**Monitoring attendance**

We monitor attendance daily and take registers every session. Individual, class and whole school attendance is monitored closely by a team of staff including Attendance Administrator, Attendance Officer, Senior Leaders and the Headteacher.

***Please note it is the responsibility of the parents to provide appropriate contact details and notify us of any change of address.***

**Pupil Attendance Policy**

Regular school attendance is essential if a child is to make the most of the educational opportunity we offer to them. At The Tutorial Foundation we take seriously our responsibility to monitor and promote the regular attendance of all our pupils. We recognise that regular attendance is necessary for students to fulfil their academic potential, for building and maintaining positive relationships with staff and the development of friendship groups within school.

The school will endeavour to provide an environment that is conducive in educating every individual pupil. School attendance will be positively supported and the promotion of good communication and co-operation between all parties involved will be paramount. The school has a statutory responsibility to keep and maintain up-to-date admissions register and to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions (Education Pupil Registration regulation 2006). The attendance register has to record whether a pupil is present, engaged in an approved educational activity off site or absent. If a pupil is absent the register must record whether the absence was authorised or unauthorised.

**We aim to raise and maintain levels of attendance by:**

* Providing a positive and welcoming atmosphere in which pupils’ feel safe, secure and valued and where pupils’ spiritual, moral, social and cultural development (including the fostering of British Values) is promoted.
* Offering a carefully differentiated and relevant curriculum
* Regular opportunities to celebrate and reward pupils’ successes and achievements.
* Raising awareness of the importance of good attendance
* Ensuring that attendance is monitored effectively and reasons for absences are recorded and followed up promptly and consistently.

**What is expected of the pupils:**

* To respect themselves and others
* To do all they can to attend school regularly and punctually.
* To inform a trusted adult if they feel that they are being bullied.
* To encourage friendship and a sense of belonging

**What is expected of the Parents and Carers:**

* They have a legal responsibility to ensure that their children attend school regularly. If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned.
* To keep requests for their child to be absent to a minimum
* To offer a reason for any period of absence, preferably before the absence or on the first day of absence
* To work closely with the school and the LEA to resolve any problems that may impede a child’s attendance.
* To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special /exceptional circumstances.
* To be aware of curriculum requirements and be especially vigilant with regard to attendance during important academic times such public examinations

**What is expected of the School:**

* To create a school ethos that pupils want to be part of
* To meet the legal requirements set out by Government.
* To give a high priority to punctuality and attendance
* To follow procedures that enable the school to identify, follow up and record unauthorised absence and patterns of absence with effective monitoring and intervention.
* To consistently record authorised and unauthorised absences within the guidance of the 1996 education act
* To encourage open communication channels between home school and all other agencies involved in the welfare of the student.
* To follow procedures leading to a formal referral to the EWO
* To adequately provide for pupils with difficulties and ensure the appropriate delivery of the curriculum.

**School Procedures for Recording and Monitoring Attendance:**

**Daily Procedure**

1. Registration is taken by the parker on duty between 9.00 and 9.15.
2. See Appendix 1 for absence codes
3. Once completed, if there are any absences, the administration staff will phone, WhatsApp or email to ascertain where the pupil is and if they will be attending lessons that day.
4. Initially the first point of contact is contacted and if the pupil is unwell or unable to attend for some other, authorised reason, then a record is made in the register and the teachers notified.
5. If the pupil is delayed, then an estimated time of arrival is confirmed, and the teachers notified.
6. If it is not possible to reach the relevant contact, then the second point of contact is contactedd and so on, until all the available contacts have been tried, and if possible, phone or WhatsApp messages left.
7. If after a reasonable length of time, it is still not possible to get in touch with the pupil, then it will be assumed that it is an unauthorised absence, and the register will be marked accordingly.
8. Individual registers are kept for pupils so that we can report to various outside agencies such as the YOT and schools for instance.

**Recording**

An up-to-date admissions register is kept on the school database in accordance with the 2006 regulations.

The administration staff keep a daily register recording who is present and absent from school for the morning and afternoon sessions. This is individually recorded for each student according to their attendance hours. The core hours are from 8:30 until 14:00/14:30. A number of students receive on and offsite education outside of these hours and the register is kept accordingly. (Codes for attendance and absence are used as set out at the foot of the register page).

Students arriving late are marked in as late as they enter the front door. All staff need to be aware that any child arriving late MUST register at the office for purposes of fire regulations.

**Reporting Absence**

**If a child is absent the parent must follow the following procedures:**

1. Contact us via phone, WhatsApp or email as soon as possible on the first day of absence before 9.00am.
2. Provide a reason for absence on every day of absence.
3. For medical appointments during the school day – phone us or send us a note in advance of the appointment and provide evidence of the appointment letter or card.

 **Medical Appointments:**

Every effort should be made to arrange medical appointments outside school hours. Schools should be notified of these appointments in advance. If it is necessary for a pupil to be out of school for this reason, the pupil should be returned to school directly after the appointment.

We make exceptions for CAMHS appointments, as often coming back to school can be detrimental for the wellbeing of the pupil. Long-term standing medical conditions need to be reviewed and monitored with evidence with the Head teacher.

If a student has not arrived one hour after the start time of their day a phone call is made to the parent or carer on the contact number provided to the school. If a reason for absence is given this is recorded in the register. Where a carer cannot be reached a message is left where possible.

Reasons for absence may be offered verbally by phone, WhatsApp or via email. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 1996 Education act, which identifies the following reasons as acceptable reasons for an authorised absence.

* The child is ill or is prevented from attending by unavoidable cause.
* The child lives over a certain distance from the school and either the LEA has failed to make suitable arrangements to register the child at a nearer school or the LEA has failed to make suitable transport arrangements
* The child is absent on days exclusively set apart for religious observance in their particular faith
* The child is absent ‘with leave’. This refers to leave being granted by the school not by the parent and would normally relate to no more than 10 school days in any 1 year.

**Monitoring**

The Head Teacher and SLT review the attendance of all the pupils on a weekly basis. A reason for a period of absence is always required. The school will contact parents/carers who have not offered a reason or where the absence is persistent and prolonged.

If unauthorised absence rises above 15%, a first letter will be sent to the parent/carer of any pupil identified as having attendance problems informing them of the school’s concerns and offering support to resolve any problems that may be impeding a child from attending. A copy is kept in the student’s file.

If attendance does not improve, a second letter is sent (and copy retained on file as above)

inviting the parent/carer to attend a meeting either face to face or over zoom to discuss strategies to improve attendance and hopefully resolve any issues preventing the pupil from attending.

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Following this if the attendance of the pupil does not improve the school will carry out a home visit and if no improvement, then inform the LEA who will follow statutory procedures.

Using data to improve attendance:

The school will:

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

**Reducing persistent and severe absence:**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

Use attendance data to find patterns and trends of persistent and severe absence

Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

Provide access to wider support services to remove the barriers to attendance

The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Education Welfare Service (EWS) the Local Authority provides support to schools and parents to fulfil their legal duty. The EWS is the enforcement agency of the LEA and as well as providing guidance and support through its officers may take a parent to court for not fulfilling their duty under section 444 of the Education act 1996. The court may fine the parent and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order.

**Departure from the premises**

**Authorised**

Our pupils may be allowed, with consent, to leave the premises to return home for a “cooling off” period or in the case of ill health AFTER contacting the carer/parents to inform them of the reason for the pupil’s departure.

**Unauthorised**

All unplanned/unauthorised departures from the premises by any pupils are followed by contacting the parent/carer to inform them of the student’s departure from the premises.

Such departures are recorded in the attendance register.

**LEA and LAC reporting**

An electronic copy of the register is emailed to the LEA’s weekly for their records and LAC student’s attendance is logged daily by phone call with the relevant social services.

**Strategies used to promote good attendance and punctuality**

* The tutors will ensure that the curriculum is delivered within a culture of Inclusion and in such a way that pupils feel that they have and can succeed
* A caring and nurturing environment will be provided in which students feel safe and valued
* Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals
* Pupil attendance figures will be published with the termly academic reports
* Pupils are awarded points for each lesson which translate into vouchers. The better the attendance and application the higher the value of gift voucher.

**Confidentiality Policy**

**Statement of intent**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education.

**Aim**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

**Methods**

To ensure that all those using - and working in – The Tutorial Foundation can do so with confidence, we respect confidentiality in the following ways.

* Parents have ready access to the files and records of their own children but do not have access to information about any other child.
* Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
* Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know" basis.
* Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
* Students on recognised qualifications and training, when they are observing at The Tutorial Foundation are advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the Tutorial Foundation, which is to the safety and well-being of the child. Please see also our policy on child protection.

**Holidays in Term Time**

The Tutorial Foundation follows Government Guidelines and does not authorise any holidays taken in term time. Where there are exceptional extenuating circumstances permission must be sought in writing from the Headteacher.Links with other policies

This policy links to the following policies:

* Child protection and safeguarding policy
* Behaviour policy

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### Appendix 1: attendance codes

The following codes are taken from the DfE’s guidance on school attendance.

|  |  |  |
| --- | --- | --- |
| **Code** | **Definition** | **Scenario** |
| **/** | Present (am) | Pupil is present at morning registration |
| **\** | Present (pm) | Pupil is present at afternoon registration |
| **L** | Late arrival | Pupil arrives late before register has closed |
| **B** | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| **D** | Dual registered | Pupil is attending a session at another setting where they are also registered |
| **J** | Interview | Pupil has an interview with a prospective employer/educational establishment |
| **P** | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| **V** | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| **W** | Work experience | Pupil is on a work experience placement |
| **Code** | **Definition** | **Scenario** |
| **Authorised absence** |
| **C** | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| **E** | Excluded | Pupil has been excluded but no alternative provision has been made |
| **H** | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| **I** | Illness | School has been notified that a pupil will be absent due to illness |
| **M** | Medical/dental appointment | Pupil is at a medical or dental appointment |
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| **S** | Study leave | Year 11 pupil is on study leave during their public examinations |
| **T** | Gypsy, Roma and traveller absence | Pupil from a traveller community is travelling, as agreed with the school |
| **Unauthorised absence** |
| **G** | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| **N** | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| **O** | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| **U** | Arrival after registration | Pupil arrived at school after the register closed |
| **Code** | **Definition** | **Scenario** |
| **X** | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| **Y** | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| **Z** | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| **#** | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

Policy Sign off and review

|  |  |  |
| --- | --- | --- |
|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low | 13.01.16 |
| **Reviewed by** | Katy Harris | 16.01.23 |
| **Next Review By** | Julia Low | 16.01.24 |