

Version	Date	Updated by
1.0	13-09-23	Julia Whitesides
1.1	27-03-24	Cate Tumman
1.2	05-03-25	Julia Whitesides

Attendance Policy

(including procedures for children missing from education)

Rationale

Attendance at school is a legal requirement between the ages of 5 – 18 years. Young people are entitled to formal education during this phase of their lives. It is important that they receive their entitlement for their present and future lives and for the economy and well-being of society. Silver Linings School is responsible by law for making sure that registered students of compulsory age regularly attend school. The Government also has a priority in reducing unnecessary absence from school. Many students attending Silver Linings School are more vulnerable and have greater needs than the majority of their mainstream peers. This means that they may have more genuine absences from school for medical reasons or experience greater social needs than others.

It is our responsibility as educators to do all we can to encourage and support regular and frequent school attendance. Parents and carers are responsible for ensuring their children attend school. We at Silver Linings School are committed to ensuring that our families understand how important this is. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home- school links and communication systems that can be utilised whenever there are concerns about attendance. If there are problems which affect a student’s attendance, we will work in partnership with parents/carers and students, to resolve those problems as quickly and efficiently as possible.

Policy Procedures

The school register is a legal document and must be marked accurately, recording students’ attendance or absence and, in the latter case, if authorised or unauthorised. A certified extract of the register can be used as evidence in legal proceedings against parents/carers for failing to ensure their child’s regular attendance or in seeking an Education Supervision Order.

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Registration at Silver Linings School

The morning register is taken as children arrive at school, the expected time of arrival is 9am and all children arriving after this time will be marked as late, the morning register closes at 10am and children arriving after this time will be marked as U (late after the register has closed). All children will be registered after lunch for the afternoon session at 12.30 children arriving after this time will be marked late. The afternoon register closes at 1.30pm and all children arriving after this time will be marked U (late after the register has closed)

Procedures for following up absence / lateness:

Students who arrive late (i.e. after the close of the register) should be registered as “L” it is expected that parents/carers should provide an explanation either in a note/ email, face to face or by telephone.

It is the responsibility of the parent/carer to contact the school on the first morning of a student’s absence. This can be done by leaving a message on the answerphone or phoning when the school office opens at 8.30am.

In all cases a parent/carer should contact school prior to 9.00am. If this contact is not made, Silver Linings School will contact the parent/carer by telephone or, if the parent is unobtainable, by email or text requesting further information.

If this fails to provide an explanation for the absence further attempts will be made to get in touch.

If we are unable to gain contact for a period of 3 days, we will make a home visit to conduct a welfare check.

In circumstances where a child is known to be “at risk” a home visit will take place on day one of no contact. For a child who has an allocated social worker school will make contact with the social worker on day one of absence without contact and agree a plan for welfare check.

In addition, where school notice a pattern of absence with or without reasons provided home/visit welfare checks will be carried out, during absence.

If a period of 10 consecutive days of non-attendance is recorded, without provision of a reasonable explanation, then the school will contact the Nottingham City Education welfare officer by Tel: [01158762965](tel:01158762965) or CME.EducationWelfare@nottinghamcity.gov.uk.

In the event of persistent non-attendance and non-response, the school will organise a meeting with regard to that student’s attendance, inviting parents/carers and relevant professionals. The meeting will be to identify and resolve the difficulties which are preventing the student from attending school and parents/carers will be made aware of the legal requirements regarding school attendance.

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Authorised and Unauthorised Absence

If your child is ill or unable to attend school this must be reported on the day in order for it to be authorised. If the reason for absence is longer than 1 day then it must be reported on a daily basis.

The law states that you do not have the right to take your child out of school for holidays during term time, and you have to get permission from the head teacher in advance. The head teacher will only grant leave of absence in exceptional circumstances, such as service personnel or family crisis.

You must apply for leave of absence 12 days before the intended leave is due to commence via the Head teacher.

The school may request further evidence to support your application e.g. appointment cards, medical certificate or a letter from the GP. If there is an extended period of absence due to medical reasons, the school may ask for the permission of the parent/ carer to contact the child's GP to confirm that the medical condition prevents the student from attending school and to establish a possible return date for the student.

If you take your child out of school without permission, you may be fined or prosecuted by the Local Authority.

Strategies for Promoting Attendance/Punctuality

Attendance statistics are monitored by the Headteacher and reported to the Local Authority. At Silver Linings School our target is 90%. Opportunities to maintain awareness through newsletters and the school website, parent/carers progress meetings and student reports will be used.

Students with a known attendance problem when admitted to school will be made aware alongside parents/carers that they will be set targets for improvement. Parents will be kept regularly informed of all concerns regarding punctuality and attendance. A relevant staff member will contact parents/carers to discuss any issues which may cause a student to experience attendance difficulties, and matters will be promptly investigated by the school.

School may agree to implement a range of strategies to improve attendance and engagement with learning considering the child's individual needs, experiences and agreed outcomes. All strategies will be clearly outlined in a plan and will be monitored on a two-weekly basis with a progression to moving the child to engaging in full time education.

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These may include:

- A reduced timetable in school
- Later start/ earlier finish to the day
- Altered location for the start of the day
- Agreed staff member for meet and greet

Sanctions for Persistent Lateness and Non – Attendance

A Penalty Notice can be considered for unauthorised leave of absence taken without notification or contact with school. It will be issued by the Headteacher after consultation with the Proprietors and the Local Authority. A Penalty Notice can also be considered for any unauthorised absence where there is no justifiable cause. There is no statutory right of appeal against the issuing of a Penalty Notice. The Local Authority may impose an Education Supervision Order, Parenting Contract or Parenting Order in certain circumstances.

Pupil Absence Monitoring Procedure

1. All morning registers must be completed by 9.30am
2. Parents/carers of absent students will be contacted on the first day of absence if information has not been received for reason of absence.
3. Records of late arrivals will be made in the register
4. If on the first call to a student’s home no one answers, then a message will be left for the family to contact the school as soon as possible to explain why the student is not at school.

On making contact with the student’s parents/carers, they will be informed that for every day the student is absent the parent/carer must contact the school to inform them of the student’s wellbeing. If they do not, then the school will contact them each, and every day of absence- if parent/carer continues to non-report a meeting will be held.

5. At the end of each half term attendance figures will be reviewed and an action plan implemented if necessary for individual children.

Reporting Non-Attendance

School will report students’ attendance and unauthorised absences to parents/carers, in accordance with the legal requirements outlined by the Government.

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Roles and Responsibilities

Parents/Carers will:

- Notify the school of any absences or lateness in advance of or on the day of any daily occurrence.
- Keep close contact with the school if a student is on extended leave due to ill health (medical note/agreement provided)

School will:

- Keep an accurate and up-to-date attendance register for all students
- Telephone/text students' homes as necessary regarding attendance
- Correct any inaccuracies which may occur in the attendance register
- Follow up absences as outlined above
- Accurately record on the register if they receive any communication that a student will need to leave the school premises part way through the day by prior arrangement, e.g. for a medical appointment
- Discuss and action attendance concerns in a timely manner and at least every half term.
- Pass on information regarding attendance to all relevant staff
- Keep records and inform outside agencies as necessary, to comply with local and national policy and procedures
- Store notes from home in the students' files
- Notify the safeguarding team of absences for vulnerable students
- Conduct Safe and well checks during absences where we feel this is a requirement.

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APPENDIX 1

Registration codes	Code Description
\	Student is present
B	Educated off site (NOT Dual reg)
C	Other Authorised Circumstances
D	Dual registration (attending other establishment)
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family holiday (NOT agreed or days in excess)
H	Family holiday (agreed)
I	Illness (NOT med/dental appointments)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence (not covered by other code)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip

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W	Work experience
X	Non-compulsory school age absence
Y	Enforced closure
Z	Student not on roll
#	School closed to students

APPENDIX 2

The School's Procedures for Children Missing from Education (In line with Nottingham City Council)

More information visit the [Children missing education \(www.gov.uk\)](http://www.gov.uk)

As a result of daily admissions registration, schools are particularly well placed to notice when a child has gone missing.

If a member of school staff becomes aware that a child may have run away or gone missing, they should try to establish with the parents/carers, what has happened.

If this is not possible, or the child is missing, the designated safeguarding lead should, together with the class teacher, assess the child's vulnerability by making reasonable enquiries, and where appropriate refer any concerns about the child to Children's Services where it is believed they may be at risk of harm.

Schools should monitor attendance closely and address poor or irregular attendance initially through their school procedures. If the attendance does not improve it is important that pupils' poor attendance is referred to the Education Welfare Service within the local authority or if the child has not attended for 10 consecutive schools days without provision of a reasonable explanation.

However, if the school are alerted to a situation or have concerns before the 10-day period of a child missing from education they can refer to the LA sooner. All schools, colleges and educational providers have a safeguarding duty in respect of their pupils, and this includes investigating any unexplained absences.

Further information about schools' safeguarding responsibilities can be found in 'Keeping Children Safe in Education' the statutory guidance.

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In line with the duty under section 10 of the Children Act 2004, the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. They should also record that they have completed these procedures. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to Children's Social Care (and the Police if appropriate).

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