorkshire Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.’* A separate Penalty Notice can be issued to each parent and for each child.

*On receipt of the Notice, the penalty will be £160, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the LA.*

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me.

If further unauthorised absence occurs, you will be contacted and invited in for a meeting at the provision.

Yours sincerely,

Director

**Appendix 6**

Dear Parent/ Carer,

**Re (CHILD’S NAME)**

With reference to our letter dated (DATE), (CHILD’S NAME) has now reached a total of (TOTAL UNAUTHORISED ABSENCES) half day sessions of unauthorised absence. As a result, we will now be requesting a Penalty Notice from the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely,

Director

**Appendix 7a**

Dear Parent/ Carer,

**Re Request for leave during Term-Time**

**For the attention of the parents of (CHILD’S NAME)**

I have received your request to take (CHILD’S NAME) out of provision for a family holiday between (DATE) and (DATE), a total of (NUMBER OF SESSIONS) number of sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Headteacher*/* Director’s ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in “exceptional circumstances”.

The Attendance Policy confirms that:

* Agreement to each request is at my discretion, acting on behalf of the Governing Body
* Each case will be judged on its merits
* My decision is final
* Leave cannot be authorised retrospectively

I have considered your request, but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take (CHILD’S NAME) out of provision, I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Education Welfare Service.

Yours sincerely,

Director

**Appendix 7b**

Dear Parent/ Carer,

**Re Request for leave during Term-Time**
**For the attention of the parents of «(CHILD’S NAME)**

You failed to apply in advance for permission for (CHILD’S NAME) to be absent from provision.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Headteacher*/*Director’s ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in “exceptional circumstances”.

The Attendance Policy confirms that:

* Agreement to each request is at my discretion, acting on behalf of the Governing Body
* Each case will be judged on its merits
* My decision is final
* Leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively, and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Attendance Service.

Yours sincerely,

Director

**Appendix 8**

Dear Parent/ Carer,

**Re (CHILD’S NAME)**

With reference to our letter dated (DATE),the leave of absence taken between (DATE) and (DATE) has now been recorded as unauthorised absence and as a result a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely,

Director

**Appendix 9**

Dear Parent/ Carer,

**Re (CHILD’S NAME)**

You failed to apply in advance for permission for (CHILD’S NAME) to be absent from provision.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Headteacher*/*Director’s ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in “exceptional circumstances”.

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 session’s a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child’s regular attendance at provision. The amount of the penalty is £160 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £80 per parent, per child. If you pay this penalty within the time limits, no further action will be taken against you in connection with the offence, i.e. your liability for the offence will be discharged.

Yours sincerely,

Director

**Appendix 10**

Dear Parent/ Carer,

**Re Traveller Absence (CHILD’S NAME)**

I am writing to say how concerned I am over the number of times (CHILD’S NAME) has been absent from provision. This academic year (CHILD’S NAME) has missed (TOTAL AUTHORISED ABSENCES) authorised half day sessions and (TOTAL UNAUTHORISED ABSENCES) unauthorised half day sessions achieving an overall attendance rate of (ATTENDANCE %).

Traveller children have to attend school/provision for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority Education Welfare Service if (CHILD’S NAME) attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the provision in advance.

If you would like to speak to me about (CHILD’S NAME) attendance, please telephone the office to make an appointment.

Yours sincerely,

Director

**Appendix 11**

Dear Parent/ Carer,

**Re Traveller Absence (CHILD’S NAME)**

Thank you for contacting me to say that (CHILD’S NAME) will be absent from provision from (DATE)as you will be travelling due to your work.

The law allows me to authorise (CHILD’S NAME) absence if your trade or business means that you have to travel from place to place. However, you have not let me know when (CHILD’S NAME) is likely to return to provision. Unless you contact me during the next 10 days to confirm a date, I will refer (CHILD’S NAME) to the Local Authority as a Child Missing Education.

After 20 days absence, there may be grounds to take (CHILD’S NAME) name off the provision roll and you will have to re-apply for a place when you return.

Yours sincerely,

Director

**Appendix 12**



**Please note that the Digital Front Door is a system used by some LA’s others will have a different system. Please contact the specific LA to find out which system they use.**