Attendance Policy

Non- Statutory

Owner	K. Ellis, Attendance Lead
Reviewed by	Z. Ramshaw, Headteacher and Senior Attendance Champion
Approved by	School Governing Body
Aim to review	Annually
Policy effective from	5 September 2024
Date of last review	September 2024
Date of next review	September 2025

Contents

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole school culture and ethos that values improvements in attendance, including:

• Promoting good attendance.

• Reducing absence, including persistent and severe absence.

• Ensuring every student has access to an education to which they are entitled.

• Acting early to address patterns of absence.

• Building strong relationships with families to ensure students have the support in place to attend school.

 • Orange Tree School aim to have an attendance percentage of 96% as per government guidelines.

• The school follows a graduated response to support intervention to students who face barriers to maintaining good attendance.

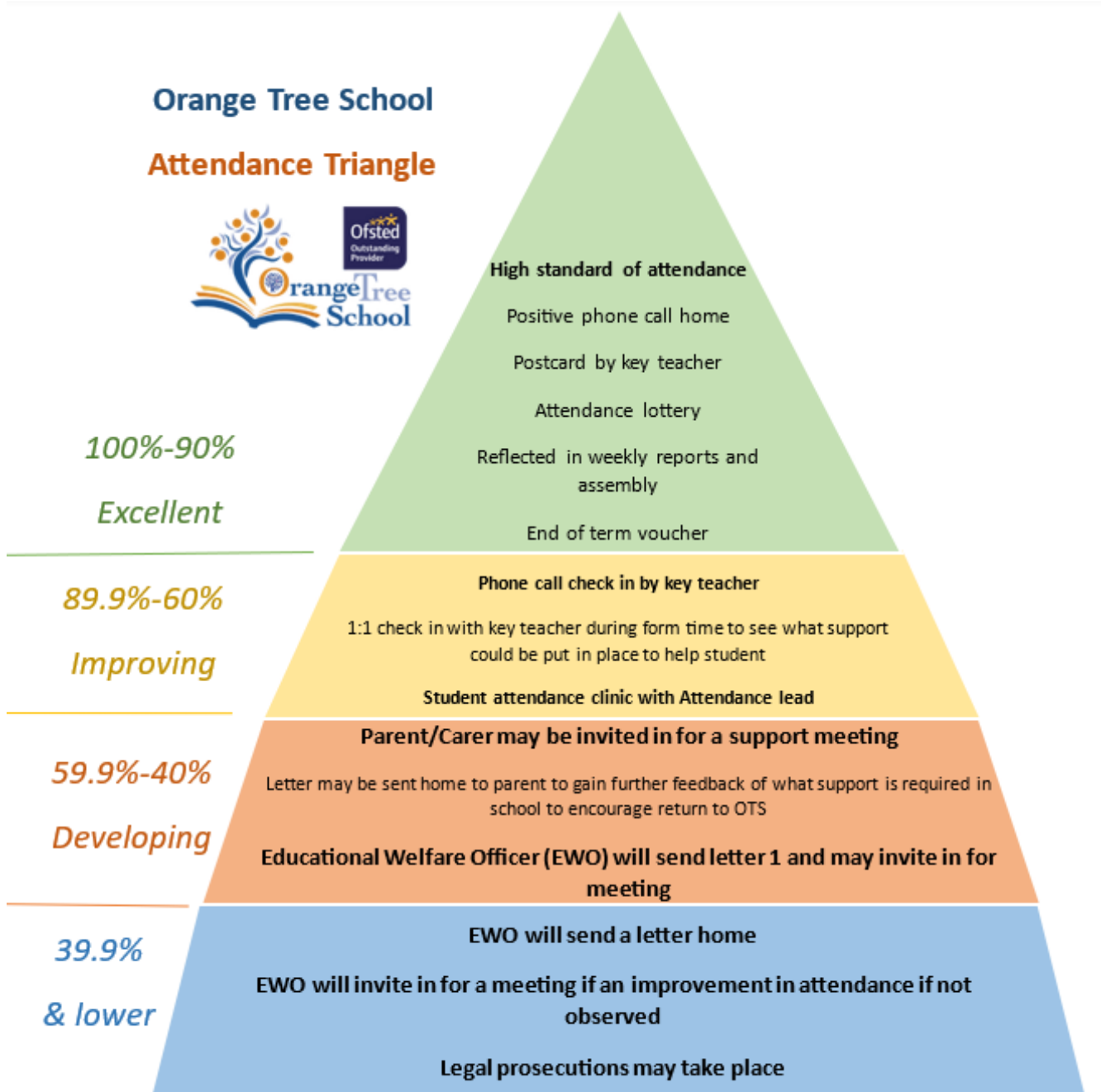We will also promote and support punctuality in attending lessons.

The school promotes good attendance through our Attendance Triangle, which provides a graduated response to support and interventions, and promotes improved attendance.

2. The Law and School Attendance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

• Part 6 of The Education Act 1996

• Part 3 of The Education Act 2002

• Part 7 of The Education and Inspections Act 2006

• The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

• The Education (Penalty Notices) (England) (Amendment) Regulations 2013

3. Orange Tree School (OTS) Attendance Triangle

Orange Tree School

Attendance Triangle

100%-90%

Excellent

High standard of attendance

Positive phone call home

Postcard by key teacher

Attendance lottery

Reflected in weekly reports and assembly

End of term voucher

89.9%-60%

Improving

Phone call check in by key teacher

1:1 check in with key teacher during form time to see what support could be put in place to help student

Student attendance clinic with Attendance lead

59.9%-40%

Developing

Parent/Carer may be invited in for a support meeting

Letter may be sent home to parent to gain further feedback of what support is required in school to encourage return to OTS

Educational Welfare Officer (EWO) will send letter 1 and may invite in for meeting

39.9% & lower

EWO will send a letter home

EWO will invite in for a meeting if an improvement in attendance if not observed

Legal prosecutions may take place

4. Roles and Responsibilities

4.1 The Headteacher

The Headteacher is responsible for:

• Implementation of this policy at the school.

• Monitoring school-level absence data and reporting it to the board.

• Monitoring the impact of any implemented attendance strategies.

• Providing local authorities with the name and address of pupils who miss 15 consecutive or cumulative days due to illness.

4.2 Senior Attendance Champion

 The Senior Attendance Champion is responsible for:

• Promoting attendance across the school.

• Supporting key teachers with monitoring the attendance of individual students.

• Evaluating and monitoring expectations and processes.

• Having an oversight of data analysis.

• Leading on specific strategies to address areas of poor attendance identified through data.

The Senior Attendance Champion is Zoe Ramshaw and can be contacted via telephone 0208 148 1700 or by email: reception@orangetreeschool.org

4.3 The Attendance Lead

The School Attendance Lead is responsible for:

• Attending parental meetings regarding long term absence, alongside SEND department and/or SLT.

• Benchmarking attendance data to identify areas of focus for improvement.

 • Reporting concerns about attendance to SLT and the Headteacher.

• Arranging attendance drop in sessions to provide pastoral support to students.

• Termly meetings with parents where appropriate

The Attendance Lead for OTS is Kathryn Ellis and contacted via telephone 0208 148 1700 or by email reception@orangetreeschool.org

4.4 Key Teachers

The Key Teachers are responsible for:

• Making positive phone calls to parents when a student's attendance is between above 90%.

• Making pastoral calls to parents when a student's attendance is between 89.9%-60%.

• Holding daily form time to promote attendance and provide interventions.

• Communicating with parents offering support and guidance.

• Contact parents regarding attendance through weekly update reports.

4.5 School reception staff

School reception staff will:

• Take calls from parents about absence on a day-to-day basis and take messages for the Attendance Lead, Key Teachers, and Headteacher.

• Make phone calls to parents/carers if we have not heard from you before 9:30am regarding an absence

4.6 Parents/Carers

Parents/carers are expected to:

• Ensure their child attends every day.

• Call/Email the school to report their child's absence before 9:30am, every day of absence on 0208 148 1700 or by email reception@orangetreeschool.org

• Provide the school with more than 1 emergency contact number for their child.

• Ensure that, where possible, appointments for their child are made outside of the school day. **Medical evidence must be provided when your child has an appointment. This is required for the absence to be authorised.**

• Pupils with long term illnesses or other health needs may need additional support from the local authority to continue their education, as set out in the recently updated statutory guidance for local authorities Education for children with health needs who cannot attend school.

4.7 Pupils

Pupils are expected to:

• Attend school, on time, every day

5. Recording attendance
5.1 Attendance register

We will keep an attendance register and place all students onto this register. We will take our attendance register at the start of the first form time of each school day, for each lesson timetabled and again during the second form time. It will mark whether every student is:

- Present.

- Late.

- Absent, using the appropriate code

Students should aim to arrive in school by 9.00am on each school day.

Refer to Appendix 1 for more information regarding register coding.

5.2 Unplanned absence

The student's parent/carer must notify the school of the reason for absence on the day of an unplanned absence as soon as possible by calling the school.

Report an absence by:

Telephoning the main reception 0208 148 1700

Emailing reception@orangetreeschool.org

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment and provide medical evidence.

If your child has a medical appointment, please advise the main reception in advance of the appointment bringing evidence of the appointment. All appointments where possible, should be made outside of school hours or in the holiday period. Emergency appointments will be authorised with supporting evidence.

We encourage parents/carers to make medical and dental appointments out of school hours where possible.

Please note: Leave of absence for holidays in term time is not permitted under government guidance and therefore not encouraged by the school. If you require absence during term time, this is will be discretionary on an individual basis in exceptional circumstances. Requests should be made in writing with as much notice as possible and should include a clear reason why this is required and how many days absence you are requesting. *If a holiday is taken without written permission, this will be recorded as unauthorised.*

Absence requests for religious observation should be made in writing to the school clearly stating the religion, reason and dates required as far in advance as possible.

5.4 Lateness and punctuality

A student who arrives late:

• After form time will be marked as late, using a 'L' code on our register system.

A student who arrives late:

• After the register has closed will be marked as absent, coding this as 'U' which will be an unauthorised late

5.5 Reporting to parents /carers

The school will regularly inform parents about their child's attendance and absence levels by telephone and letter in accordance with the school's attendance triangle. If concerns escalate, parents/carers may be invited in for a meeting to discuss the best way that the school can continue to support their child.

6. Authorised and unauthorised absence

Approval for term-time absence

The Head Teacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head Teacher's discretion, including the length of time the student is authorised to be absent for.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 10 days before the absence.

The Head Teacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

• Illness (*including anxiety and mental health*) and medical/dental appointments.

• Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong.

• Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.

- Identify whether there are individuals whose absences may be a cause for concern.

The school will compare attendance data to previous years, with an aim to improve on attendance each term and half term.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students that need additional support with their attendance and use this analysis to provide targeted support to these students and their families.

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

The school will:

- Provide attendance reports to staff to facilitate discussions with pupils and families.

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

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 90% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

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

- Hold termly meetings with the parents of students who the school considers to be persistently or severely absent, to discuss attendance and ways to encourage the student to be at school.

- Hold attendance drop in sessions with the school Attendance Lead.

- Key teacher involvement.

- SEND department and SLT involvement

- Referral to the Educational Welfare Team for intervention and Legal Sanctions

8. New students/ Transition to OTS

• As per the Department for Education (DfE) guidelines, our attendance policy accounts for the specific needs of certain pupils and pupil cohorts, in particular those who are new to the school or are transitioning to OTS.

• We appreciate that the move to a new school, or back to school, must be handled carefully to ensure a smooth and supportive transition to OTS.

• There will be a short transition for students who are new to the school; a student's phased return will be regularly reviewed by the school with parent/carer and student. We aim for students to be full time as soon as possible.

• Following DfE 'Working together to improve school attendance': A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution.

For further information on government guidelines around the law and attendance, please refer to [Working together to improve school attendance - GOV.UK (www.gov.uk)](www.gov.uk)

9. Monitoring arrangements

This policy will be reviewed as OTS evolves and develops. This policy will also be reviewed as guidance from the local authority or DfE is updated. At every review, the policy will be approved by the Headteacher and Head of School.

10.Links with other policies and information

This policy links to the following policies:

• Safeguarding and Child Protection policy

• Barnet Education and Learning Service (BELS) Code of Conduct

• DfE - Working together to improve school attendance: Guidance for maintained schools, academies, independent schools, and local authorities

• DfE – Summary table of responsibilities for school attendance

• [The School Attendance (Pupil Registration) (England) Regulations 2024 (legislation.gov.uk)](legislation.gov.uk)

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school

Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence

U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays