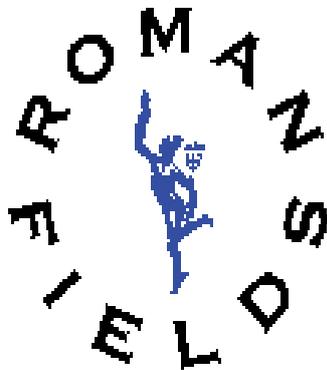


ROMAN FIELDS'

ATTENDANCE POLICY



THIS IS A STATUTORY POLICY which must be published on the school website and shared annually with parents/carers.

This policy was revised in January 2017 in consultation with staff, young people, parents and the Management Committee.

It was ratified by the Management Committee on 5th February 2017

REVIEW: This policy will be reviewed annually.

Roman Fields' Attendance Policy

The Attendance Policy at Roman Fields complies with the nine protected characteristics of the Equality Act 2010 as referred to in the Provision's Equality and Diversity Statement.

Roman Fields aims to encourage excellent levels of attendance and punctuality to enable all young people to take full advantage of the educational opportunities available to them.

At Roman Fields, we want the whole community – Management Committee, staff, parents/carers and young people to be committed to high standards of attendance and punctuality.

Good attendance helps young people in the provision to make the most of their learning. It also establishes good practice in general and in particular for working life.

Expectations

The responsibility for good attendance is shared between Roman Fields, young people and their parents/carers and Partner Providers.

Roman Fields:

- Will provide a safe learning environment and deal with any problems that may lead to non-attendance.
- Will ensure that records of attendance are maintained on a twice daily basis, as required by the Department for Education.
- Will follow up all instances of poor attendance and punctuality.
- Will raise concerns about attendance as appropriate and discuss ways to improve these with parents/carers.
- Discuss attendance issues with young people to support them to improve their attendance.
- Inform alternate providers of known absences of young people.
- Collect weekly attendance data from Partner Providers, Colleges and Schools.
- Young People
- Are expected to attend regularly and punctually in accordance with their programme.
- Are expected to register for two sessions during the day.
- Are expected to be committed to actively improve their attendance/punctuality when necessary.
- Who arrive late are expected to record their arrival with the office.

Parents/Carers:

- Are expected to ensure that their child attends regularly.
- Should inform Roman Fields (even if their child is due to attend an alternative provider) by telephone on the first day of absence, providing a reason for the absence and an indication of the length of absence if known.
- Should provide medical confirmation for absence if necessary.
- Should avoid arranging medical/dental appointments during sessions that young people are expected to attend.
- Should avoid booking holidays during term time.
- Partner Providers:
- Will inform Roman Fields of the absence of a young person on the first day of absence by 10.30 a.m.
- Provide weekly attendance data by email no later than 1 p.m. on Fridays.

Registration Procedure

- Young people are registered for two sessions per day at Roman Fields, depending on their individual programme. Registers will be returned to the office after the first and second session. Tutors of young people not present for registration will inform the

office either in person or by telephone once they have arrived. Office staff will input attendance data (other than for guests) on a daily basis into Sims.

Young people based solely at Roman Fields (Single Registered)

Young people will be registered as per the registration process outlined above.

Young people educated partially off-site (Single Registered)

Where young people are educated partially off-site the alternative provider will supply attendance information to Roman Fields by email on a weekly basis (no later than 1 p.m. on Fridays) so that registers can be accurately updated.

Young people educated solely off-site (Single Registered)

For young people who are educated solely off-site, the alternative provider will supply information by email on a weekly basis (no later than 1 p.m. on Fridays) so that registers can be accurately updated by Roman Fields.

Young people who attend Roman Fields as Guests

These young people are registered at Roman Fields on the days they are expected to attend and Roman Fields will inform their school of their attendance on a weekly basis (no later than 1pm on Fridays) so that registers can be accurately updated.

Games Club

Games club runs from 9.00 a.m. to 9.25 a.m. in the Dining Area.

Lateness

Young people will not be marked as late as a result of traffic causing delays to the arrival of taxis. Young people will be marked as late if a young person causes the taxi to be late or fail to notify staff of their presence when they are on-site.

Absences

Parents/carers should contact and inform Roman Fields of all absences, providing an explanation for their child's absence'.

Absences may only be authorised by designated staff at Roman Fields.

Roman Fields may decide not to authorise an absence even when a reason is provided.

All absences are followed up by Roman Fields on first day of any absence.

In cases where Roman Fields has been unable to make contact with parents/carers or no legitimate explanation has been given for three consecutive days a letter will be sent asking parents/carers to contact Roman Fields with an explanation for the absence.

Where no contact has been made after five days parents/carers or no legitimate explanation for the absence has been given a letter will be sent inviting parents/carers to a meeting at Roman Fields to discuss support strategies for improving attendance.

Term-Time Holidays

Roman Fields discourages holidays during term time. Exceptional circumstances such as the death of a relative or family wedding may be considered, but applications must be made in advance to the Headteacher.

Rewards

Roman Fields will issue certificates on a termly basis to young people who have achieved attendance above 95% or have shown a marked improvement in their attendance compared with the previous term.

Working with the Attendance Improvement Officer

Roman Fields works in partnership with the allocated Attendance Improvement Officer (AIO) who visits regularly to improve attendance for individual young people and the whole of Roman Fields.

Roman Fields will inform the AIO of any young person who fails to attend regularly or who has been absent for a continuous period of more than 10 school days without a legitimate reason.

Roman Fields and the AIO work with individual young people and their parents/carers to improve attendance. If the attendance does not improve sufficiently and after discussion with the AIO Roman Fields may make a formal referral to the Attendance Improvement Officer which in some cases may include legal action.

Use of legal action

If a young person fails to attend their registered provision regularly without legitimate reason and attempts by the Attendance Improvement Officer and the provision fail to secure that young person return to regular attendance, the County Council will take legal action. A complaint may be laid against the parents in the Magistrates' Court under Section 444 of the Education Act 1996, or an Education Supervision Order relating to the pupil under Section 36 of the Children Act 1989 will be applied for. Any exceptional mitigating circumstances relating to the pupil's absence will be taken into account, when considering legal action. 'Exceptional mitigating circumstances' will be determined by the Central Attendance and Employment Support Team Manager on behalf of the County Lead for Attendance. If 'exceptional mitigating circumstances' are not deemed to exist then cases which remain open for more than 24 weeks will be referred for legal action. Legal action will, however, be taken earlier when appropriate.

If, after legal action has been taken, the young person still fails to attend regularly the AIO will keep the case open and will, if appropriate, take further legal action at a subsequent date.

In cases where parents wilfully withhold a young person from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the ISL Attendance Team will begin legal proceedings promptly on the grounds that no other course of action is available.

The Central Attendance & Employment Support Team Manager on behalf of the County Lead for Attendance will give approval before legal proceedings are commenced. The Attendance Team will consider applying for an Education Supervision Order when a parent finds it difficult to exercise an effective influence over a young person who has developed a pattern of poor attendance. Education Supervision Orders will not usually be applied for in relation to pupils in Years 10 or 11.

Education Related Penalty Notices for Parents of Truants

Subsection (1) of section 23 of the Anti-Social Behaviour Act 2003 added two new sections (444A and 444B) to section 444 of the Education Act 1996. These new sections introduced penalty notices as an alternative to prosecution and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

A penalty notice is a suitable intervention in circumstances of parentally condoned truancy, where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so. For example it could be used where a parent has

failed to engage in any supportive measures. Further information on penalty notices is available at <http://www.thegrid.org.uk/info/welfare/attendance.shtml> or from the local Attendance Team Manager.

School Attendance Orders

If a parent fails to register a young person of compulsory school age at a provision (and he/she does not intend to educate the child otherwise than at school). The LA will serve a School Attendance Order under Sections 437 - 439 of the Education Act 1996. This requires the parent to register their child at a school named by the Local Authority.

Admission & Attendance Registers

The rules governing the maintenance of registers, including removal from roll, are contained in the Education (Pupil Registration) (England) Regulations 2006 as amended 2010, 2011, 2013 and 2016.

It is important that the provisions admission register is accurate and kept up to-date. Schools should regularly encourage parents to inform them of any changes whenever they occur, through existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies the provision that a young person will live at another address, all schools are required to record in the admission register:

- a) The full name of the parent with whom the pupil will live;
- b) The new address; and
- c) The date from when it is expected the pupil will live at this address.

Where a parent of a young person notifies the provision that the young person is registered at another school or will be attending a different school in future, the provision must record in the admission register:

- a) The name of the new school; and
- b) The date when the pupil first attended or is due to start attending that school.

All schools are required to notify the local authority within five days via school admissions - <http://www.intra.thegrid.org.uk/admissions/seam.shtml> when a young person's name is added to the admissions register at a non-standard transition point. The provision needs to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school.

Attendance registers are legal documents that may be required as evidence in court cases. In order to reduce the possibility of post registration truancy secondary schools are encouraged to take class registers in each lesson and/or carry out regular spot checks.

All schools are required to notify the Local Authority of any young person of compulsory school age who fails to attend school regularly, or who has been absent for a continuous period of more than 10 school days, without a legitimate reason.

Responsibilities of the AIO – Attendance Registers – Maintained Schools

Inspection of registers

Registers should be available for inspection during school hours by an Attendance Improvement Officer when requested.

If the named AIO is concerned that the provisions registers have not been kept in accordance with the requirements of the relevant regulations he/she will:

- Notify the Head teacher of the concern and suggest that the matter is addressed.
- If no appropriate action is taken and the AIO remains concerned, the Attendance Team Manager will address the concern with the Head teacher.
- If the matter still remains unresolved, the Attendance Team Manager will write to the Head teacher formally noting the concern. A copy of this letter will be sent to the relevant ISL Area Manager and the County Lead for Attendance.

Registers - Retention

Registers should be kept in a secure place for a period of not less than 3 years.

When computerised registration systems are used a print-out of the register should be made not less than once a month. A print-out of the register relating to a particular school year should be bound in a single volume and retained for a period of not less than 3 years.

Removal from Roll

There are strict grounds as to when the provision may remove young people from their admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that if the provision has decided to delete a young person's name from their admission roll, they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

If a young person has left the provision without explanation and there are concerns about the pupil's welfare please contact the local Attendance Team immediately.

If there are concerns that a young person may be at risk of Child Sexual Exploitation or radicalisation please contact the local Attendance Team immediately.

If the provision is told that a pupil is leaving to attend another school, staff at the provision should establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school. When this information has been obtained, the school should complete a Removal from Roll form and return it to the local Attendance Team office. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If a school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be drawn without delay to the attention of the Local Attendance Team.

Further guidance and a referral form is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Authorising Absence

Only the provision can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the provision to accept it, if the provision does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered - or when no explanation is forthcoming at all - the absence should be treated as unauthorised and the parent informed.

The provision will communicate to parents their policies with regard to the notification and categorisation of absence. Some parents, such as those whose first language is not English or who do not read or write may experience difficulty in providing notes. In such cases the provision will seek to make alternative arrangements.

The provision is encouraged to keep all absence notes for at least a term and when a young person's absence is a cause for concern to retain the notes until there is no longer a concern.

Absence should be authorised if:

- The young person is absent with leave (defined as 'leave granted by any person authorised to do so by the management committee or proprietor of the provision')
- The pupil is ill or prevented from attending by any unavoidable cause.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs
- The provision at which the young person is registered is not within walking distance of the child's home and no suitable arrangements have been made by the LA for any of the following:
 - Transport to and from school;
 - Boarding accommodation for the child at or near the school;
- Enabling the young person to become registered at a school nearer to his/her home
- The young person is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the provision, but it is not known whether the pupil is attending an alternative provision.
- There is a close family bereavement
- A Year 11 pupil is granted study leave. Study leave should be used sparingly and only granted during public examinations. Provision should still be made available for those young people who want to continue to come into the provision to revise
- Leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application. (Parents should be reminded that they cannot expect, as of right, that the school will grant leave of absence)
- Leave of absence should be granted to allow a young person to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 (c) for which a performance licence has been issued.
- Before granting a licence the local authority must be satisfied that the young person's education will not suffer. A school letter is requested as part of the licence application as confirmation of this. If the provision believes a young person's education will suffer as a result of taking part in a performance they should provide reasons to the local authority

in writing. The information must be specific to the young person (saying for example that it is against school policy is not sufficient). If the provision does not provide such information the local authority will issue the licence. The absence should be recorded as code C.

Further guidance is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>
Absence should be unauthorised if no explanation is forthcoming from the parents or if the school is dissatisfied with the explanation

11. Administrative Codes

There are a number of administrative codes which are not counted as a possible attendance in the school census. They must only be used in the circumstances described:

Unable to attend due to exceptional circumstances (Code Y)

This code is collected in the school census for statistical purposes but is not counted as a possible attendance.

It may be used when:

- The provision site, or part of it is closed due to unavoidable cause; or
- The transport provided by the school or the local authority is not available *and* where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

Not required to be in school (Code X)

Is used to record sessions that non –compulsory school age children are not expected to attend.

Young people not on admission register (Code Z)

Enables provisions to set up registers in advance of pupils joining the school to ease administration burdens. The provision must put pupils on the admission register from the first day that the provision has agreed, or been notified, that the pupil will attend the provision.

Planned whole of partial school closure (Code #)

Should be used for closures that are planned, or known in advance e.g. holidays, curriculum planning/training days (up to five per year) or the use of the school as a polling station.

Different Term Dates for Different Pupils (Code #)

Can also be used to record staggered starts or induction days; this is only acceptable where the school ensures that pupils not attending on that day are still offered a full education over the school year.

12. Approved Off-Site Educational Activity

Pupils who are engaged in off-site educational activities should be recorded as attending (or absent from) an approved educational activity using the appropriate code.

The key features of approved educational activity are that they must be:

Educational *and* approved by the provision *and* supervised by the provision or someone authorised by the provision

(Study leave is NOT an approved educational activity)

A pupil should be recorded as approved educational activity if he/she is attending:

An approved work experience placement (Code W)

A field trip or educational visit (Code V)

An approved sporting activity approved by and supervised by someone authorised by the school (Code P)

The young person is attending an interview with a prospective employer, or another educational establishment (Code J)

An off site educational activity (Code B)

Note: The B code should be used when young people are present at an off-site educational activity that has been approved by the provision. Ultimately schools are responsible for the safeguarding and welfare of young people educated off-site. By using code B the provision are certifying that the education is supervised and measures have been taken to safeguard pupils.

Dual Registered – at another educational establishment (Code D)

Note: This code is used to indicate that the young person was not expected to attend the session in question because they were scheduled to attend the other provision at which they are registered. This code is not counted as a possible attendance in the school census. This code should be used where pupils are attending an ESC, hospital or special school on a temporary basis or for Gypsy, Roma and Traveller children where they are known to be registered at another provision for the session in question. Each school should only record the attendance/absence for those sessions where the pupil is expected to attend. Schools must ensure that they follow up all absence in a timely manner.

Consortia Schools

Pupils attending consortia schools as part of their course need only be placed on the registers of their main school. They should be treated as "guest pupils" at the other consortia school/s. The "host" school must have robust systems in place to monitor and report the absence and attendance of "guest pupils" and this must be shared with the main school.

Schools should ensure that in the event of a fire drill or other emergency evacuation they are able to carry out an immediate headcount as to the number of pupils physically present on-site.

13. Flexi-schooling

Head teachers can agree to flexi-schooling arrangements where the parents take on the responsibility for their child's education for part of the school week. Head teachers are advised to consider any such requests from parents very carefully before agreeing to them and are advised to draw up a written agreement with the parent. Where agreement has been reached, young people should be marked authorised absent from school during periods when they are receiving home education. (Code C).

14. Part-time time-tables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual needs. A part time timetable must be time limited and must not be treated as a long term solution and can only be made with parental agreement. The provision should mark the sessions were the pupil is not expected to attend as authorised absence. (Code C).

Guidance on part-time timetables is available at -

<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

15. Requests for Family Holidays During Term time

Amendments to the 2006 Pupil Registration (England) Regulations which come into effect on 1st September 2013 remove all references to family holidays and extended leave for holidays in term time. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the Head teacher to determine what constitutes exceptional circumstances and for them to determine the number of school days a young person can be away from school if the leave is granted.

At the request from Head teachers the local authority has provided a standard letter to be handed to parents and carers to support the Management Committee and Head teachers in communicating their decision making regarding individual requests for leave of absence for holidays in term time. This is available on

<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Further information and advice of attendance including the use of the correct registration codes is available at www.education.gov.uk

The Education (Pupil Registration) Regulations 2006 and subsequent amendments in 2010, 2011, 2013 and 2016 is available at <http://www.legislation.gov.uk>

Further details information and advice on all aspects of school attendance in Hertfordshire is available at <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Appendix 1

HERTFORDSHIRE COUNTY COUNCIL

Policy for Attendance Improvement Officers working with children whose absence has been authorised

- if the AIO becomes concerned (through checking the attendance register) that a young person has accumulated significant amounts of authorised absence this will be discussed with the relevant member of staff
- if it is agreed that there is a concern about the young person's attendance the provision should share this concern with the parents
- if concerns about the young person's attendance remain, the AIO will consider accepting the case
- if a young person is identified as being a persistent absentee (PA). Persistent absence is when a pupil enrolment's overall absence equates to 10 per cent or more of their possible sessions.

(Note: if a pupil's absence has been authorised by the school, the LA cannot cite that absence as evidence of non-attendance under Section 444 of the Education Act 1996).

Appendix 2

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off-site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

Detailed advice on the use of these registration codes can be found at www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance