**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 8:45am will be marked as late with a numerical value stated for how many minutes late the learner arrived, however this is still a present mark as this will be a late mark before the register closes. If a learner arrives after 9:30am this will again be marked as late with a numerical value but this is after the registration has closed so the learner for attendance figure purposes will have an unauthorised mark for that session.

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

|  |  |
| --- | --- |
| / | Present Am |
| \ | Present Pm |
| L | Slightly late (before registers closed) |
| B | In attendance at an alternative provision arranged by school |
| K | In attendance at an alternative provision under an arrangement made by the LA. |
| V | Attendance at a trip or educational visit that takes place during the school session, arranged by or on behalf of school and supervised by a member of school staff. |
| P | Attendance at an educational activity that is a sporting one and physically supervised by a member of staff or person approved by the school. (safeguarding remains the schools responsibility) |
| W | Attendance at an approved educational activity that is work experience and physically supervised by a member of staff or person approved by the school. (safeguarding remains the schools responsibility) |
| C | Leave of absence for exceptional circumstances. |
| C1 | Leave of absence for the purpose of participating in a regulated performance with appropriate licensing documentation issued by the Local authority. |
| C2 | student of compulsory school age is absent due to a part time timetable. |
| J1 | Attending an interview for employment or an interview for admission to another educational institution |
| M | Unable to attend due to a medical or dental appointment |
| R | Day exclusively set apart for religious observance by the religious body the parent of young person belongs |
| S | Student is absent for the purpose of studying for an examination |
| T | Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent |
| G | Holiday leave not granted due to not meeting exceptional circumstances criteria. |
| N | No reason yet for absence (Maximum time allowed for this code is 5 days) |
| O | Absent – other circumstances |
| D | Dual Registered and expected to attend session at the other school |
| U | Pupil arrived for session after the close of registration |
| Q | Unable to attend because of lack of access arrangements by LA to facilitate their attendance |
| Y1 | Unable to attend because school is not within walking distance of pupil’s home and transport to and from school normally provided is not available |
| Y2 | Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency |
| Y3 | Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use |
| Y4 | Unexpected whole school closure |
| Y5 | Unable to attend because pupil is subject to a sentence of detention |
| Y6 | Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease |
| Y7 | Unable to attend because of any other unavoidable cause |
| E | Excluded or permanently excluded |
| I | Unable to attend due to illness/sickness |
| X | Absent with leave, not of compulsory school age and timetable does not require them to attend |
| Z | Pupil not yet on role/admission register |
| # | Planned whole school closure |

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 (Still present) – the student has arrived after the session has begun but before the registration has closed.

Late (Unauthorised absence) – The student arrives late but after the registration has closed so will be marked as an unauthorised absence for that session.

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 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 required attendance levels without valid reason. The document includes percentages of attendance per half term and a comparison to the attendance percentage prior to the student joining Hopefields or the previous academics years attendance at 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 has 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% Craig or Diane 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 9.30am 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 |
| 19.11.24 | New DFE codes for attendance added, Lisa Allen removed from the document due to leaving the company. Timing changed to 9:30 for staff to make a call to parents if we haven’t heard from them. |  | CF |