



a revolutionary response to school

## **Attendance Policy**

### **To be read in conjunction with**

- Keeping Children Safe in Education 2019
- Safeguarding and Child Protection Policy
- Absenteeism and Children Missing Education Policy
- Behaviour Management Policy
- Special Educational Needs and Disability (SEND) Policy
- Anti-Bullying Policy
- Supporting Pupils with Medical Needs Policy
- COVID 19 Policy

### **Rationale**

Research shows that poor or irregular attendance has a negative impact on children's learning and on their ability to socialise and make positive relationships within school. If pupils are absent from school they may miss important learning and fall behind their peers in the development of learning skills and academic knowledge. However, there are times when absence is unavoidable such as during periods of illness or for medical appointments.

When a child is ill the school should be notified before 8.30 am on the morning of the first day of illness. The child should be kept at home until he/she is well enough to return to school or when all infection has passed. If a child has a sickness bug they should remain at home for at least 48 hours to prevent the infection spreading to others in the school.

The school will administer medicines prescribed by a doctor in line with the school's Supporting Pupils with Medical Needs Policy, so the child can return to school once an infection has passed but before the course of medicine has been completed.

If a child has symptoms of Covid 19 or if a family member is displaying symptoms they should follow government guidelines and remain at home in line with the school's COVID-19 Policy.

To help the children gain the maximum benefit from school parents should, where possible, ensure that routine medical or dental appointments are made after school or during school holidays, although we recognise that this may not always be possible.

While recognising the importance of regular attendance the school accepts that there may be occasions where it is necessary for parents to take holidays in term time. The school will authorise up to 10 days additional holiday in each academic year. All absences must be authorised by the Head of School. Holidays in term time are more likely to be authorised when a child has a good attendance record.

The school is required to record all pupil absence or attendance using a range of attendance codes and the school must record absence as being either authorised or unauthorised. A pattern of regular absence can give rise to concerns about a child which would be dealt with under the school's Safeguarding Policy. If a child is reluctant to come to school please contact the school to discuss any potential reasons for this so that the matter can be resolved as quickly as possible.

## **Aims**

- to ensure that children gain the maximum benefit from their education
- to ensure that children are safe and free from harm
- to protect the wider school population from infection

## **Procedures**

- Please ensure that pupils attend school regularly and on time
- Try to make any routine medical appointments after school or during holidays
- Inform the school of any absence before 8.45am on the first day of absence
- If children become ill or have an accident whilst at school we will ring you and arrange for the child to be collected, it is important that we have 3 current contact phone numbers. School staff will accompany children to hospital in an emergency but at least one parent needs to get to the hospital as soon as they possibly can
- Ensure that children suffering from infections remain at home until the infection has passed, children suffering from sickness bugs should remain at home for at least 48 hours
- We will usually give children medicines prescribed by a doctor, they must be in their original packaging, and parents will be asked to complete a form giving permission for the medicine to be given and instructions for its use. Staff will be trained to give medicines. Children's individual needs should be discussed with the school at the time of admission or when the need arises
- If children are well but are reluctant to come to school please send them in and discuss the issue with the school so we can sort out any problems, allowing pupils to remain at home does not resolve the problem
- Children are not allowed to leave the school premises during the school day unless they are accompanied by a parent or with school staff
- Please discuss any holidays in term time with the proprietor, up to 10 days additional holiday in each academic year will usually be authorised by the school
- If any longer term medical issues arise please discuss the issue with the school, we will try to support any medical needs or disabilities.

## **Persistent Absence**

The Department for Education defines persistent absence as more than 38 sessions in a year, a day is two sessions. The school would not define a child with a serious medical condition or other ongoing health issues as a persistent absentee but a range of short term absences could be defined in this way. Holidays in term time of up to 10 days would equal 20 sessions, not sufficient to be defined as persistent absence but if the child then had a further 10 days absence through illness they could very

quickly reach 38 sessions of absence. The school is required to monitor pupils' attendance and deal with any potential issues through the relevant policies.

## Safeguarding

If a child is absent when the register is taken and we have not received a valid reason for the absence we will ring you between 8.45-9.15 am to determine the cause of the absence and to ensure that the child is at home. If your child has a medical appointment please let the school know the day before so that the correct code can be placed in the register.

If the school has concerns about a child's safety or wellbeing they will be dealt with under the school's Safeguarding Policy which may require the involvement of external agencies.

If the child is absent from school and we cannot establish a reason for the absence or if a parent tells us verbally that a child is leaving the school but we do not have this information in writing and we cannot confirm that the child has been registered at a new school we will deal with the matter under the Children Missing Education Policy and we will inform the local authority (LA) at the earliest possible opportunity.

## Guidance for Staff Seeking Advice

Both non-attendance referrals and children missing education referrals are to be made to WSCC local authority, as this is where the school is based, and are not to be made to the LA in which the child resides, if different.

However, these different scenarios are handled by different teams with WSCC.

For concerns about children who may be missing from education, i.e. not receiving any educational provision after they leave Atelier 21 but are still of compulsory age the relevant team is the Children Missing Education Team, contactable on **033022 28397**.

For concerns about non-attendance by a child registered at the school, the relevant team is The Pupil Entitlement Investigation Office, contactable on **033022 28200** or by email to [pei.areac@westsussex.gov.uk](mailto:pei.areac@westsussex.gov.uk)

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0.1	Initial Draft	D Hearn	10/06/2020
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1.1	Added contact details for absenteeism concerns and CME concerns. Added Appendix 1 – attendance codes	D Hearn	29/06/2020
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## Appendix 1

### Attendance Codes

- Present in school ( am - /) (pm- \)
- Late- (L)
- Off- site activity- (B)
- Dual registered- (D)
- At interview with prospective employer or other educational establishment (J)
- At a supervised sporting activity (P)
- On an educational visit or trip (V)
- Work experience (W)
- Leave of absence (C)
- Excluded (E)
- Holiday authorised by the school (H)
- Illness (I)
- Dentist or medical appointment (M)
- Religious observance (R)
- Study leave (S)
- Unauthorised absence from school (G)
- Reason for absence not yet provided (N)
- Arrived in school after registration closed (G)
- Unable to attend in exceptional circumstances (Y)