

Chellow Heights School



Attendance Policy

First Version Implemented	Revision Level	Current Version Adopted by School	Review Date	Responsible Person
April 2020	Annually	March 2025	March 2026	Helen Willett Headteacher

General Policy Statement

At Chellow Heights School we intend to provide a safe, secure, caring environment where every one is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to their needs, whatever their age, gender, background, beliefs or abilities. As a dual sited school, the ethos and approaches are replicated across both sites. We have had regard to legislation re disabilities, race relations and special education needs and national, and local policies and procedures when compiling this policy.

Introduction

At Chellow Heights we aim to provide an inclusive education for all pupils. This can only be done if pupils attend school regularly. Without regular attendance we cannot provide the opportunities for pupils to receive opportunities to access new skills and knowledge or have regular opportunities for practice and repetition to embed these skills. We aim for all our pupils to arrive to school for 09:00am daily and to achieve 90% attendance,.

Regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law. (see appendix for definition of Authorised and Unauthorised absences)

See link for further information:

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

Roles and Responsibilities

Parents/Carers will:

- Ensure your child arrives for school on time
- Ensure routine non-emergency medical and dental appointments are made outside of school hours.
- Contact the School office by phoning 01274 484242 (West Site) 01274 679972 (South Site) to report a pupil absence on each day a child is absent.
- Provide a minimum of two up to date contact numbers and ensure you inform us of any changes to contact numbers.
- Not take their child out of school unless it is an exceptional circumstances. Requests for exceptional circumstances leave of absence in term time up to 10 days, can be requested from the School office. Requests such as these can only be authorised by the Headteacher and will be considered on an individual basis. Previous attendance will be taken into consideration.

School will

- Keep accurate registers of pupils' attendance, monitor and report on attendance as required by the Department of Education. We will use this data to identify persistent absence and severe absence and to target our attendance improvement strategies.
- School will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence where required to authorize an absence
- Contact families on the first day of absence and subsequent days if we have not received a reason. If we are unable to contact the primary contact we will try subsequent contacts
- If no response is received for the unauthorised absence when school makes contact, a member of school staff may conduct a home visit. If there are any safeguarding concerns on record, contact will be made with the family as soon as possible.
- If a pupil's absences are increasing and we are not aware of a good reason the parent/carer will be invited, to meet with the Attendance lead or Designated Safeguarding Lead and we will offer support and referral to services to help improve attendance.
- Should we continue to have concerns about your child's attendance a referral will be made to the Attendance Support Team or Social Care.
- Celebrate good attendance and improvements in Attendance through sending certificates home termly.

School Day Timings

- School starts at 9:00am
- Registration closes at 9.30am
- School day finishes at 2:45pm

Lateness

- Families should ensure that their child is ready to come to school on time.
- Families should inform school if they know that their child will arrive at school late in known circumstances e.g. hospital appointment.
- Children arriving in school after 09:30am will receive a **late mark**.
- Registers close at 10am. Any child arriving in school later than 10am without a good reason, will receive an **unauthorised absence mark**.

Assessment, Recording and Reporting

All attendance information is recorded digitally on Arbor. This information is shared with the LA, and used to monitor a pupil's attendance.

Poor attendance or persistent lateness can result in parents

- being asked to attend an Attendance Review meeting at school
- having Attendance Team or Social Care involvement
- being fined. Under the terms of the education related provisions of the Anti-Social Behaviour Act, each parent/carer(s) may be issued with a Penalty Notice of £60 if:
 - You fail to ensure that your child attends school regularly
 - You allow your child to take leave of absence in term time without a school's authorisation
 - You fail to return your child to school on an agreed date after a leave of absence
 - Your child persistently arrives late for school after the register is closed

Bradford Local Authority Policy

Unauthorised absence in Bradford is double the rate of the national average therefore, a decision has been made by Bradford Council to change their approach to situations where families take two or more periods of unauthorised leave in a 12-month period (totalling 10 school days or more), or when a period of four or more weeks of leave is taken. In these instances, Bradford Council will utilise the option to start legal proceedings via the magistrates' court, instead of issuing a penalty notice. This means that parents may be liable to receive a significantly higher fine (up to **£2,500 per child, per parent**) if found guilty, as well as receive a criminal record, which may be reportable to employers (for example, via a DBS Check). In rare circumstances, magistrates can consider a custodial sentence for up to 3 months. This change will come into force from 1st April 2023.

All parents/carers have received a letter informing them of these changes on (date) this information has been posted on Class Dojo.

Please see link below for further information on fines:

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Other

The school has regular attendance and safeguarding meetings with other professionals where attendance information is reported.

Attendance Information is also reported as part of an EHCP review.

Governors will get regular updates on whole school attendance.

As part of our aim to support improved attendance, you will be informed, if we have concerns about your child's attendance.

If you have any concerns or wish to discuss your child's attendance, please contact the school office.

Our **Attendance Lead** is Sylvia Hemingway (Acting Assistant Head)

Our **Designated Safeguarding Lead** is Kate Hansard

The Governors thank parents in anticipation of their co-operation in adhering to these procedures.

Appendix 1

Definitions

Authorised Absence

- Where a pupil is absent due to sickness and is genuinely unable to attend school, then the school, **after being informed by the parent/carer**, may **authorise** a child's absence. We may require additional evidence to authorize and absence.

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Unauthorised Absence

- These are absences for which the school has received no explanation or an unsatisfactory explanation

Appendix 2

APPLICATION FOR ALL HOLIDAY ABSENCE FROM SCHOOL

Name of School DfES No

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Education Bradford expects all parents/guardians to ensure that their children attend school whenever possible. Absences due to holidays, taken during term time, could hinder academic attainment. Education Bradford policy allows for a maximum of 10 days extended leave of absence only in exceptional circumstances.

Failure to return your child on the agreed date could result in a Fixed Penalty Fine of £50 (per parent, per child) being issued by Education Bradford.

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure date. Thank you.

PARENTS SECTION (to be completed first)

Surname of child		First name	
Date of birth		Class	
Surname of parents/guardian		First name of parent/guardian	
Address of child			
Postcode		Telephone number	
Reason for Absence			
Length of absence applied for (number of days)		Destination	
Date of departure		Date due back in school	
Emergency telephone contact in the Bradford District			
Parent's/guardian's signature			

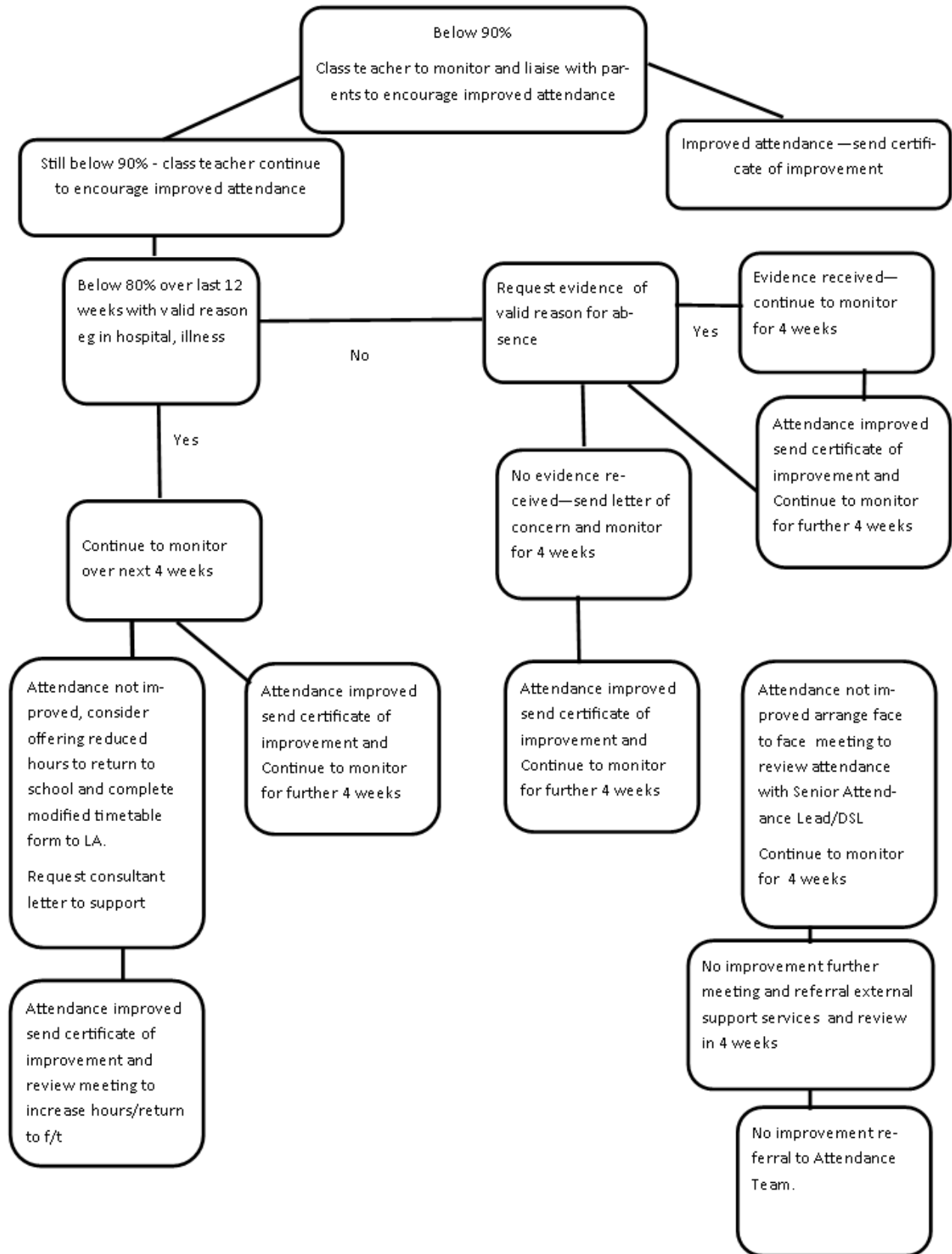
SCHOOLS SECTION

Date of meeting with parents		Headteacher's signature						
Extended leave	Approved for			School days (Education Bradford maximum 10 school days)				
	Not approved for			School days				
Ethnic origin of child	White		Pakistani		Bangladeshi		Indian	
	Chinese	Black-Caribbean	Black-African		Black- other		Other	
Number of previous application granted								
Please give details								

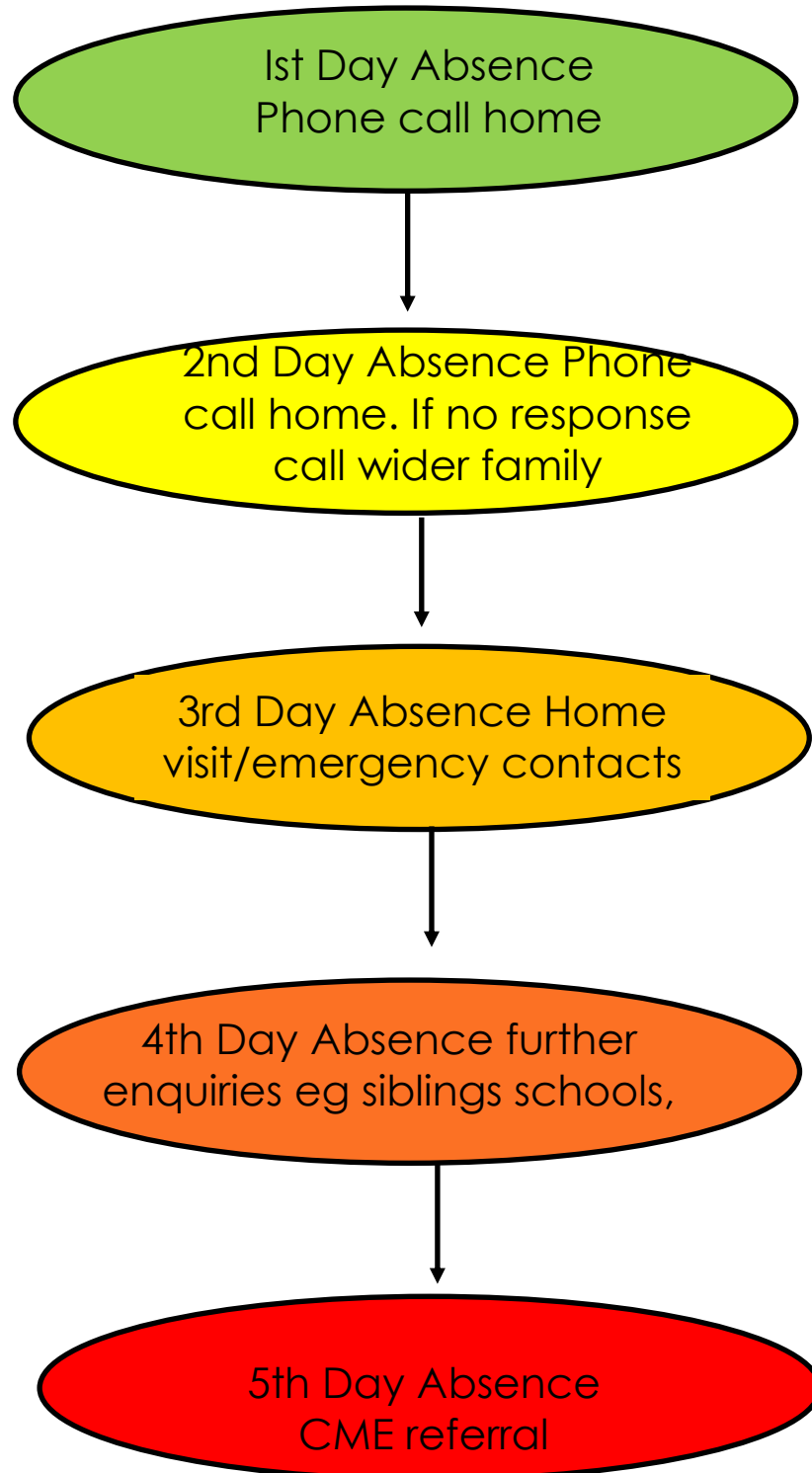
Please return this form to Barbara Lawrie, Principal Education Social Worker, Education Bradford, Future House, Bolling Road, Bradford, BD4 7EB and retain a copy in school. If the child does not return to school within 10 school days after the 10 approved school days you should complete a School Section 2 reply slip and return it to Barbara Lawrie

Appendix 3

Persistent Absence Below 90% Intervention Flow Chart



Absence Response Flow



* This is for general guidance only and each case will be considered individually. For pupils with safeguarding concerns/CLA the DSL would be alerted and a Home Visit may be carried out sooner.