



Transforming Lives

The Hub Alternative Provision Centre

ATTENDANCE AND WELFARE POLICY

See also Safeguarding policy, Inclusion policy, Absence from School for Exceptional Circumstances policy

AIM:

Attendance at school is very important for our students' future. There is a clear link between attendance and attainment. Students who have higher levels of attendance achieve better. Even a few days absence can impact on a student's progress. It is therefore the aim of The Hub Alternative Provision Centre to ensure that all students attend every day. Achieving high levels of school attendance requires a committed partnership between parents/carers, students, teachers, support staff, governors, the Local Authority support services and other agencies working constructively and supportively with young people and their families. It is essential to have in place effective systems to:

- monitor attendance;
- identify areas of concern early;
- implement effective strategies to address the concerns.

ROLES AND RESPONSIBILITIES

The Hub Alternative Provision Centre has the following legal responsibilities regarding attendance:

- To keep accurate registers;
- To keep a copy of both original entry and any subsequent changes;
- To keep attendance records for three years.

The Attendance policy at The Hub Alternative Provision Centre is managed by the Teachers in Charge

The Teachers in Charge work closely with the Local Authority and specifically the Education Welfare Service.

The Hub Management Committee

The Hub Management Committee is responsible for:

- ensuring the school fulfils its legal requirement to keep accurate attendance registers;
- working with the school to develop, monitor and review the Attendance and Welfare policy and practices.

THE HEADTEACHER

The Headteacher is responsible for:

- developing, monitoring and reviewing the Attendance and Welfare policy and practice;
- ensuring school attendance is high profile across the school and in the local community;
- working with the Teachers in Charge and LA to set whole-school Attendance targets and monitoring progress towards these;
- reporting to the Management Committee on Attendance and Welfare policy and practice and progress towards targets;
- line-managing the Teachers in Charge ensuring they implement the Attendance and Welfare Policy effectively.

Teacher in Charge

The Teacher in Charge is responsible for:

- developing, monitoring and reviewing the Attendance and Welfare policy and practice;
- ensuring school attendance is high profile across the school and in the local community;
- working with the Headteacher to set whole-school Attendance targets and monitoring progress towards these;
- meeting with the Attendance and Welfare Manager regularly to;
 - analyse whole-school Attendance
 - review progress towards targets
 - review intervention strategies
 - discuss welfare issues
- reporting to the Governing Body on Attendance and Welfare policy and practice and progress towards targets;

THE CLASSROOM TEACHERS

The classroom teachers are responsible for:

- completing the lesson register correctly using Lesson Monitor, within the first 15 minutes of the lesson start time, using the correct codes – see Appendix 1. (The only codes necessary are Present, Absent or Late codes. Any other codes will be entered by the Attendance Officer);
- Subjects (PE for example) without access to Lesson Monitor should operate a registration system agreed with the Teacher in Charge;
- in the event of Lesson Monitor not working, completing a hand written register and sending this to the Teacher in Charge;
- ensuring that students who arrive after the register is marked are recorded as late;
- sending students with no mark for a.m. registration to the Teacher in Charge for a late mark;
- returning to the register to give a student a late mark if they arrive late to their lesson and re-sending the register;
- permitting students to leave a lesson only in extreme circumstances.

In the event of registers being incomplete or containing errors the appropriate member of SLT will address the situation with the relevant member of staff, providing support if necessary. The situation will be monitored. If registers continue to be inaccurate the matter will be referred to the Headteacher who will consider whether to commence proceeding under the Staff Discipline Policy.

SUPPLY TEACHERS

Supply teachers will be provided with a paper register which they must complete and submit to the Teacher in Charge. The Teacher in Charge will explain this to them.

PARENTS / CARERS

All parents/carers who have children of compulsory school age are responsible in law for ensuring that their children receive an education “ suitable to their age, ability aptitude and any special educational needs which they may have, either by regular attendance at school or otherwise” (Section 7 Education Act 1996).

The Hub Alternative Provision Centrel expects parents/carers to:

- ensure attendance and punctuality is a priority;
- provide prompt and valid reasons in the event of absence by contacting the school promptly (preferably by 8.30 a.m. on the day of each absence);
- providing prior notice, wherever possible, of absence;
- restricting the period of authorised absence to being as short as possible;
- taking family holidays during school holiday periods not in term time – see **Term-time Holiday policy**;
- working in partnership with the school and other agencies in the best interest of their child. This may include informing the school about significant changes or influences which may impact on learning and school attendance.

THE LOCAL AUTHORITY (LA)

The Local Authority is responsible for:

- providing education suitable to the student’s age, ability and aptitude, taking into account any special education needs;
- identifying, developing and establishing good practice in respect of student welfare;
- enabling all LA services with responsibility for children to work effectively in the best interests of the child;
- fulfilling its statutory duty through the Education Welfare Service whose prime responsibility is to promote the regular and punctual attendance of all students.

THE EDUCATION WELFARE SERVICE (EWS)

The EWS works in partnership with schools, parents/carers children to achieve the best levels of school attendance and punctuality for all students. In addition the service and schools work closely with other support services and relevant external agencies in order to promote and improve school attendance and address welfare issues.

The EWS is responsible for:

- allocating a named Education Welfare Officer to each East Riding Secondary School.
- upholding and enforcing the law in respect of attendance, child employment and the issue of entertainment licences;
- providing support to children, parents/carers and school in relation to improving attendance at school and addressing welfare concerns;
- establishing good working practices with all schools based on clear expectations;
- monitoring attendance across the East Riding of Yorkshire;
- responding to written referrals from schools within an agreed time framework;
- working with individual students, parents/carers and families at home and school, consulting with and referring to other agencies as appropriate;
- working with schools to set appropriate Attendance targets;
- supporting schools to implement strategies to reduce absence and improve punctuality;

- maintaining an effective working relationship with neighbouring authorities for all students for whom we have educational responsibilities.

Approved by The Hub Management Committee – February 2016

Signed by Sheriden Hutchinson-Jones

Chair of The Hub Management Committee

APPENDIX 1: Registration Procedure

Morning registration is during lesson 1 and starts at 8.30 a.m.

There are four broad classifications in attendance registers.

- Present
- Authorised Absence
- Approved educational activity
- Unauthorised absence.

PRESENT:

Symbols are:

I	Present and punctual
L	Late
B	Dual Registration
P	Approved sporting activity
V	Educational trip or visit

ABSENCE:

A student is absent from school when not physically present. Absences are categorised as 'authorised' or 'unauthorised'.

AUTHORISED ABSENCE:

- Only the school can authorise absence, **not** the parents/carers;
- Parents/carers should contact the school in person by telephone, note or letter to provide an explanation for student absence;
- The DFE expects schools to operate 'common sense' judgements when authorising absence.

Examples of when absence may be authorised:

- Illness
- Medical appointments
- Dental appointments
- Job/college interviews
- Family bereavement
- Days of particular religious observance
- Long term illness which will also require a medical certificate
- The student has a local authority licence to take part in a public performance for which the school has supported absence from school.

These absences are shown by an appropriate symbol inserted by the Attendance Officer on receipt of a valid authorisation.

Symbols are:

B	Student attending another institution under a formalised dual registration arrangement (e.g. Alternative Learning Package)
C	Other circumstances (e.g. bereavement)
H	Family holiday (for which leave has been granted)
I	Illness
J	Interviews

R	Religious Observance
T	Traveller absence
M	Medical and dental appointments
Y	Enforced school closure (e.g. snow-related)

APPROVED EDUCATIONAL ACTIVITIES

The student is engaged in an educational, approved, supervised activity off site.

This includes work experience, field trips, sporting and drama activities

Symbols are:

D	Dual registration (student attending other establishment/college)
P	Approved sporting activity.
V	Educational visit or trip UK/Overseas/ another institution/venue.
W	Approved work experience
S	Study leave.

UNAUTHORISED ABSENCE

An absence will be recorded as unauthorised if:

- No explanation is forthcoming from the parent or the school is dissatisfied with the explanation;
- The student is staying at home to mind the house or to look after siblings (DFE guidance suggests that absence in such cases should only be granted in exceptional cases);
- The student is absent for unexceptional occasions e.g. shopping trips or the student's birthday;
- The student is away from school on a family holiday that has not been negotiated and agreed by the school.

The symbols are:

N	Unauthorised absence
O	Truancy only when confirmed
G	Unauthorised holidays

APPENDIX 2: PUNCTUALITY

The School takes active steps to promote the punctuality of students. Punctuality is monitored and investigated. Morning registration opens at 8.30 a.m. and closes at 8.35 a.m. Afternoon registration opens at 1.30 p.m. and closes at 1.35p.m.

Morning Registration:

- School starts with Tutor time at 8.30am and it is the responsibility of the Class Teacher to register the students present and keep the register open until 8.35a.m.
- If a student arrives after 8.35 a.m. the Class Teacher should go back into the register, mark the student late and record the number of minutes late
- Late marks should be monitored by the Form Tutor and appropriate rewards and sanctions issued – see PD policy;
- The Class Teacher should send the register by 8.40 a.m.

Students arriving after Morning Registration:

- Students arriving at school after 8.40 am should go straight to the attendance office;
- The Attendance Officer will maintain a late book and record the reason for being late and time of arrival;

- The Attendance Officer will mark the student as late for the morning session and record the number of minutes late;
- The Attendance Officer issues the student with a late slip, stating the time of arrival at school and the reason for being late;
- The student will then proceed to lesson 1, giving the late slip to the subject teacher. The subject teacher will return this slip to the attendance officer at some point during the same school day for retention;
- Any student taking an inappropriate period of time to proceed to period 1 should be referred to the appropriate Pastoral Manager by the Attendance Officer.

Pupils Arriving After 9.20am

- Any student arriving after the whole school register has closed at 9.20am should be sent to the Attendance Office. If they fail to provide an acceptable, satisfactory reason, the student will be recorded as **U** (late after registration; an unauthorised absence) for the morning session by the Attendance Officer and issued with a late slip as above. The subject teacher is then responsible for ensuring a late mark is recorded for the appropriate lesson.

Punctuality to Afternoon Registration

- Afternoon school starts at 1.30p.m. with Tutor Time. It is the responsibility of the Form Tutor to register the students present and keep the register open until 1.30p.m.
- The Form Tutor should send the register at 1.45 p.m.
- If a student arrives after 1.45p.m. the Form Tutor should go back into the register, mark the student late and record the number of minutes late.

Pupils Arriving After 2.00pm

- Any student arriving after the whole school register has closed at 2.00pm should be sent to the Attendance Office. If they fail to provide an acceptable, satisfactory reason the student will be recorded as **U** (late after registration; an unauthorised absence) for the afternoon session by the Attendance Officer and issued with a late slip as above. The Class Teacher is then responsible for ensuring a late mark is recorded for the appropriate lesson.

Punctuality to Lessons 2, 3, 6

- If a student arrives after the register has been taken by the Class Teacher, the register should be re-opened; the student should be marked as late and the number of minutes late recorded.

APPENDIX 3: SCHOOL TRIPS AND VISITS

It is essential that school have an accurate record of all students who are present, but on a school visit/trip. The procedure is as follows;

- The visit/trip organiser seeks permission from the ESLT for the visit/trip to go ahead;
- If approval is given, the visit/trip organiser consults the Educational Visits Co-ordinator and completes the necessary Rover online form and risk assessments;
- The visit/trip organiser publishes a list of students expected to attend the visit/trip and sends this to the Attendance Officer to record the relevant attendance codes;
- **On the day of the visit/trip a paper register must be taken clearly indicating those students present and attending the visit. This should be sent to the Attendance Officer before the students leave school site and a copy sent to the General Office for their information.**

APPENDIX 4: ALTERNATIVE LEARNING PROGRAMMES

When students from the school are allocated time away from school as part of their individual timetables it is the responsibility of the placement provider to inform school Attendance Admin. Officer by phone or email of an individual student's attendance. The Attendance Admin. Officer will then enter the appropriate code in Lesson Monitor.

APPENDIX 5: FIXED PENALTY NOTICES

Section 23 of the Anti Social Behaviour Act 2003 empowers designated LEA officers, Head teachers and police to issue Fixed Penalty Notices in cases of unauthorised absence from school. Fixed penalty notices need to be used wisely and as **a tool to improve attendance.**

A Penalty notice can be issued for unauthorised absence in the following circumstances:

- Overt Truancy (including pupils caught on a Truancy Sweep);
- Parentally condoned absences;
- Unauthorised term-time holidays – see Term-time Holiday policy;
- Excessive delay returning from extended holiday without prior school agreement
- Delayed return to school after an exclusion;
- Persistent late arrival at school after the whole school register has closed.

Any student who accrues 10 unauthorised absences within a 13 week period will receive a Fixed Penalty Warning Letter .

If a student is identified as having 10 unauthorised absences, a referral form should be Completed by the Attendance and Welfare Manager and sent to County Hall with an up to date certificate of attendance for processing.

The liable parent will receive a formal warning letter from the local authority of the possibility of a Fixed Penalty Warning being issued and given 15 school days to improve the attendance.

If the student has another unauthorised absence within that 15 day period, the Attendance and Welfare Manager will alert County Hall and a Fixed Penalty Notice will be issued.

Parents then have 28 days to pay the £50 Fine.