

## **Attendance Policy**

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

- Current Keeping Children Safe in Education
- 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 pupils out of school during term time. The school may authorise up to 10 days additional absence in each academic year. A 'Request for Absence in Term Time' form (appendix 1) must be completed and returned to the school prior to the absence dates. All absences must be authorised by the Head Teacher or Head of School. Absence requested in term time is 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 (appendix 2) 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**

- Formal registration is taken twice a day. Morning registration for Reception class is taken at 9:05am and at 8:35am for all other classes. Afternoon registration is taken at 1:05pm for all classes.
- 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 8:30am 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 requests for absence in term time with the Head Teacher or Head of School, up to 10 days additional absence in each academic year will usually be authorised by the school.
- If a child does not attend for 10 days and no reasonable explanation is given for the absence the school will contact the LA and will work with external agencies to establish the whereabouts of the child and his/her family.
- 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. Requested absence 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 will do all it can to encourage regular attendance and expects overall attendance to be at least 95% unless there is a medical issue or pre-agreed flexi school arrangements are in place. Poor attendance will trigger the stages set out below. The school is required to monitor pupils' attendance and deal with any potential issues through the relevant policies.

## Procedures for Poor Attendance

Stage 1	
<b>%</b>	Pupils with attendance <b>below 90%</b> for the <b>academic term</b> .
<b>Action</b>	Contact by email or telephone from a member of the Senior Leadership team to advise that the pupil's attendance is becoming a cause for concern.
<b>Support</b>	Discussion of pupil's circumstances and an agreement to improve attendance.

Stage 2	
<b>%</b>	Pupils with attendance <b>below 85%</b> for the <b>academic term</b> .
<b>Action</b>	Meeting between parents / carers and a member of the Senior Leadership team to discuss pupil/ family circumstances. Actions agreed documented.
<b>Support</b>	Monitoring and attendance targets put in place. Additional support applied as necessary.

Stage 3	
<b>%</b>	Pupils with attendance <b>below 70%</b> for the <b>academic term</b> .
<b>Action</b>	Meeting with parents / carers and Head Teacher and discuss pupil's/family circumstances, including possible consideration of amendments to the pupil's academic and co-curricular programme. School to report/seek advice from the local authority
<b>Support</b>	Agreement of a high-priority attendance improvement plan/ pastoral support/ counselling

Stage 4	
<b>%</b>	Pupils with attendance <b>below 60%</b> for the <b>academic term</b>
<b>Action</b>	Formal review with the Head of School. This may include consideration of repeating the academic year and a review of the pupil's place in the school, in accordance with the School's Terms and Conditions
<b>Support</b>	Pastoral support, Education welfare officer, GP or counsellor

## **Reduced Timetable for Attendance**

At Atelier 21 we believe that all pupils should be supported to achieve their full potential. All pupils of compulsory school age are entitled to a full-time education. However, in very exceptional circumstances, at the Headteacher's discretion, there may be a need for a temporary part-time timetable to meet a pupil's individual needs. This policy sets out our approach to these exceptional circumstances, which will be assessed on a case-by-case basis.

***A reduced timetable will only be considered by the Headteacher in the following very limited circumstances:***

1. Where a medical condition (physical or mental health) or family bereavement prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.
2. Where there are behavioural difficulties, and the school is trying a part-time timetable as an intervention to avoid permanent exclusion. When the reduced timetable is introduced because of behavioural difficulty, it will very rarely be appropriate to repeat the intervention. Different interventions need to be utilised if the reduced timetable failed the first time around.
3. Where a pupil has a short-term medical condition (physical or mental health) or family bereavement that prevents full time attendance for a time-limited period.
4. Where a pupil joining the school has significant needs and a reduced timetable would support his or her entry into the school and school routines.
5. In other very exceptional circumstances as agreed by the Headteacher. It is for the Headteacher, with support and guidance from their Senior Leadership Team and School Improvement Partners where applicable, to decide what these exceptional circumstances are.

***The Headteacher must justify:***

1. Why the pupil unable to receive full-time education; and
2. That the decision is in the best interests of the child. A reduced timetable will not be used: as a disciplinary measure as a form of exclusion – all exclusions will be properly recorded in line with our Exclusions Policy and statutory guidance as a long-term solution (there is no legal definition of long-term solution, but Atelier 21 suggests the arrangements should ideally be for one term or less and not normally for longer than two terms).

## **Reduced timetable protocol**

1. An assessment of need (including wider needs and input from other agencies) will be carried out prior to a reduced timetable being agreed.
2. A full risk assessment, including a risk assessment of home and safeguarding, will be undertaken to evaluate the impact that a reduced timetable would have on the pupil.
3. Headteachers will discuss all reduced timetable proposals with their Senior Leadership Team.
4. The objectives of any part-time timetable will be explained, and all relevant parties will be kept updated and informed.
5. The parent/carer(s) and child (where appropriate) must consent to the proposed reduced timetable by signing an agreed reduced timetable plan (appendix 3) together with the Headteacher or Assistant Headteacher/Curriculum Lead.
6. Pupils will be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is marked,

assessed and that constructive feedback is given to the pupil. These arrangements will be set out in the reduced timetable plan.

7. Parent/carer(s) must indicate within the reduced timetable plan how they will support the pupil's safety off site and how schoolwork will be supervised.
8. The reduced timetable will be for a pre-agreed limited period and reviewed by the school weekly. The school will keep parent/carer(s) regularly updated. Pupils with SEN and/or a disability.

A reduced timetable will only be used for a pupil with SEN and/or a disability in very limited circumstances after careful consideration of all other options and always only in the best interests of the child. Headteachers will need to ensure the school has done all they can before a reduced timetable is recommended for a pupil with SEN and/or a disability. This is because the school may be at risk of failing to have due regard to its responsibilities under the Equality Act 2010.

***Action suggested before a reduced timetable is recommended for a pupil with SEN and/or a disability:***

1. Liaise with an educational psychologist, where this is possible within the timeframe
2. Make reasonable internal adjustments to lessons, the class learning environment and timetable where appropriate.
3. Review the child's SEN provision to uncover any unmet needs - especially if the child has got an education, health and care (EHC) plan (and see section below on EHCPs)
4. Discuss with SLT and SENCO.

### **Pupils with an Education, Health & Care Plan (EHCP)**

Where a reduced timetable is being considered for a pupil with an EHCP, the school will first attempt to convene an early annual review/interim review of the EHCP to consider other options/support, secure the agreement of both parent/carer(s) and the SEND caseworker and to ensure that all elements of the provision can be met through the reduced timetable arrangement.

### **Pupils with on-going medical conditions**

Where a pupil has an on-going medical condition, which necessitates missing more than 15 school days (or more than 30 sessions) as a result of the condition, the school should discuss this with the LA. This decision should be made in accordance with their Individual Health Care Plan.

### **Looked After Children**

Looked After Children and Previously Looked After Children are some of our most vulnerable pupils and therefore a reduced timetable will only be implemented in very limited circumstances when all other relevant interventions have been tried. A reduced timetable plan will not be implemented without the written agreement of the relevant Virtual School. Children subject to a Child Protection or Child in Need plan Children in Early Help or open to social care may be placed at greater risk if placed on a reduced timetable. Therefore, any part-time arrangement will only be implemented in the most exceptional circumstances when all other relevant interventions have been tried. A reduced timetable plan will only be implemented following a multi-agency review meeting.

### **Reception children**

If parent/carer(s) wish, children in reception year can attend school part-time until later in the school year, but not beyond the point at which they reach compulsory school age unless exceptional circumstances apply as set out above. Parent/carer(s) can also defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, unless exceptional circumstances apply as set out above.

A child reaches compulsory school age on certain 'prescribed days' following their fifth birthday, or on their fifth birthday if it falls on one of these dates. The prescribed days are 31 December, 31 March and 31 August.

Parent/carer(s) wishing to make these arrangements for reception year children should contact the Headteacher to agree a plan.

### **Marking of reduced timetable on the attendance register**

In agreeing to a reduced timetable, the school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence – Code C.

### **Flexi-schooling**

A reduced timetable is different to flexi-schooling. 'Flexi-schooling' refers to a combination of school attendance and home education. Parent/carer(s) interested in teaching their children at home, either full-time or part-time should discuss these options with the school. Headteachers must accept requests for full-time home-schooling but can refuse to allow part-time home-schooling (flexi-schooling).

### **Failure to attend school on a reduced timetable**

If there are regular occasions where a pupil's medical or other needs prevent them from attending school at the times that the reduced timetable dictates, a full review of the timetable will take place to see if any or additional adjustments could be made to ensure the pupil in question is able to attend at the agreed times, and if any extra support can be offered directly from the school or external agencies. The expectation is that children attend at least 90% of the reduced timetable. 'Regular occasions of non-attendance' as a definition of context, is at the discretion of the Headteacher but would usually constitute the pupil not attending the reduced timetable for 10% of the time or more. If a reduced timetable is in place and a pupil is regularly not attending at the agreed times, over a prescribed period of time, the school may take the decision that it does not have the necessary resources and/or provision to meet the specific needs of the pupil long term and as such will provide the parents with a minimum of two weeks' notice to terminate the place. In that time support will be given to help seek an alternative education provision for the pupil.

### **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 8.45-9.30 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.

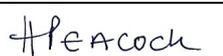
### Guidance for Staff Seeking Advice

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 within 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 (CME) Team, contactable on **0330 222 8397**.

For concerns about non-attendance by a child registered at the school, the relevant team is The Pupil Entitlement Investigation Office, contactable on **0330 222 8200** or by email to [pei.areac@westsussex.gov.uk](mailto:pei.areac@westsussex.gov.uk)

Document Control Information			
Author	Hayley Peacock	Status	Approved
Version	3.0	Date	04/01/2022
Approved by	Hayley Peacock	Signed	
Approved Date	04/01/2022	Review Date	04/01/2023
Location	<a href="https://atelier21schools.co.uk/parents/#Policies">https://atelier21schools.co.uk/parents/#Policies</a>		

Document Review			
Version	Amendment	By	Date
0.1	Initial Draft	D Hearn	10/06/2020
1.0	Initial Release	H Peacock	19/06/2020
1.1	Added contact details for absenteeism concerns and CME concerns. Added Appendix 1 – attendance codes	D Hearn	29/06/2020
1.2	Added formal registration times and updated codes	D Hearn	30/03/2021
2.0	Overhaul of policy and introduction of clear tables and processes for poor attendance	D Hayes	07/12/2021
3.0	Clarification of attendance percentage, clear process on school action for attendance. Revised reduced timetable provision	J Epps	04/01/2022

## Appendix 1 - Absence request form

### Request for Absence in Term Time

To minimise disruption to your child's learning, it is highly beneficial to not take leave of absence during term time. We recognise, however, that there are certain circumstances which may necessitate this.

<b>How to use this form:</b>	
<ul style="list-style-type: none"> <li>• Use for all absence other than sickness</li> <li>• Return to the school before the date of requested absence</li> <li>• Use a separate form for each child and each absence</li> </ul>	
<b>Guidance:</b>	
<ul style="list-style-type: none"> <li>• Absence for a holiday is discretionary, not an automatic entitlement. It can only be authorised by the Head Teacher or Head of School.</li> <li>• Absence for more than ten school days in an academic year will not be authorised unless there are very exceptional circumstances acceptable to the school.</li> </ul>	
<b>Parent/Guardian to complete this section:</b>	
Name of Child:	Class:
Date of Birth:	
<b>Dates requested:</b>	Number of school days requested:
From: _____ To: _____	
Reason:	
Signed: Parent/Guardian	Dated:

<b>School Office to complete this section:</b>			
Pupil's current attendance is:		<b>Count to date</b>	<b>Remaining count</b>
	<b>Absence:</b> (Limited to 19 days/38 sessions across the year)	/38	/38
	<b>Requested absence:</b> (Limited to 10 days/20 sessions across the year)	/10	/10

<b>Headteacher to complete this section:</b>	
This absence will be <b>authorised</b>	This absence will be <b>unauthorised</b>
Reason:	
Signed:	Date:

## Appendix 2 - Attendance Codes

The national codes will be used by the school to record and monitor attendance and absence as shown below.

Attendance codes for when pupils are present are as follows:	
/	Present for Morning Session
\	Present for Afternoon Session
L	Late arrival before the register has closed

Attendance codes for when pupils are present at approved off-site educational activity are as follows:	
B	Off-site educational activity
D	Dual registered – at another educational establishment
J	At an interview with prospective employers, or another educational establishment
P	Participating in a supervised sporting activity
V	Educational visit or trip
W	Work experience

Authorised Absence from School – Absence codes when pupils are not present in school are as follows:	
C	Leave of absence authorised by school
E	Excluded but no alternative provision made
H	Holiday authorised by the school
I	Illness (not medical or dental appointments)
M	Medical or dental appointment
R	Religious observance
S	Study Leave
T	Traveller absence

Unauthorised Absence from School are as follows:	
G	Holiday not authorised by the school, or more than the period determined by the Head.
N	Reason for absence not yet provided
O	Absent without authorisation i.e., <i>i) without parental knowledge, ii) where no written or verbal communication is received from parent/guardian iii) where the reason is inappropriate</i>
U	Arrived in school after registration closed

Administrative Codes are as follows:	
X	COVID – 19/Not required to be in School
Y	Unable to attend due to exceptional circumstances
Z	Pupil not yet on roll

## Appendix 3 – Reduced timetable plan example

### Reduced Timetable Plan Example

X	Has the pupil's Individual Healthcare Plan been reviewed and all suggestions considered?
X	Has an adequate risk assessment been completed to accommodate the pupil's time in school?
X	Have objectives been agreed by Atelier 21, parents and students?
X	Has adequate work been set on Teams?
X	Has feedback been sent to the pupil via email or Teams?
X	Has an appropriate time limit been set with a review date?

Objectives:

- To encourage the pupil to feel part of the community and included in the learning.
- To foster relationships in class.
- To continue to develop the pupil's learning so that they have access to age-appropriate learning activities.

Agreed timetable

Class 4 Timetable										
	8.30-8.45	8.45-9.45	9.45-10.45	10.45-11.05	11.05-12.05	12.05-1.00	1.00-2.00	2.00-3.00	3.00-3.15	3.15-4.15
Monday	Mindfulness	Maths – Jo	PE – Mig + Leonie	BREAK	ICT - Jason	LUNCH	A) Big Studies – Writing Workshops - Becci B) Big Studies – Art - Dillon	A) Big Studies – Project Workshops - Becci B) Big Studies – Art - Dillon	BREAK	Big Studies - SDL
		ICT - Jason			Maths - Jo					
Tuesday	Mindfulness	D) Maths – Jo + Carsu C) Big Studies – English - Becci	D) Big Studies – English - Becci C) Maths – Jo + Carsu	BREAK	Music - Jason	LUNCH	Spanish – Emma + Leonie	B) Big Studies – Writing Workshops – Becci + Carsu A) Big Studies - Art - Dillon	BREAK	B) Big Studies – Project Workshops – Becci + Carsu A) Big Studies - Art - Dillon
Wednesday	Mindfulness	SDL Workshop - SIGNUP			BREAK	SDL Workshop	LUNCH	A) Science - Jo B) Big Studies – SDL - Carsu	BREAK	TEAM SPORTS – K2 – Jo Epps SDL – Jo + Dillon
		Maths Challenge group 1	Maths Challenge group 2	Maths Challenge group 3	Maths Challenge group 4	Maths Challenge group 5		B) Science - Jo		
Thursday	Mindfulness	A) Big Studies – SDL – Carsu, Dillon B) Science - Jo	PE – Mig + Leonie	BREAK	A) Science - Jo B) Big Studies SDL – Carsu, Dillon	LUNCH	C) English - Becci D) Maths - Jo	C) Maths - Jo D) English - Becci	BREAK	Class meeting
Friday	Reflection time – 2* + wish	Whole School Meeting	WILD FRIDAY		WILD FRIDAY		WILD FRIDAY/SDL	WILD FRIDAY/SDL		Yoga Class Meeting – Dillon + Richard

Agreement:

I/We agree to ensure that all work completed at home is adequately supervised and completed in a timely manner.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_