

## 1.0 Terms of Reference

- 1.1 This Policy has been written for all staff at Northern House School (PRU); pupils, parents and carers. All staff should have a working knowledge of this policy.
- 1.2 Copies of this Policy may be obtained from;
  - 1.2.1 Available electronically on the School Website.
  - 1.2.2 Reference copy in the main School Office
  - 1.2.3 Shared Area – Electronically
- 1.3 Edition, review and frequency
  - 1.3.1 Edition 1 agreed September 2016
  - 1.3.2 The Objectives will be reviewed annually
- 1.4 Relevant Statutory guidance, circulars, legislation and other sources of information are:
  - 1.4.1 SEN Code of Practice January 2015
  - 1.4.2 Behaviour and Discipline in Schools
  - 1.4.3 The Education and Inspection Act 2006
  - 1.4.4 Education Act 2002 and 2011
- 1.5 The lead member of staff is Adam Price, Headteacher (01902 558149) and the deputy lead member of staff is Jane Lawson, Attendance Officer (01902 558149)
- 1.6 This Policy has been written for all staff, parents, carers, students and governors at Northern House School (PRU).
- 1.7 This policy is broken down into the following sections:
  - 1.7.1 Context
  - 1.7.2 Persistent Absence
  - 1.7.3 Education Penalty Notices
  - 1.7.4 Procedures
  - 1.7.5 Registers
  - 1.7.6 Notification of Absence
  - 1.7.7 Punctuality
  - 1.7.8 Leave of Absence in Term Time
  - 1.7.9 Summary

## 2.0 Context.

2.1 Northern House School (PRU) takes account of and responds to Department for Education 'Advice on school attendance':

- The Education Act 1996 - sections 434(1),(3),(4) and (6) and 458(4) and (5);
- The Education (Pupil Registration) (England) Regulations 2006;
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010; 2011 and 2013.

In law, Section 7 of the Education Act 1996 states:

"The parent of every child or young person of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, ability and aptitude and to any special need(s) he/she may have, either by attendance at school or otherwise."

## 2.2 Northern House School (PR) Expectations

Northern House School (PRU) defines good attendance as 95% and above during the academic year; we expect all pupils to be at least good or working towards this with incremental improvements. We aim to support all pupils in achieving this expectation by operating attendance procedures where staff, students, parent/carer(s), local community and the Wolverhampton Education Welfare Service can work in partnership.

# Attendance Policy

2016/09/01 Version Number: 01 (Transferred)

A Price

Review Date: 2017/09/01



## 3.0 Persistent Absence.

3.1 Any pupil whose attendance is below 85% is defined as a “persistent absentee” by the Government, whatever the reason for their absence. If a pupil’s absence is close to or below this mark, Northern House School (PRU) will instigate an attendance improvement plan.

## 4.0 Education Penalty Notices.

4.1 The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent/carer who fails to ensure their child's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. A penalty notice of £60 within 21 days or £120 within 28 days can be issued to non-compliant parents/carers by the Education Welfare Officer. These Officers can use legal proceedings against parents if required, including Penalty Notices (fines) or prosecution in the Magistrates Court. These are issued under section 444 of the Education Act or section 106 of the Education and Inspections Act 2006.

## 5.0 Procedures.

5.1 Pupils should attend Northern House School (PRU) on time and ready to learn, every day it is open. It is also a legal requirement of parents/carers that their child attends every day. In the event of an unavoidable absence, parents should notify the attendance officer immediately to confirm the reason for absence.

5.2 Unauthorised absences are those which the Head Teacher, the Attendance Officer at the school, and the Educational Welfare Officer do not consider reasonable. Examples of unauthorised and unacceptable absence include:

- Keeping pupils off without a valid reason;
- Condoning truancy;
- Absences which have never been properly explained or evidenced;
- Pupils who arrive late at Northern House School (RPU) on a regular basis;
- Taking holidays during term time.

5.3 In the event of no contact between home and Northern House School (PRU) regarding absence, the Attendance Officer at the school will issue a letter that details the concerns and also the referral of the student to our Education Welfare Officer (EWO). **Parents cannot authorise absence.**

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## 6.0 Registers.

6.1 The register is taken by the class teacher at Northern House School (PRU) during registration at the start of the school day, which closes at 9am, and for the afternoon session which closes at 12.20pm . If a student is absent for either of these sessions, the register illustrates whether the absence is authorised or unauthorised. It also records the nature of any approved, supervised educational activities. Where a student is being educated off site at an alternative provision, attendance is checked on a daily basis and absence followed up from the first day by the Attendance officer.

6.2 Northern House School (PRU) ensures that national absence and attendance codes are used to code student attendance and absence.

(See: [www.education.gov.uk](http://www.education.gov.uk))

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## 7.0 Notification of Absence.

7.1 Parents are required to phone or e-mail the Attendance Officer before 9.00 am to notify Northern House School (RPU) of absence due to illness. Leave may be granted in an emergency or for genuine pastoral reasons (e.g. after the death of close relative). Parents are asked to make routine medical and dental appointments outside the working day. Where such appointments are unavoidable, the attendance officer should be informed in advance and a medical certificate or appointment card must be shown as evidence (appropriately dated). A “present” mark can still be awarded if the pupil attends for a proportion of the session. It is always better to attend for some of the time, rather than missing the whole day. We always expect pupils to attend Northern House School (PRU) before and after appointments.

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## 8.0 Punctuality.

8.1 Form time begins promptly at 8.50 am. All students should be in their base room ready to engage in learning with their teacher at this time. Pupils who arrive after this time will be recorded as late. Students are monitored on a weekly basis and if they arrive late twice in one week an after school detention on Friday afternoon, may be instigated. Parents will be notified by phone, letter or text no later than Thursday pm. The attendance officer will determine whether the lateness is authorised.



## 9.0 Leave of Absence in Term Time.

The Government regulations stipulate that a:

“...Head teacher may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.”

- 9.1 If a parent wishes to write to the Head teacher detailing any exceptional circumstances, we recommend that this is done well in advance of the event or proposed holiday. We take the achievement of our pupils very seriously. Government regulations are explicit, and therefore it will be extremely unlikely that we will authorise any holiday leave.

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## 10.0 Summary.

This document is a policy statement about the duty of Northern house School (PRU) to ensure arrangements for carrying out the function of pupil attendance monitoring and recording. It updates and replaces previous documentation.

Signed: ..... on behalf of the Management Board      Date: .....

Signed: .....Head teacher

Date: .....

Date of Next Review: .....