

# Attendance Policy

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## Embleton View

### School Attendance

Central to raising standards in education and ensuring all students can fulfil their potential is an assumption so widely understood that it is insufficiently stated – students need to attend the school regularly to benefit from their education. Missing out on sessions leaves students vulnerable to falling behind. Students with poor attendance tend to achieve less.

### Aim of policy:

- Promote good attendance and reduce absence including persistent absence.
- Ensure every student has access to full-time education to which they are entitled.
- Act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All students to be punctual to their sessions.

### Overview:

Our purpose is to provide high quality education within the available resources to each student according to individual need, within a caring, nurturing and therapeutic environment.

Embleton View is a small Independent Special School who offer education that caters for students with SEN particularly those with SEMH and ASD who have found it difficult to achieve their full potential in other specialist provision and mainstream sector.

The school tolerates a wide variety of behaviours but does not accept them as inevitable and unchangeable. The individual's behaviour will be prioritised and through planned intervention and adherence to the recognition and consequences in the Behaviour Management Policy, school will ensure that the consequences to behaviour are specific and limited.

All systems, teaching and management of the school, focus on the promotion, establishment and internalisation of socially acceptable and appropriate behaviours.

Through an individualisation approach, in a consistent, caring and supportive environment, each student will be given opportunities which encourage them to develop their knowledge skills, qualities and self-esteem.

With this positive behaviour management, each student will be empowered as their confidence, ability and self-control is enhanced.

Students are encouraged to develop appropriate behaviour patterns within the Embleton View. There is a warm caring attitude in adult-child relationships together with individual/group tutorials. Students are dealt with as individuals, and this facilitates pastoral care.

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To this end, the school will do as much as it can to ensure that all students achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

**Embleton View recognises that:**

- All students have an equal right to access an education.
- No students should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of students and their parents/carers to ensure attendance at school as required.
- Students and parents/carers may at some stage need to be supported in meeting their attendance obligation.
- Situations beyond the control of students and/or parents/carers may impact on attendance. The school will, with the agreement and support of parents/carers, work with other agencies if necessary to resolve these situations.

**Expectations:**

Communication between home and school is vitally important. Embleton View will ensure that there is an emergency contact for all students and so that regular contact is maintained.

We expect the following from our students:

- That they attend the school regularly.
- That they arrive on time and appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending the school.

We expect the following from parents or carers:

- Contact with the school on the first day of absence or as soon as possible.
- Support their child and school in achieving maximum attendance.
- To ensure that their children attend the school regularly and punctually.
- To ensure that their children are prepared for pickup by Embleton View staff.
- To contact the school in confidence whenever a problem occurs that may affect their child's performance in school.
- To engage in strategy meetings with Embleton View staff and other professionals to re-engage students who refuse to attend and to implement strategies within the home as agreed in all meetings.

Students and parents/carers can expect the following from the school:

- Regular, efficient and accurate recording of attendance.
- Embleton View staff to pick up the student in a timely and consistent manner each day.
- Early contact with parents/carers when a student fails to attend the school without providing a good reason.
- Recognition for good attendance.
- Access to a broad and balanced curriculum designed to cater for individual needs to promote academic achievement, skills, creativity, imagination, initiative and individuality in all students.
- Accurate records of classroom absence will be kept and monitored. This will support decisions for student interventions.

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**Encouraging attendance:**

- Celebrate good attendance.
- Monitor attendance and raise concerns early.
- Embleton View provide transport for some students to encourage good attendance. It is understood that this persistence and support may be enough to encourage some students to attend who have previously refused to access taxi schools.

**Responding to non-attendance:****When a student does not attend, the school needs to respond effectively.**

- The student's individual point of contact will telephone parent/carer/emergency contact on the first day of absence if we do not receive a reason for absence.
- All concerns relating to any student absence will be notified to the Local Authority.
- If there is no response from parents and carers after 3 days of absence then a home visit will be carried out by a nominated staff member/members.
- If contact has not been made in the first week of absence the Local Authority Safeguarding Team will be notified and the children Missing from Education policy will be referred to.
- All email/telephone/text messages received will be recorded in the student's home contact log and detailed on the attendance sheets.
- Where non-attendance continues, the case will be discussed and the appropriate action taken. Parents/carers will be invited to attend a meeting to discuss strategies for reengagement. This will be reviewed within a nominated time period to continually monitor with a view to improvement and ensure success.
- If there is no further improvement, we will seek support and work in partnership with the Local Authority in order to assist reintegration into education. This may result in Education Welfare involvement for legal proceedings to be considered.

**Organisation:**

In order for this policy to be successful, every member of staff must make attendance a high priority and should convey to students the importance and value of education.

**Guidelines for staff dealing with attendance and absence:****Learning & Development Coordinator/Pastoral & Operational Lead/Learning Coaches:**

- Liaise with Headteacher to accurately record attendance
- Phone parent/carer/emergency contacts on first day of absence.
- Report any concerns about absences to the Headteacher.
- Record all reasons given for absence in the daily log book/student diaries.
- Accurately record attendance on the attendance sheets for the referring Local Authority.
- Complete registers.
- Monitor long-term absentees, inform Proprietors; who will consider the level of action to be taken.
- Contact parent/carers or send out letters to parents advising them of their attendance at Embleton View.
- Request support from referring Local Authority.
- Work with EWO to support reengagement / legal proceedings.

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**Guidance on categorising absence as authorised or unauthorised:**

The main areas where Embleton View will authorise absence are given below.

**Illness:**

Where school accepts that a student is ill, they must authorise the absence. Parents should telephone Embleton View on 01325 288722 before 9.00am on the first day of illness.

**Appointments:**

Dental and doctor's appointments are authorised absences. Parents must confirm these appointments. Parents may be asked to provide evidence (i.e. appointment cards or letters etc) if absences become too frequent or if requested by the referring school or agency or Education Welfare.

**Holidays:**

Time off for holidays is not a right. The regulations state that:

Headteachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion. (DfE School Attendance – Department advice for maintained schools, academies, independent schools and local authorities – August 2020).

Embleton View will not give permission for students to have holidays during examinations courses.

**Exceptional Circumstances/Unavoidable Causes:**

These could be catastrophic events at home or students held in custody rather than shopping trips or birthday treats. There may be extenuating or compassionate reasons for authorising absences.

**Students arriving late:**

If parents have decided that Embleton View won't transfer their child and the students arrives at school after 9.45am are deemed to be late. The appropriate marks should be entered to record these situations. Between 9.45am and 10am the mark will be recorded as 'L'. Parents/carers will provide an explanation for late attendance. Parents/carers will be informed of late attendances. If students arrive late they should report to the office.

**Registration**

Embleton View is open for 190-193 full days per academic year and is required by law (Education) (Student Registration) (England) Regulations 2006 to keep accurate registers of student's attendance. Activities outside the normal school day are not recorded in the statutory attendance register.

Students join the school on the agreed admission date and are listed in both the admissions and attendance registers from that day.

At registration, it is recorded whether every student was:

- Present.
- Absent (Authorised or unauthorised).

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- Present at an approved educational activity.
- Unable to attend due to exceptional circumstances.

The attendance register is a legal document which must be accurately maintained and will be kept securely at all times.

**Applies to:**

- The whole school and all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching, support and admin staff), students on placement, the proprietors, Board of Directors, agency staff and volunteers working in the school.
- Visitors and contractors accessing the site.

**Availability**

- This policy is made available to parents, staff and students as a hardcopy upon request from the school office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Headteacher and/or the Board of Directors and/or a suitably appointed delegate will undertake a formal review of the policy, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

**Legal Status;**

- Complies with Part 3, paragraph 17. Education (pupil Registration) (England) Regulations 2006 as amended 2013.

**Related Documents:**

- Admissions Policy
- Child Protection and Safeguarding Policy
- Children Missing From Education Policy
- Communications Policy
- Parent Contract

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Graeme Turner (Proprietor)	Craig Bell (Proprietor)
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