

# Attendance Policy

James Brindley School

James Brindley School is a unique academy which educates pupils with health related conditions. The school recognises the fundamental role education plays in a pupil's resilience, health and wellbeing both now and in the future; therefore the school is committed to challenging absence to ensure that health conditions are not used as a convenient excuse for poor attendance.

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To be reviewed (bi-annually) by:  
The Safeguarding and Premises Sub-Committee  
Full Governing Body Committee

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## **Attendance Policy**

### **1. Introduction**

#### **1.1 Rationale**

James Brindley School (JBS) believes all children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. As a Special Academy which educates pupils with health related conditions the school recognises that these health conditions may impact on pupil's attendance.

The school recognises the fundamental role education plays in a pupil's resilience, health and wellbeing both now and in the future; therefore the school is committed to challenging absence to ensure that health conditions are not used as a convenient excuse for poor attendance. The school will work to support pupils to attend at every possible opportunity. As part of this the school will support pupils and parents to understand the importance of attending school, to increase attendance at every possible opportunity by working with the pupil and parents to introduce interventions to facilitate attendance.

Missing school can have a big impact on pupils academically, socially and be detrimental to their resilience and rehabilitation. It can affect their progress and, just as importantly, it can affect their relationships with other pupils, and lead to social isolation.

There is no safe number of days for missing school – every day of absence can affect educational outcomes and promote social exclusion.

1.1.1 This Policy has been formulated to ensure that JBS fulfils its local and national responsibilities as prescribed by the following documents:-

- [School Attendance \(DfE November 2016\)](#)
- [Keeping Children Safe in Education \(DfE September 2016\)](#)
- [Birmingham City Council 'Leave in Term Time Guidance for Schools and Academies'](#)
- [Children Missing Education \(DfE September 2016\)](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education Act 1996: sections 434\(1\)\(3\)\(4\)&\(6\) and 458\(4\)&\(5\)](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

#### **1.2 Scope**

This policy applies to all staff (including volunteers and governors), pupils and their parents/carers within James Brindley School.

This policy covers attendance including recording of attendance i.e. registration, follow-up of absence and key attendance issues relevant to James Brindley School.

A child registered at a school can legally miss school only in very limited circumstances.

These include:

- when the child is too ill to attend – this includes physical and mental illness
- when the school has authorised the absence beforehand

In any other circumstance the absence will be classed as unauthorised.

This policy should be used in conjunction with the following school policies

- Safeguarding Including Child Protection Policy
- [Medical Needs Policy](#)
- [Requirements for the Delivery of Education to Children and Young People with Medical Conditions](#)
- [Inclusion and Transition](#)

### 1.3 Aims

The policy aims to:

- ✓ Create a culture of high attendance expectation within the school
- ✓ Raise pupils' and parents' understanding of the importance of attending school
- ✓ Increase attendance at every possible opportunity by working with the pupil and their parents' to introduce interventions to facilitate attendance
- ✓ Challenge all absence including persistent absence and / or lateness of pupils
- ✓ Ensure that absence is followed up swiftly and consistently across all school sectors so that pupils are safeguarded against abuse and neglect
- ✓ Identify the patterns and reasons for absence, both from school and lessons, and code registers appropriately
- ✓ Ensure every pupil has access to full-time education to which they are entitled and provide a structured route from part-time to full time provision, where the pupil is unable to achieve full time attendance
- ✓ Support parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- ✓ To promote incentive and reward schemes that encourages individual pupils and whole class groups to attend regularly.
- ✓ To have consistent practice of communicating between all stakeholders involved in the process.
- ✓ Create an open environment where pupils feel comfortable and safe to discuss the problems they are facing; staff understand and are supported to recognise safeguarding indicators and take appropriate actions to safeguard pupils.

## **2. Policy**

- The school will support all pupils to attend at every opportunity, this may involve work with the pupil themselves or the parents / carers and other agencies involved with the child or family
- Episodes of absence will be challenged and root causes identified to provide opportunity for interventions to be put in place to prevent recurrence.
- Staff must not assume that the pupil's health condition is the reason why they are not attending school.
- Any episode of absence must be recorded and followed up as described in [section 4](#).
- Any safeguarding concerns must be reported as detailed in the school Safeguarding Policy.
- Registers must be taken for all AM and PM sessions and all subject lessons by the form tutor and subject teacher / teaching assistant respectively.
- Episodes of lateness will be challenged and monitored; recurrent episodes of lateness must be escalated to the Designated Safeguarding Lead (DSL) as this may be a safeguarding concern.
- The school will take action where a pupil is not attending school which may include the sharing of information with or referral to other agencies
- The school will promote high attendance expectations and use incentive systems to reward pupils who attend.
- Part-time timetables may only be used as a temporary intervention, on advice from health professionals, for pupils to build up to full time provision, where absolutely necessary.
- Medical evidence will be obtained to support any part time timetable.
- Any problems which affect a pupil's attendance will be investigated, to identify and strive in partnership with parents/ carers and pupils to resolve those problems as quickly and efficiently as possible.
- The school will carry out enquiries into the location of missing pupils in conjunction with the Children Missing Education Team (Tel: 0121 303 4983), see school's Safeguarding Policy
- The School will register pupil admissions, removals and pupil attendance and will notify the Local Education Authority (Education Welfare Service) of instances where absence from school is a cause for concern requiring investigation by the Family Support and Safeguarding Team.

## **3. Responsibilities**

### **3.1 The Parent/Carer**

- Ensure regular attendance of children of compulsory school age registered at school.
- Report any absence to the school on the same day before 9.30am

- Promote a good attitude to learning, by ensuring that any child in their care arrives at school punctually, in appropriate dress and willing to work to fulfil the expectations of the school with regard to rules and behaviour, learning and homework.
- Work in partnership with school and other agencies in the best interests of their child: this includes informing school about significant influences and changes in the child's life, which may impact on learning and attendance.

### 3.2 **All Staff**

- Promote a culture of high attendance expectation for all pupils
- Support pupils and parents to understand why attendance is important and the potential impact it has on the pupils' progress and ultimately outcomes.
- Raise any attendance concerns including lateness to lessons, with the pupils form tutor.
- Praise pupils for improvements in attendance and punctuality.
- Avoid dismissing low attendance or punctuality with reference to poor health.

### 3.3 **Sector Administrators**

- Updating registration codes on CMIS based on communication with parents / carers and late arrival of pupils.
- Liaising with the pastoral support worker and form tutors to identify unexplained absence
- Populating the Safeguarding Attendance Follow-up Evaluation (SAFE) sheet every morning following AM registration.

### 3.4 **Pastoral Support Workers**

- Conducting home visits to ensure pupil is safe and informing the Designated Safeguarding Lead if they have any concerns immediately (please refer to the School Safeguarding Policy for further guidance).
- Support pupil and parent / carer in returning pupil to school as soon as is possible
- Update and maintain a current and robust record of follow-up on SAFE
- Liaise with the Assistant Principal and Senior Designated Safeguarding Lead to highlight any attendance concerns or intervention requirements.
- Liaise with partnership agencies to ensure that all support is utilised to provide the best outcome for the pupil.

### 3.5 **Form Tutors / Key Worker**

The Key Worker/Form Tutor will play a key role in all matters related to attendance and it will be through them supported by PSW/teaching assistant and the relationships they build with pupils and parents that many aspects of improving and monitoring attendance will be achieved most effectively.

- Monitor individual attendance progress, behaviour and achievements.
- Raise any concerns of health deterioration, including that which may indicate school absence is likely to occur with sector management.
- Work towards the development of trusting and continuing relationships with pupils.
- Be trained in the use of manual and/or electronic registration systems as appropriate.
- Take am and pm registers in tutor and lesson registration in all subjects
- Positively support reward systems for good attendance, progress, behaviour and achievement.
- Conduct a back to school discussion with the returning pupil to confirm the reason for absence and identify any interventions which can reduce the likelihood of reoccurrence.
- Provide appropriate support when pupils return after longer absences with guidance and support from the Sector Management Team.
- Liaise with parents, pastoral support workers, senior DSL and attendance support team staff and any agencies as may be necessary.

### 3.6 **Senior Designated Safeguarding Lead (Senior DSL)**

- Is the school lead on attendance and will be responsible for coordination and performance management of the PSWs.
- Will conduct and record quality assurance checks of the SAFE sheets on a half termly basis to ensure records are maintained appropriately, feeding back any concerns to the Assistant Principal and PSW for that sector.
- Monitoring of any identified SAFE improvement requirement to ensure embedding of robust recording and pupil follow-up.
- For further information on the role of the senior DSL please refer to the school [Safeguarding Policy](#).

### 3.7 **Principal**

- Ensures staff carry out their responsibilities for the day-to-day management of attendance matters within the school.
- Liaises with the Senior DSL to maintain awareness of key attendance issues.
- Communicates information about attendance to governors, staff, parents and the community.
- Makes staff aware that it is an offence not to maintain accurate registers
- Supports development of pupil incentive schemes and other initiatives in relation to attendance.
- Supports staff in the development of initiatives to improve whole school attendance.
- Ensures that 'Leave in Term Time' guidance is adhered to and accurate records are kept of such leave.

### 3.8 Governing Body

The Governing Body will ensure that:

- The school has an Attendance Policy which encompasses and adheres to the local and national regulations / legislation as set out in section 1.
- The aforementioned policy will be reviewed bi-annually or earlier if required by changes in local/national processes.
- They will be involved in the development and agreement of this policy, including the monitoring of attendance data at least termly and in alignment with the school Safeguarding Policy.
- That all staff are aware of and follow this policy.
- Parents / Carers are informed at the beginning of every school year / admission meeting of the school's attendance expectations including the impact of school time lost on pupils.
- Parents / Carers are given appropriate information in relation to any repercussions which may be initiated should their child not attend school, including reporting to Birmingham Local Authority which may result in a fine being imposed.
- High attendance expectations are promoted through all available media, including the JBS website, display boards, newsletter, School Prospectus and related documents that will give clear statements of the value placed on high levels of attendance.
- The school is able to provide the necessary resources for the implementation of this policy.
- The school remedies any deficiencies or weaknesses brought to its attention without delay.
- The school provides a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- The school works collaboratively together and with other agencies to assist them in fulfilling their statutory duties, regarding, for example, Child Protection, Child Employment, Safeguarding and the Reduction of Persistent Absence / NEET (Not engaged in Education Employment or Training).

### 4. Follow up of Absence

- 4.1 Pupils failing to attend school / missing from education can be a sign of abuse or neglect. Any pupil absence must be followed up in line the pupil absence safeguarding process ([Appendix 2](#)).
- 4.2 ***The Designated Safeguarding Lead (DSL) should inform the pupil's social worker immediately when a child subject to a Child Protection Plan is missing.***
- 4.3 Where a child is missing education with no adequate explanation, the DSL should inform the Left School No Trace (LSNT) Team (Tel: 0121 303 4983) of any child who has not attended for 10 consecutive school days without provision of a reasonable explanation.



- 4.4 All pupil absences should be recorded on the Safeguarding Attendance Follow-up Evaluation sheet (SAFE) as soon as the register has been taken and absence noted.
- 4.5 The administrator, pastoral support workers and designated staff within each teaching sector is responsible for updating SAFE.
- 4.6 The Assistant Principal of a sector is responsible for monitoring SAFE to ensure that all follow-up of absence is robust and in line with the pupil absence safeguarding process.
- 4.7 The Senior DSL is responsible for whole school monitoring of the SAFE sheets and will audit on a half termly basis.
- 4.8 Persistent lateness is another potential safeguarding concern indicator; this should be followed up to provide an understanding of why a child is failing to arrive on time to school. The school will work with the child and parents/carers to support the child to attend.
- 4.9 For further information on a child missing from education please refer to [Keeping Children Safe in Education](#) Part 2.
- 4.10 The DSL will inform Birmingham Local Authority of any pupil who fails to attend school regularly, or has been absent without school's permission for a continuous period of 10 days or more ([12\(1\) The Education \(Pupil Registration\) \(England\) Regulations 2006](#)). The full name and address of any pupil meeting the above criteria will be provided.

## 5. Children at Risk of Missing Education

- 5.1 The school will inform Birmingham local authority, in advance, of any pupil who is going to be deleted from the admission register where they:
- ✓ Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
  - ✓ Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
  - ✓ Have a medical condition certified by the health care professional that the pupil is unlikely to be in a fit state of health to attend school;
  - ✓ Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
  - ✓ Have been permanently excluded.
- 5.2 **Pupils who are the subject of a child protection plan should not be removed from roll under these regulations, without consultation with the allocated social worker.** The social worker should be immediately notified of any absence

from school. Where a family is working with the Family Support and Safeguarding team, schools should discuss any proposed removal from roll with the allocated worker prior to deletion.

- 5.3 **Pupils with a Special Educational Needs Statement may not be removed from roll under these regulations without the permission of the Local Authority.** Please refer to [SENAR](#) (Tel: 0121 303 1888) for further guidance.
- 5.4 Where a parent is removing their child from school with a view to provide home education and there are concerns in relation to the parent's capacity or ability to provide education; the LSNT Team should be contacted (Tel: 0121 303 4983).
- 5.5 **The school will not remove a pupil from roll where there is no known destination without consultation with Birmingham Attendance Team** (0121 464 8979).
- 5.6 Where a pupil is at school within a Local Authority (LA) other than Birmingham, contact will be made with the school to ensure that the pupil is on roll within that LA.
- 5.7 Where a pupil is missing from education the LSNT team should be contacted (0121 303 4983).

## **6. Persistence Absenteeism (PA)**

- 6.1 A pupil becomes a 'persistent absentee', as defined by the DfE, when they have missed 10% or more schooling at any time within the school year for whatever reason. Persistent Absence (PA) is likely to damage to a child's educational prospects and the support of parents /carers is required to minimise absence from school.
- 6.2 All absence will be tracked and monitored by the schools pastoral systems. Any pupil deemed to have reached the PA threshold ([appendix 6](#)) or is at risk of moving towards that level will be prioritised and parents advised.
- 6.3 Any pupil identified as a PA will have a preCAF assessment completed.
- 6.4 All PA pupils will be listed on an Attendance Action Plan which may recommend support from a Mentor or Personal Advisor, an individual pupil incentive programme and/or participation in group activities to raise attendance.
- 6.5 For all PA pupils a parent/carer attendance contract will be completed ([appendix 10](#)) as part of the review meeting arranged by the school to discuss attendance.

- 6.6 All sectors will receive weekly reports which identify all individual pupil percentage attendance, in order to monitor pupils who are hitting PA or at risk of hitting the PA threshold.

## **7. Medical Appointments**

- 7.1 Parents should be strongly encouraged to arrange medical appointments outside of school hours. Where this is not possible evidence of the medical appointment in the form of an appointment letter or card will be required in order to code the session as a medical appointment (M). Where the parent fails to provide evidence the pupil will be marked as an unauthorised absence (O).
- 7.2 Where the pupil attends a medical appointment this should have as little impact on the school time missed as possible. A pupil should attend school in the morning if they have an afternoon appointment and vice versa for a morning appointment. The school should look to support parents who have logistical difficulties in facilitating attendance before or after the medical appointment and consider transport assistance where possible (for example use of pupil premium for qualifying pupils).
- 7.3 The school will work closely with other agencies and provide a facility for medical professionals, such as CPNs (Community Psychiatric Nurses), and other community teams to see the pupil at school to minimise the time missed from lessons.

## **8. Leave in Term Time**

- 8.1 The Principal may not grant any leave of absence during term time unless there are exceptional circumstances. For example:
- death of parent/carer or sibling of pupil
  - life threatening or critical illness of parent/carer or sibling of pupil
  - parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- 8.2 To apply for leave in term time the parent / carer must:
- ✓ Complete the school Exceptional Circumstances – leave in Term Time Request Form ([appendix 5](#))
  - ✓ As part of the aforementioned form they must demonstrate a willingness to make arrangements that cause the least disruption to their Child's learning
  - ✓ Agree and sign the home/school contract if the leave is agreed
  - ✓ Ensure that their child returns to school by the agreed date.
- 8.3 Responding to an application for term time leave the school Principal will:

- ✓ Only consider granting leave in exceptional circumstances as described in 8.1.
- ✓ Where they are minded to grant leave, where possible the leave should be wrapped around school holidays and there should be no more than 3 consecutive school days approved.
- ✓ Take into account
  - The pupil current absence record
  - The number of previous similar requests
  - The year the pupil is in
  - Proximity of major tests / exams
  - The time of the academic year proposed
  - The duration of the absence and its impact on continuity of learning
- ✓ Agree and sign a home/school contract with the parent / carer when leave is to be granted which clearly stipulates the exact date of return to school.
- ✓ Inform the parent / carer in writing of failure to agree the home/school contract, or non-return by the agreed date places the parent / carer at risk of being issued a penalty notice.
- ✓ Keep a record of leave taken during term time.

8.4 Where leave is not approved and the parent / carer takes the pupil out of school this will be coded as unauthorised leave on the register. This will then be referred to Birmingham Education Welfare Service to consider whether to issue a penalty notice ([ewsheadofficeadministration@birmingham.gov.uk](mailto:ewsheadofficeadministration@birmingham.gov.uk)).

## 9. Unauthorised Absence

- 9.1 The school recognises that most parents / carers ensure their child/ren attends school at every possible opportunity. Where the school has concerns that a child is not attending and there is no acceptable reason or supporting medical evidence the school will follow the process below.
- 9.2 In the first instance the Pastoral Support Workers (PSW) will attempt to engage and support the pupil and parents / carers. Where this is unsuccessful and absence continues or the pupil's attendance does not improve the PSW will escalate the matter to the Assistant Principal (AP) within that sector who is also the Designated Safeguarding Lead (DSL).
- 9.3 The following criteria will trigger the PSW to notify the DSL
- Children with more than 20 sessions of authorised absence in a year
  - Children with more than 10 sessions of unauthorised absence in a year
- The DSL will consider whether to stop authorising absence for these categories unless there is medical evidence.
- 9.4 The DSL should review the case with the PSW and make a decision as to whether the family should be referred to the Integrated Family Support Team (IFST) or to follow the legal process. The Reasons for absence should be checked and a 'Pre-

CAF' checklist completed. If there are additional concerns the DSL will discuss this with the IFST school facing worker. If there are no additional concerns, the DSL follows the legal process for pupils with 20+ unauthorised sessions (please refer to [Birmingham Leave in Term Time Guidance for Schools and Academies](#) for further information).

## 10.Registration in Sectors

- 10.1 Education (Pupil Registration) (England) Regulations, state that a pupil's attendance begins on the first expected day after registering at the school. If they do not attend on that first day it is an absence, unless the family and school agree a new expected start date. This may occur in instances where a child's attendance is dependent on transportation provided by Birmingham Local Authority.
- 10.2 Some pupils will have different start times for AM and/or PM sessions due to a temporary part time timetable. Where this is the case there should be a note placed on CMIS / e-portal for that pupil indicating the time they are expected for each day where this is the case.
- 10.3 The registration AM and PM session and register closing times for sectors are shown in [appendix 1](#).
- 10.4 Any pupil who arrives after the register has been taken but before the register is closed should be marked as late (L).
- 10.5 Any pupil who arrives after the register has closed should be marked as a late after the register has closed (U); this counts as an unauthorised absence.
- 10.6 Please refer to appendix 1 for examples of coding.
- 10.7 **Hospital Sector Only:** Pupils who are admitted to the acute hospital for up to and including 15 consecutive school days will be registered as Guests by James Brindley School. On the 16th Day if the pupil is still an inpatient, then they will be converted from 'Guest' registration status to Dually Registered and the Home School will be notified for all pupils where this is the case. James Brindley will maintain attendance records for all dual registered pupils and share this record with the Home School on discharge.
- 10.8 When a pupil becomes dual registered the school will contact the home school and inform them using the outlined information in [appendix 12 and 13](#).
- 10.9 When a pupil is removed from being dual registered with the school, the home school will be informed that this is the case.

## 11. Part Time Timetables

- 11.1 For pupils whose medical condition impacts on their ability to attend full time, written advice from their CAMHS or GP should be sought as to a reasonable attendance percentage. This will then become their target attendance percentage (see section 6.1).
- 11.2 For all pupils on a part time timetable a parent/carer attendance contract will be completed ([appendix 10](#)) as part of the review meeting arranged by the school to discuss attendance.
- 11.3 Part time timetable arrangements must be documented on the part time timetable arrangements form ([appendix 11](#)) which must be reviewed no less than fortnightly. It must make explicitly clear when the pupil is expected to attend school and the supervision arrangements for when the pupil is not at school.
- 11.4 There must be a clear Attendance Action Plan in teaching centres, to be reviewed weekly and this plan must identify how the pupil's timetable will be increase with specific time scales and the target attendance percentage.
- 11.5 **Short Term Provision**: Attendance actions and interventions will be recorded within the pupil ongoing story rather than the attendance action plan.
- 11.6 Part time timetables should only be used temporarily as advised and evidenced by the healthcare professional and should be for as short a time as possible. If the part time provision is required for more than a 6 week period, there should be explicit guidance from healthcare professionals that an increase would have a detrimental impact on the health of the pupil. This should be reviewed regularly and continued evidence sought.
- 11.7 Please refer to [appendix 1](#) for guidance on how to code part time timetables.

## 12. Rewards

- 12.1 The school will acknowledge excellent attendance and also significantly improved and sustained attendance in line with the [behavioural policy](#).
- 12.2 Where a pupil has achieved 100% attendance a congratulatory 100% attendance postcard will be sent to the pupil's parent/carer and a note made in the pupil file.
- 12.3 Where a pupil's attendance has significantly improved the use of a congratulatory improved attendance postcard will be sent to the pupil's parent/carer and a note made in the pupil file.
- 12.4 Within teaching centres namely, Dovedale, Northfield, and Parkway, attendance rewards will be issued on a weekly and half termly basis as outlined in [appendix 8](#) of this policy.

## Appendix 1: Registration in Sectors

Sector	Session Times			
	AM		PM	
	Register Taken	Register Closes	Register Taken	Register Closes
Dovedale	8:50	10:00	1:00	2:00
Northfield	8:50	10:00	1:00	2:00
Parkway	8:50	10:00	1:00	2:00
Willows	9:30	10:30	1:15	2:15
Ardenleigh	9:20	10:20	1:00	2:00
Newbridge	As pre-planned for the pupil	N/A	As pre-planned for the pupil	N/A
BCH (class rooms)	9:15	10:15	1:15	2:15
Hospitals (on ward teaching)	As pre-planned for the pupil	N/A	As pre-planned for the pupil	N/A
Home Teaching	As pre-planned for the pupil	N/A	As pre-planned for the pupil	N/A

If a pupil is on a reduced / part-time timetable their AM session will be at the documented planned time and their register will close 30 minutes after.

Pupils travelling on educational transport will be marked late if they do not arrive in time for registration due to the punctuality of the transport. It will be noted that the transport was the reason for lateness where this is the case.

### **Example 1**

A pupil is on a reduced timetable and they are expected to be in school at the pre-agreed time of 11:00. If they arrive at:

- any time up to and including 11:00 they are marked as present (/) for the AM session on the register;
- any time after 11:00 and up to and including 11:30 they are marked as late (L);
- any time after 11:30 they are recorded as late after the register has closed (U).

### **Example 2**

If a pupil is on a part-time timetable and they are pre-agreed to attend only the afternoon (PM) session they will be marked as an authorised absence (C) for the morning (AM) session. Similarly if they are pre-agreed to attend only the morning session (AM) then they will be marked as an authorised absence (C) for the afternoon (PM) session.

### **Example 3**

If a pupil has a planned medical appointment (e.g. CAMHS) then the parents should provide evidence in the form of an appointment letter or card to the school. The appointment in which the session falls maybe coded as a medical appointment (M) where evidence is provided. If a pupil attends a medical appointment in the morning session (AM) they should attend school for the afternoon session where possible. Where a parent notifies the school following the appointment that the pupil is too unwell to attend then this should be marked as illness (I).

### **Short Term Provision**

Home teaching sessions will be dependent on each pupil's timetable and each day may have different AM and/or PM session times. Where a home teaching session is pre-planned and

- takes place then the pupil will be marked as present (/ or \) for the AM or PM session respectively
- is cancelled by the parent / carer due to pupil illness (I)
- is cancelled by the school for reasons such as no availability of staff this should be marked as unable to attend due to exceptional circumstances (Y)
- pupil or responsible adult is not at home this should be coded as an unauthorised absence (O)
- if the teacher is denied entry to home to conduct teaching session, this should be coded as an unauthorised absence (O)

### **Hospital Pupils**

Any pupil who is in hospital for less than 16 days will be entered on the register as a guest and not dual registered.

If a pupil is in hospital for 16 or more days and provided with education whilst there, their AM and PM session times may vary depending on the pupil's medical care as dictated by the hospital. If a pupil is planned to have a session any time in the morning (AM) and

- this occurs then they would be marked as present (/),
- if they are too unwell to receive the lesson that is planned this would be marked as illness (I)
- if the teacher is unable to provide the session as the pupil is with the doctor or undergoing medical treatment this will be recorded as a medical appointment (M);
- if there was no session planned then they would be coded as an authorised absence (C).

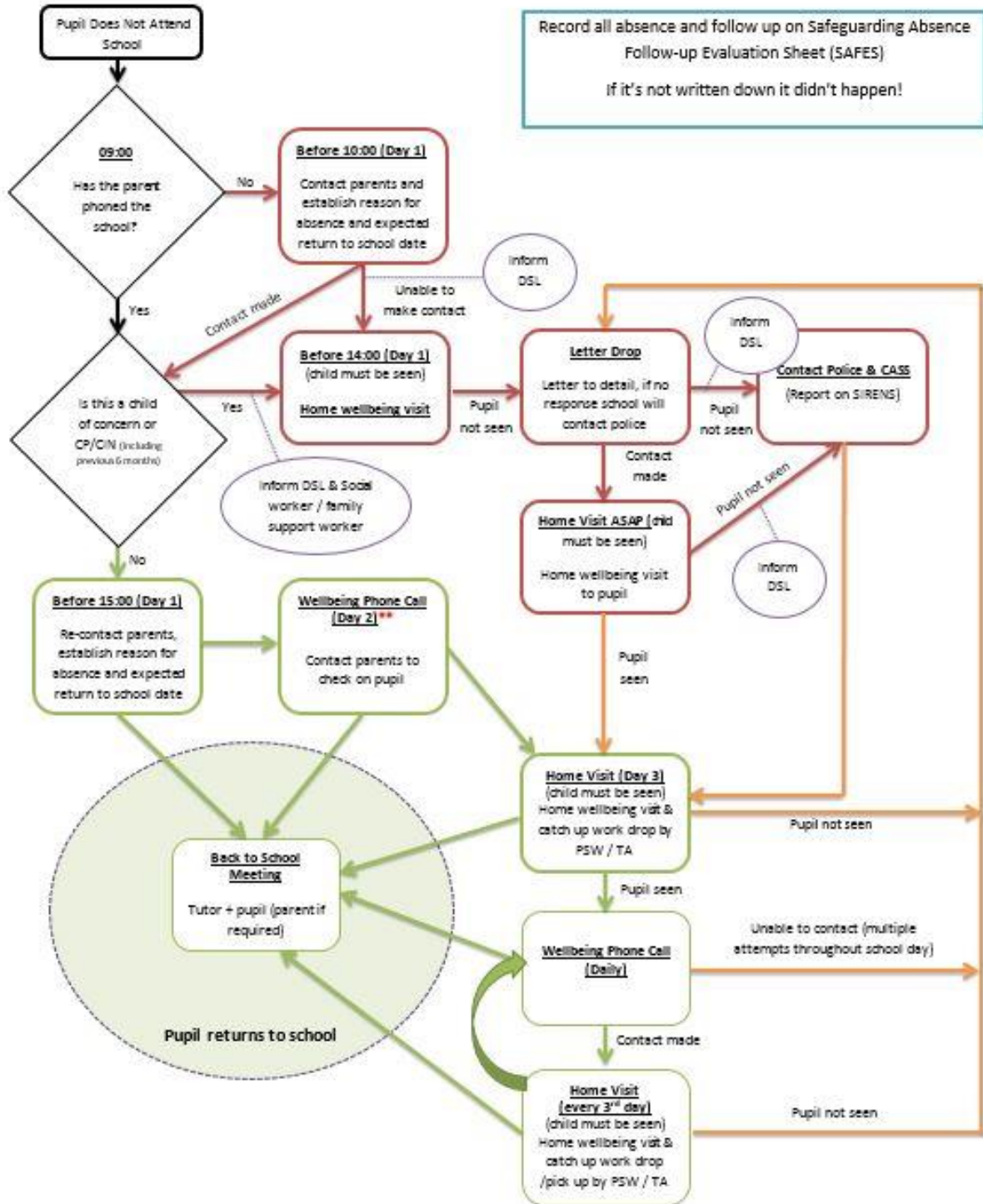
***For any pupil who is dual registered their attendance must be shared with their home school on discharge.***



# PUPIL ABSENCE SAFEGUARDING PROCESS

## APPENDIX 2

Remember your professional curiosity



**\*\*Parents are expected to contact the school before 9am everyday their child will not be attending. If the parent fails to notify the school on any given day, this ABSENCE SAFEGUARDING PROCESS must restart from the beginning**

L: Wholeschool\Attendance\ PUPIL ABSENCE SAFEGUARDING PROCESS

### **Appendix 3: Attendance Advice for Teachers and School Staff**

Attendance at school is a crucial part of a child's ability to achieve the Every Child Matters five outcomes.

As teachers/ school staff you will complete registers in the morning and afternoon. Although you may feel that is all you do in regards to attendance this is not the case. All staff have a vital role to play in good attendance and safeguarding. Successful attendance and safeguarding policies rely on whole school support.

#### **Remember:-**

- The registers you complete are legal documents, so it is vital that they are completed correctly. Please refer to examples given in [appendix 1](#).
- Good relationships with teachers and school staff, creative curriculum and planning, can all support good attendance.
- To report any concerns about children including if you are made aware that their absence from school may be a safeguarding issue.
- If you receive information from other children, parents or members of the community that indicates the reason for a child's absence may not be accurate or valid you should inform the Assistant Principal who in turn will liaise with the Senior DSL (Vicky Miller), Family Support and Safeguarding Team.

Attendance is divided up by two sessions per day. Children have a legal entitlement to spend 190 days a year at school

Parents should notify the school by **9:00 AM** if their child is not in school. If a child is not in school and no reason is provided, the school office or pastoral support worker (PSW) will contact phone the parent and establish why the child is not in school. If there are sufficient concerns for the child then the school office/PSW will inform the Assistant Principal, who in turn if a safeguarding concern will inform the Senior DSL. For any pupil absent from school the Pupil Absence Safeguarding Process should be followed ([appendix 2](#)) and this should be recorded on the [SAFE sheet](#).

The Senior DSL has the responsibility to monitor whole school attendance data and act accordingly. In some circumstances if a family refuses to work with schools and the Local Authority (or do not facilitate their children being in school) they can be issued with a Penalty Notice. In some cases they could receive a custodial sentence.

Any absence during term time breaks continuity and makes it more difficult for a pupil to thrive at school, therefore pupils should be in school unless it is unavoidable. Holidays and leave should be taken during the 13 weeks of school holiday and there is not a right to have time off for holidays in term time. Principals may not grant any leave of absence unless there are exceptional circumstances.

The Principal is the only person who can authorise leave in term time; If leave is not authorised and the pupil still taken away, the parents/carers may be issued with a penalty

notice. Please discuss such situations with your Education Welfare Service, who will advise you.

All parent/carers will receive an annual letter 'Leave in Term Time' and guidance is available on the website.

### **Remember Every School Day Counts!!**

Each sector can access the Family Support and Safeguarding Team where there are safeguarding issues.

## Appendix 4: Registration Codes

When a child is absent from school one of the following codes will be used

### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

#### KEY

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

**Appendix 5: Exceptional Circumstances – Leave in Term Time Request**

**EXCEPTIONAL CIRCUMSTANCES - LEAVE IN TERM TIME REQUEST**

Pupil's Name ..... D.O.B ..... Form .....

Pupil's Name ..... D.O.B ..... Form .....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....  
 .....  
 .....

Dates of Absence

From ..... To ..... No of school days .....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice, and could be fined £60 or £120 depending on how soon payment is made. If I do not pay the fine, I / we could then be required to attend Court; this could result in a fine of up to £1000 per child and having a criminal record.
- after four weeks of absence my / our child/ren may be removed from the school register and I / we will then be responsible for finding a new school on my / our return.

<p><b>Parent/Carer Name</b></p> <p>.....</p> <p><b>DOB</b>.....</p> <p><b>Address</b>.....</p> <p>.....</p> <p><b>Signature</b>.....</p> <p><b>Date</b>.....</p>	<p><b>Parent/Carer Name</b></p> <p>.....</p> <p><b>DOB</b>.....</p> <p><b>Address</b>.....</p> <p>.....</p> <p><b>Signature</b>.....</p> <p><b>Date</b>.....</p>
--	--

Request **agreed / denied**

Signed ..... Principal

Dated .....

## Appendix 6: Persistent absentee thresholds

The following table shows estimated cumulative absent sessions thresholds for around 10 per cent

	<b>10 per cent</b>
Half-term 1	7 or more sessions
Half-term 1-2 (autumn term)	14 or more sessions
Half-term 1-3	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions
Half-term 1-5	31 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions

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## Appendix 7: Deletions from the Registers (Pupils being removed from school roll)

The school will only delete compulsory school age children from the register in the following:

- the school is replaced by another school on a School Attendance Order;
- the School Attendance Order is revoked by Birmingham Local Authority;
- completion of compulsory school age education;
- permanent exclusion;
- death of the pupil;
- transfer between schools; and
- pupil withdrawn to be educated outside the school system.
- failure to return for an extended family holiday after both the school and the Local Authority have tried to locate the pupil;
- a medical condition prevents their attendance and return to the school before ending compulsory school-age;
- in custody for more than four months;
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil;
- left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

## Appendix 8: Attendance Rewards – Teaching Centres

Frequency	Reward	Coordinator	Funding
<b>Weekly</b>	Merit/Dojo for those with 100% attendance for that week or who have met personal attendance target (each Friday)	Form tutors / key workers	Sector Budget
	Praise card home for those whose attendance has improved on the week before/ or those who have met or exceeded personal attendance target	PSW	Attendance Budget
	Praise card home for those with 100% attendance	PSW	Attendance Budget
	Weekly draw for £10 “one for all” voucher – open to all pupils with 100% attendance for that week	Sector management team and PSW	Attendance Budget
<b>Half Termly</b>	Attendance draw in assembly for £25 “one for all” voucher funded from attendance budget ( <i>pupils get one raffle ticket in the draw for each week they have been a 100% attender so if they have attended 100% for 6 weeks, they get 6 tickets in the draw and increase chance of winning</i> )	Sector management team and PSW	Sector Budget
	Parent award of £25 “one for all” voucher, one per sector ( <i>parent gets one raffle ticket in the draw for each week that their child has been at target or above/ 100% attender as above</i> )	Sector management team and PSW	Attendance Budget
	Celebration lunch for all pupils who have achieve target or above/ with attendance of 95% and above on last day of each half term (takeaway pizza or similar).	Sector management team and PSW	Sector Budget
	Praise letter home for all those with 95% attendance or higher / who have met or exceed target, with no unauthorised absences.	PSW	N/A
<b>Personal Rewards</b>	Of up to £20 per pupil for individual rewards for pupils who have made a significant improvement (backed up by case study evidence)	PSW to apply to Senior DSL	Attendance Budget

# Appendix 9



[www.jamesbrindley.bham.sch.uk](http://www.jamesbrindley.bham.sch.uk)

## Pupil Back to School Meeting Notes

Name:			
First date of Absence:		Date of return to school:	Total Day/s
Reason for absence:			
Have you seen a medical practitioner? (e.g. Forward Thinking Birmingham, Dentist, GP)	Yes	No	

Total days absent this academic year (including this absence):	
Current Attendance %:	
Personal Attendance Target %:	

<p>Discussion notes to include:</p> <p>Also consider:</p> <ul style="list-style-type: none"> <li>Information sharing with other professionals</li> <li>Referral to school nurse/MHP/Forward Thinking Birmingham</li> </ul>	<ul style="list-style-type: none"> <li>Welcome back</li> <li>Need for reasonable adjustments</li> <li>Review of support strategies</li> <li>Underlying issues</li> <li>Medical evidence (appointment card)</li> <li>Catch up arrangements for work missed</li> </ul>
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Pupil's Signature

Date:

Tutor's Signature

Date:



## Appendix 10



[www.jamesbrindley.bham.sch.uk](http://www.jamesbrindley.bham.sch.uk)

### Parent/Carer Attendance Contract

Pupil name:	
Date of birth:	
Address:	
School:	

Present at meeting:	
---------------------	--

Actions agreed:	
-----------------	--

Current cumulative attendance:	
New cumulative attendance target:	
Timescale for improvement:	

Date for review meeting:	
--------------------------	--

I agree to take responsibility for making sure that my child receives a full-time education.

I understand I have a responsibility to ensure that my child is safe and well even when they are absent from school.

I have received a copy of the James Brindley School attendance policy and agree to notify the school by telephone before 9.00 a.m. on the first day of absence. I understand the school will contact me by telephone if no message has been received by 9.00 a.m.

I understand that if my child is absent from school a member of staff may make a wellbeing visit and ask to see the child and/or deliver work to be completed at home if appropriate".

I will, wherever possible, arrange medical appointments outside of school hours to minimise the disruption to my child's education. I understand that if my child has a medical appointment I will be required to provide evidence.

I understand that if my child takes absence that has not been authorised by the Principal it will result in the absence being recorded as unauthorised. This may lead to a penalty notice and legal action being taken or my child could lose their school place.

I confirm that this Attendance Contract was agreed by all present.

Signed: ..... Date: .....  
Parent/Carer

Print Name: .....

Signed: ..... Date: .....  
School Representative on behalf of the Governing Body

Print Name: .....

Signed: ..... Date: .....  
Other Agency

Print Name: .....

**Has this contract been discussed with the pupil? YES/NO**

*A copy of the school attendance certificate is attached to this contract*

**Part time timetable arrangements**

Is the young person on a part-time timetable? Yes/No

- *Every young person is legally entitled to a full-time education*
- *Behaviour is not a sufficient reason for a part-time timetable*
- *To support a young person’s transition or re-integration, a short term part-time timetable may be permitted*
- *Part-time is classed as less than ten half day sessions per week*
- *Part-time timetables must not be open ended, must be agreed by all parties and reviewed regularly*
- *In Year 10 or above, longer term alternative provision may be appropriate*

What is the reason for the part-time timetable?	
Start date for this arrangement:	
Record of conversations/meetings with parents/carers/professionals: <i>(include hyperlinks to documents found elsewhere)</i>	
Date for return for full-time timetable or review of part-time timetable: (must be reviewed fortnightly as a minimum)	

Has this been agreed by home school/parent/carer/medical team/SENAR/SW/LACES? Yes/No

**Information about part-time timetable**

State where the young person will be educated and who is responsible. When not in school, state who will take responsibility for ensuring the young person is supervised and safe:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

## Appendix 12

### Dual Registration Teaching Centres Letter Content to Home School

Dear (Head teacher name)

Re: Dual Registration Status of (Pupil name)

Address: xxxxx

DOB: xxxxxx

This is to inform you that the above named pupil has been referred and accepted and will be a temporary pupil in the first instance at Sector Name James Brindley School for a period of assessment starting on start date

The pupil will be recorded with enrolment status S (Subsidiary – Dual Registration) whilst attending (Name of Sector) at James Brindley School, please ensure that the pupil's dually registered enrolment status is recorded as M on your school's management information system. The pupil's attendance should be marked as a D (Dual registration – i.e. pupil is attending another establishment), both James Brindley and your school share the responsibility for this child and ensuring appropriate safeguarding is in place. If you require details of the pupil's attendance, please contact XXXXXX (Sector Admin) on the number above.

It is anticipated that he/she will be attending James Brindley School for approximately 6 weeks initially; we will be holding regular review meetings to which you or a member of your school staff will be invited. To enable work to be planned and in order to give continuity of education it is necessary for our teachers to have further information, and if possible, a curriculum summary for all subject areas which he/she has studied so far. We attach a proforma and would be grateful if this could be returned by fax or post as soon as possible.

We would also be grateful if you were able to provide assessments and "working at" grades or levels together with the most recent school report.

If this pupil is currently on an EHCP please send a copy of the relevant information and the current I.E.P by return post.

If there is a Child Protection plan in place please forward a copy within 15 working days of this letter and any other information relating to involvement of CYP&F Directorate.

At the point they become dual registered we will be responsible for their safeguarding unless we request a more collaborative approach from school e.g. with pupils receiving a temporary part time timetable or in Home Teaching. We will welcome the continued involvement of school in their welfare and we will remain in close communication should there be any safeguarding or engagement concerns.

If you have any queries do not hesitate to contact us. The member of staff to contact regarding this pupils is:-

Name of Staff/Role

E mail Address

Yours sincerely,

Centre Leader

## Appendix 13

### Head of Sector

#### Dual Registration Hospitals Letter Content to Home School

Head of Sector Hardip Bissell

Email: [bissellh@jamesbrindley.bham.sch.uk](mailto:bissellh@jamesbrindley.bham.sch.uk)

Date:

Dear (Head teacher name)

Re: Dual Registration Status of (Pupil name)

Address: xxxxx

DOB: xxxxxx

This is to inform you that the above named pupil has been admitted to (name of hospital) and is receiving education at James Brindley School as from (date)

They are on ward:

Key teacher:

On e-mail: @jamesbrindley.bham.sch.uk

The enrolment status on our system while attending Birmingham Children's Hospital will be S (subsidiary). Please ensure that the student's dually registered enrolment status is recorded as M in your school management information system. The attendance code used at your school should be D whilst he/she is attending James Brindley School. If you require details of their attendance, please contact Vanessa Taylor on the above number.

I would be grateful if you could email [foyled@jamesbrindley.bham.sch.uk](mailto:foyled@jamesbrindley.bham.sch.uk) with a UPN and where applicable a ULN.

Safer Recruitment Practices in line with the requirements of Keeping Children Safe in Education (September 2016) are in operation within James Brindley School.

Once the pupil is discharged from hospital they will also be removed from James Brindley School's register and the hospital will contact you to inform you when this occurs.

If you have any queries do not hesitate to contact me.

Yours sincerely,

Hardip Bissell

Assistant Principal

Head of Hospital Sector: BCH, Woodlands, Heartlands and Q.E

**Hospitals Discharge Letter (referral to Home Teaching) Content to Home School**

**Head of Sector** Hardip Bissell

**Email:** [bisselh@jamesbrindley.bham.sch.uk](mailto:bisselh@jamesbrindley.bham.sch.uk)

**Date:**

## **Appendix 14**

**Re:**

**DOB:**

**Period of admission:**

**Hospital:** (Name of Hospital)

In order to safeguard children who are discharged from hospital and who have been referred and are awaiting home teaching we are notifying you, the home school, of the above named pupils discharge. Please ensure that regular home visits and work is provided to the pupil in this intermittent period. We aim to put home teaching in two weeks after receiving the referral. This allows for administration and organisation of the teachers available to set up a timetable and to follow our safeguarding protocols in the home. The start date will be confirmed with you so you are aware of the return to dual registration. If you have any queries on where the pupil is in that process please call Referrals 0121 666 6409 ext. 2124 for details.

During this period the pupil will be sole registered to your school and therefore must be marked appropriately on your register.

Safer Recruitment Practices in line with the requirements of Keeping Children Safe in Education (September 2016) are in operation within James Brindley School.

Please find enclosed: *Guidance for Schools and Professionals on Working with James Brindley School* booklet.

If you have any queries do not hesitate to contact me.

Yours sincerely

Hardip Bissell

**Assistant Principal**

**Head of Hospital Sector: BCH, Woodlands, Heartlands and Q.E**

## Appendix 15

### Hospitals Discharge Letter (awaiting return to their home school) Content to Home School

**Head of Sector** Hardip Bissell

**Email:** [bissellh@jamesbrindley.bham.sch.uk](mailto:bissellh@jamesbrindley.bham.sch.uk)

**Date:**

**Re:**

**DOB:**

**Period of admission:**

**Hospital:**

In order to safeguard children who are discharged from hospital and awaiting return to their home school; we are notifying you, the home school, of the discharge of the above named pupil. Please ensure regular home visits and work is provided to the pupil in any period of absence prior to return to your school.

From the date of discharge the pupil is sole registered to your school and therefore must be marked appropriately on your register.

Safer Recruitment Practices in line with the requirements of Keeping Children Safe in Education (September 2016) are in operation within James Brindley School.

Please find enclosed: *Guidance for Schools and Professionals on Working with James Brindley School* booklet.

If you have any queries do not hesitate to contact me.

Yours sincerely

Hardip Bissell

**Assistant Principal**

**Head of Hospital Sector: BCH, Woodlands, Heartlands and Q.E**