



ATTENDANCE AND TRUANCY POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Chris Sanderson – Director of Compliance and Policy

Review date: 25/06/2023

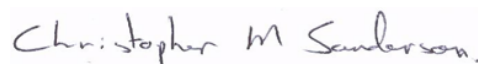
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Reviewer's Signature:



Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.
This is a whole school policy, which also applies to the Early Years Foundation Stage.

School Attendance

This policy is written with due regard of the DfE guidance [Working together to Improve School Attendance](#), September 2022.

Going to school regularly is important to your child's future. Children who miss school frequently can fall behind with their work and do less well in exams. The school consistently promotes the benefits of good attendance, sets high expectations for every pupil and communicates those expectations clearly and consistently to pupils and parents. The school's leadership systematically analyses its attendance data to identify patterns and target improvement. Where appropriate, the school works effectively with local agencies and partners to overcome barriers to attendance.

Good attendance is a learned behaviour and it is important to set such good habits from the outset. Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

The school's objectives to ensure high attendance

To maintain a whole-school culture which promotes the benefits of high attendance, the school sets out to:

- Ensure that a clear attendance policy is understood by staff, pupils and parents.
- Provide staff with training to ensure understanding of how to complete attendance registers and be vigilant for any patterns and trends which may indicate a safeguarding concern
- Accurately complete admission and attendance registers
- Have effective day-to-day processes to follow-up absence
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with local partners when absence is at risk of becoming persistent or severe.

The Law

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Absence

Authorised Absence

If your child is ill or unable to attend school for some reason, you should contact the school by phone or email to notify them. Depending on the reasons for absence, the Head will decide whether the absence can be

authorised or not. Where absence is sickness related, schools may require medical certification, particularly where the absence lasts a few days.

Unauthorised Absence

Absence from school is likely to be recorded as unauthorised absence when:

- there is no parental explanation
- the school is not satisfied with the explanation for an absence.

Heads are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances. This includes where parents decide to take their children out of school for a family holiday during term time. If parents intend to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head.

Repeated Absence

Schools have to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission.

Schools also have a safeguarding duty, under section 175 Education Act 2002, to investigate absences.

Support from School

Your child's school is the first place to go to discuss any attendance problems. If your child starts missing school, there may be a problem you are not aware of. Ask your child first, then approach his or her teacher or form tutor.

The school should try to agree a plan with you to improve your child's attendance. If you don't follow the plan and things don't improve, the school will take further action.

Children who are absent from or Missing Education

The DfE guidance 'Children Missing Education' (2016) defines a child missing in education as a child of compulsory school age who is not registered at a school and not receiving suitable education otherwise. KCSIE expands the consideration to children who are absent from education. Children who are absent from or missing education for prolonged periods and/or on repeat occasions are at significant risk of underachieving. This can also be a vital warning sign to a range of safeguarding issues, including being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. The guidance sets out the school's obligations to identify and report children who are missing in education. The school must report to its local authority all pupils of compulsory school age who are added to the admissions register and all pupils who are removed from the register, if they leave the school other than at standard transition points (ie at all times except the end of the final year of education normally provided by the school). Where a pupil lives in a local authority which is different from the location of the school, the school's reporting responsibility is to the local authority in which the school is situated. In accordance with its safeguarding duties, as set out in 'Keeping Children Safe in Education', the school recognises children missing in education as a potential safeguarding issue and follows its safeguarding procedures, as set out in its safeguarding policy. The school has a duty to make reasonable enquiries as to the whereabouts of a child who is missing, in conjunction with its local authority, and cannot remove a missing child from its admissions register until it has agreed with the local authority that all reasonable endeavours to locate the child have been exhausted.

Pupils with medical conditions or special educational needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and, therefore, the school's attendance ambition for these pupils is the same as for any other pupil. Working with their parents to improve attendance, the school is mindful of the barriers these pupils face and puts additional support in place, where necessary, to help them access their full-time education. This may include:

- Having sensible conversations, providing support and making reasonable adjustments
- Working with parents and families to develop specific routines and approaches to attendance
- Ensuring strategies to remove any in-school barriers to attendance, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Ensuring good pastoral care is provided to support those with anxiety about attendance
- Ensuring that data is regularly monitored by the school's leaders.

Interpretation

In this policy, the term "senior manager" means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Information at the above address.