

Attendance Policy

The Davenport School



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Attendance Policy

1. Aims

The Davenport School aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.

Children who attend The Davenport School often have experienced multiple school placements and a disjointed experience of schooling, it is important that we try and support this offering them a nurturing experience and hopefully enabling them to gain a more positive view of schooling and education.

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 (Pupil Registration) (England) Regulations 2006.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013.
- The Education (Pupil 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, which explains the persistent absence threshold.

3. School Procedures

Attendance Register:

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is;

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

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.

See appendix 1 for the DfE attendance codes, every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 09.00 on each school day, the register for the first session will be taken at 09:00 and will be kept open until 09:15. The register for the second session will be taken at 13:15 and will be kept open until 13:30.

Unplanned Absence:

Carers /parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 09:00 or as soon as practically possible (see also section 6).

The Carers can email the Teacher in Charge, call the school, or speak to the school office receptionist. Appointments that are known and may impact on the school day can be emailed on the school handover from the residential home (where appropriate).

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

Medical or Dental Appointments:

Missing registration for a medical or dental appointment is counted as an authorised absence, advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Appointments that are known and may impact on the school day can be emailed on the school handover from the residential home (where appropriate) and or Carers/Parents.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

Lateness and Punctuality:

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

On-going punctuality issues will be discussed with the carer / parent and a meeting held to explore what the reasons or underlying issues may be.

Following up Absence:

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Due to the nature of the school, all children are supported in attending the school by Carers/Parents. If there is a pattern of absence there will be a meeting between the Carer/Parent and school to identify what are the underlying reasons and strategies to address.

Reporting to Parents:

Attendance is communicated daily and then in school reports which are produced once a main term (three times a year).

4. Authorised and Unauthorised Absence

Granting Approval for Term-Time Absence:

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers 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 Teacher in Charges' discretion.

Valid reasons for authorised absence include;

Illness and medical/dental appointments – as explained in sections 3.2 and 3.3.

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

Significant appointment due to Care Planning.

Significant appointment / family contact.

Due to the nature and history of the children who attend The Davenport School, at times a child may be struggling emotionally and unable to positively manage school. This will be communicated from the Registered Home Manager to the Teacher in Charge and outline the underlying reasons and issues impacting on the child and their ability to attend school.

5. Strategies for Promoting Attendance

Within the residential homes there is a strong culture of support, children are gradually integrated into the school at a pace that they are comfortable with. This will hopefully support them in developing confidence in attending school, the school is a nurturing environment with a high level of LSA support in each class. This will support the children in attempting the work set and promote developing relationships. With the high level of supervision and support the children feel safe and secure again promoting attendance at the school. Should a child begin to refuse school, there will be discussion with the home and the teacher in charge to ascertain underlying issues for non-attendance. The class teacher or LSA may visit the home to talk and discuss with the child strategies to find a way forward.

6. Attendance Monitoring

The attendance officer monitors pupil absence on a daily basis, this is circulated to the Proprietor and Senior Management within ECS. Carers/Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

Due to the size of the school and close working relationships between the school and the Carers/Parents there is daily contact. If a pupil's absence goes above days, we will contact the parents to discuss the reasons for this.

Pupil attendance is monitored and recorded on the children's end of term reports, there is a daily monitoring by the Proprietor of the school and the Teacher in Charge. Due to the history and background of the children in the school there is considerable support from the home staff in attending school.

7. Roles and Responsibilities

The Proprietor:

The Proprietor is responsible for monitoring attendance figures for the whole school on at least a termly basis, the Proprietor holds the Teacher in Charge to account for the implementation of this Policy.

The Teacher in Charge:

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the Proprietor.
- Arranges calls and meetings with carers /parents to discuss attendance issues.
- Works with education welfare officers to tackle persistent absence.

Class Teacher:

Class Teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.

Office Administrator:

Office Administrator staff are expected to take calls from Carers/Parents about absence and record it on the school system.

8. Monitoring Arrangements

This Policy will be reviewed annually by the Teacher in Charge. At every review, the Policy will be shared with the Proprietor.

9. Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am).	Pupil is present at morning registration.
\	Present (pm).	Pupil is present at afternoon registration.
L	Late Arrival.	Late before register has closed.
B	Off-site Educational Activity.	Education off site
D	Dual Registered.	Pupil is attending a session at another setting where they are also registered.
J	Interview.	Pupil has an interview with a prospective employer/educational establishment.
P	Sporting Activity.	Approved sporting activity
V	Educational trip or visit.	Pupil is on an educational visit/trip organised, or approved, by the school.
W	Work Experience.	Pupil is on a work experience placement.

Code	Definition	Scenario
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Authorised absence		
C	Authorised leave of Absence.	Other authorised circumstances
E	Excluded.	Pupil has been excluded but no alternative provision has been made.
H	Authorised Holiday.	Pupil has been allowed to go on holiday due to exceptional circumstances.
I	Illness.	School has been notified that a pupil will be absent due to illness.
M	Medical/Dental Appointment.	Pupil is at a Medical or Dental Appointment.
R	Religious Observance.	Pupil is taking part in a day of religious Observance.
S	Study Leave.	Year 11 pupil is on study leave during their public examinations.
T	Gypsy, Roma and Traveller Absence.	Pupil from a Traveller community is travelling, as agreed with the school.
Unauthorised Absence		
G	Unauthorised holiday.	Pupil is on a holiday that was not approved by the school.
N	Reason not provided.	Pupil is absent for an unknown reason (this code should be amended when the reason emerges or replaced with code O if no reason for absence has been provided after a reasonable amount of time).
O	Unauthorised Absence.	School is not satisfied with reason for pupil's absence.
U	Arrival after registration.	Late after registration

Code	Definition	Scenario
X	Not required to be in school.	Pupil of non-compulsory school age is not required to attend.
Y	Unable to attend due to exceptional circumstances.	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody.
Z	Pupil not on admission register.	Register set up but pupil has not yet joined the school.
#	Planned school closure.	Whole or partial school closure due to half-term/bank holiday/INSET day.

L – Late before register closed

B – Education off site

P – Approved sporting activity

C – Other authorised circumstances

U – Late after registration