



ATTENDANCE POLICY

Statement of Principle

Tulip Academy Spalding is committed to providing a full and efficient education for all pupils. Regular attendance is essential to allow children to fully access the curriculum. To this end Tulip Academy Spalding and the Local School Board will do as much as they can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil 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 pupils and their parents to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

FAQs

What do we expect from our pupils?

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

What do we expect from parents and carers:

- To ensure their children attend school regularly and punctually and are ready for transport pick up times.
- To ensure that they contact the school/form tutor as soon as is reasonably practical whenever their child is unable to attend, giving details of the reason for the absence and the length of time the child will be away.
- To ensure that their children arrive in school well prepared for the school day.



- To contact the school in confidence whenever any problem occurs that affect the pupil's performance in school.
- To avoid, wherever possible, taking family holidays in term-time. Term time absences, especially during examination periods, may seriously affect the progress of your child.
- They will inform the school of any planned medical procedures/circumstances that may result in a child's long-term absence to ensure an appropriate support plan can be established
- That they will inform the school of any planned appointments in advance and provide evidence of an appointment if necessary.

What can you expect from us?

- Regular, efficient and accurate recording of attendance.
- Early contact with parents/carers when a pupil's absence if no message is received by telephone or no prior notice has been given, this is on a daily basis and is recorded.
- Immediate and confidential action on any problem notified to the school
- Encouragement and tailored support to pupils towards good attendance
- Bespoke support plans for pupil's that are unable to access school for reasons such as medical recovery etc.

Responding to Non-Attendance

On the day of the absence, if a telephone call or prior notice has not been received from parents/carers the receptionist will;

- Attempt to contact parents/carers by telephone to obtain an explanation for the absence, this will be logged and monitored
- If parents/carers are non-contactable the pupil's emergency contacts will be contacted to enquire about the absence
- If there is no response by 12.00pm, the Senior Leadership Team/Safeguarding and Pastoral Team will determine whether it is necessary for a staff member to carry out a home visit on the day of absence
- If a pupil is absent long term, a bespoke support programme will be established with the safeguarding and pastoral team and, where appropriate, regular home visits will be carried out
- If a pupil is admitted to hospital, the school will liaise with parent/carer and the hospital to determine the appropriate course of action to support the child's recovery, education and reintegration into school

School Organisation, Roles and Responsibilities

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



In addition to these there may be specific responsibilities allocated to individual staff groups such as the following

Headteacher / Deputy Headteacher:

- To oversee the whole policy
- To report to governors
- To liaise with class leads.
- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- To oversee the work of administrative staff.
- To report to the Trust when necessary
- To produce the attendance profile for the whole school.
- To report to Senior Management Team on attendance matters.
- To coordinate liaison with EWO.
- To analyse attendance data.
- To oversee the registration process and ensure that registers are completed accurately and on time.
- To reinforce good practice.
- To initiate contact with parents in cases of prolonged unexplained absence.
- To liaise with EWO as appropriate.
- To plan for the return of long-term absentees.

Form Tutor:

- To complete registers accurately and on time both AM and PM.
- To follow-up immediately any unexplained non-attendance by contacting parents.
- To challenge suspicious or inappropriate reasons for absence
- To record all reasons for absence in the register.
- To inform the safeguarding and pastoral team of any concerns.

Administration Team:

- Update registers onto School Pod.
- Note telephone messages and mark in registers.
- Maintain a signed in/out book.
- Provide analysis as required using School Pod.
- Highlight irregular absence and inability to contact parent/carer to Senior Leadership Team / Safeguarding and Pastoral Team.

Safeguarding and Pastoral Team:

- Make regular home visits with pupils that are absent from school long term
- Liaise with parents/carers regarding pupil's attendance concerns
- Produce termly letters to all parents/carers stating their child's current attendance

Published: November 2023

Review Date: November 2025



- Produce attendance letters and analysis of attendance figures when required
- Liaise with stakeholders regarding a pupil's attendance concerns
- Keep an up to date folder with all attendance paperwork including intervention/actions and evidence
- Liaise with pupil's SEND caseworkers regarding any changes to a child's circumstances that may impede their regular school attendance
- Liaise with the Attendance and Inclusion Team and refer to the Education Welfare Service when necessary

Governors:

- Governors may be given specific role / interest in monitoring attendance and/or policies.
- Receive regular attendance progress reports for Governors' Meetings.

Authorised and Unauthorised Absence

The Department for Education has deemed **pupil's with attendance less than 90% are 'persistent absentees'** and follow up is necessary.

What is an Authorised Absence?

Authorised absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence. All other absence must be regarded as unauthorised.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Medical and dental appointments where proof is available.
- Days of religious observance.
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated.

As an organisation we ask that we are informed of any unavoidable absences as soon as possible and we reserve the right to ask for evidence of appointments such as doctor's appointments.

Absences should not be authorised under the following circumstances.

- Family holidays unless there are exceptional circumstances.
- Shopping trips
- Holidays in term time where the permission of the school has not been given
- Minding the house or looking after siblings.
- Lateness if registration is missed without explanation.
- Medical appointments that cannot be verified.
- No reason given.

Published: November 2023

Review Date: November 2025



- School staff have cause to believe that the note is not genuine or not valid.
- Year 11 pupils who "leave" before the official date.

Irregular Attendance/Refusal to Attend

Parents/carers of pupils of compulsory school age are responsible for making sure their child receives a full time education and can be prosecuted for Irregular attendance under the Education Act 1996 Section 444 (1). Where a child has not attended regularly at school the Local Authority have the options of issuing a fixed penalty notice in respect of the parents of the child, bringing proceedings before the family courts for an Education Supervision Order or prosecuting the parents under Section 444 before the Magistrates Court. Fixed Penalty Notices can be issued for persistent lateness where the child arrives after the closure of registration.

We endeavour to support all of our pupils to attend school every day, we therefore ask that parents/carers act upon any concerns they have regarding their child's attendance and contact the school at the earliest opportunity to prevent any attendance issue worsening.

The Local Authority's Code of Conduct and details on Fixed Penalty Notices can be located at: <https://www.lincolnshire.gov.uk/schools-and-education/school-attendance-andbehaviour/schoolabsences/131943.article>

Reintegration

The return to school for a pupil after a long-term absence requires special planning therefore support programmes will be tailored to the pupil's individual needs and may involve phased or part time re-entry with support in lessons and/or at home as appropriate.

Leave of Absence

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed the reference of holidays during term time and now provides that a leave of absence during term time will only be granted where an application is made in advance to the school and the school consider that the leave of absence should be granted due to exceptional circumstances relating to that application. The onus is on the parent/carer to present the case in writing at least two weeks before the event. Retrospective granting of permission, should only therefore be on rare occasions. Therefore parents/carers of Tulip Academy Spalding who are requesting time off during term time need to complete a 'Request for Pupil Absence During Term Time Form' detailing their exceptional circumstances for the absence. Educational benefits will be considered; however, reasons purely based on financial circumstances cannot. The form needs to be submitted to the school two weeks in advance and the Senior Leadership Team, according to the child's needs, will review these requests on individual basis. If a leave of absence goes on longer than the agreed duration, the extra days will be unauthorised.

Removal from Roll



The school will only remove pupils from roll when this has been agreed by the local authority. In the instance a change of school placement is required an emergency review will be held with parents/carers to change the named school on the pupils Educational Health Care Plan.

Parents/carers moving out of the area are required to inform their child's SEND caseworker of this as the earliest opportunity, and inform school in writing detailing their new address, proposed last day in school, new school, if a placement has been found, and potential schools if a placement has not been confirmed.

Elective Home Education

Whilst the local authority encourages parents/carers to enrol their child at school, they also recognise that parents/carers have an equal right to educate their child at home. The local authority wishes to work with parents/carers who home educate in order to ensure that those children are provided with efficient, fulltime education suitable to their age, ability and aptitude and to any special educational needs which they might have. It also wishes to ensure that parents/carers who choose to electively home educate their children, do so for the right reasons and have an intention to educate at home from the point they remove their child from school.

If parents/carers have a desire to home education their child we as a school ask that the headteacher is informed of the parents/carers intention to home educate their child in writing. The school will initiate a meeting with parents/carers, and the child if appropriate to discuss their decision and provide a copy of the local authority's 'Elective Home Education' leaflet, if a meeting does not take place a copy of this leaflet will be sent home to parents/carers. The school will notify the Elective Home Education Team and the child's SEND Caseworker of such notification and parents/carers will be required to demonstrate, to the local authority, that they have considered the educational needs of their child and how they will meet these needs in the immediate and long-term future. A child can only be removed from roll on the grounds of Elective Home Education when this has been agreed by the local authority.

Liaising with external agencies

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

Poor school attendance may be a symptom of a wide range of institutional, community, family or individual circumstances. Many of these circumstances will demand expert support beyond the remit of the school or the EWS. It is, therefore, vital that strong partnerships are established with all agencies that work with children and young people. The EWS may be able to help school establish multi-agency meetings or may be able to advise on how school can become involved in existing local arrangements.

These are the main support services:

- Educational Behavioural and Support Services.



- Educational Psychologists.
- Special Educational Needs Service.
- Social Services.
- Parent Support Advisory Service
- Local police

Children Missing Education

Arrangements for identifying and maintaining contact with children missing, or at risk of going missing, from education are paramount.

The national definition of children who are not receiving a suitable education is: Children of compulsory school age, who are not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more) and who is not receiving a suitable education (i.e. deemed to be 'efficient full-time' education that is suitable to her/his age, ability and aptitude and to any special educational needs the child may have).

Our school recognises the entitlement that all children have to education and will work closely with the local authority to share information about pupils who may be missing out on full time education or who go missing from education. The local authority will also be informed where children are to be removed from the school register a) to be educated outside the school system; b) for medical reasons; c) because they have ceased to attend; d) because they are in custody; d) because they have been permanently excluded. We also recognise that children who go missing is a sign that they may have been targeted by Child Sexual Exploitation perpetrators and/or drug related criminals (County Lines). Children may also be groomed into participating in other forms of criminal exploitation including cybercrime, serious violence and violent crime. All cases of children missing education will be reported to Lincolnshire County Council.

For further details of this or any other policy, please contact:

Tulip Academy Spalding

Email: enquiries@tulip-cit.co.uk Tel: 01775 725566

Waterside Campus, Neville Avenue, Spalding, Lincolnshire, PE11 2EH

Springview Campus, Pinchbeck Road, Spalding, Lincolnshire, PE11 1QF