

Category	School Administration		
Document Name	Attendance Policy		
Accountable Body	RADIUS Trust		
Reference	SA.P2	Date Ratified	15 th October 2015
Version	2.0	Last Update	Oct 2015

Related Documents

Document	Reference
Attendance Procedures	SA.P2.01
Promoting Good Attendance – Information for Parents	SA.P2.02
Penalty Notices – Advice for Parents & Carers	SA.P2.03

Reference Material

Guidance
DfE Advice on School Attendance (Oct 2014)
Education Act 1996
DfE Parental Responsibility Measures for School Attendance & Behaviour (Nov 2013)

Related Policies

Name	Reference
Safeguarding & Child Protection Policy	SC.P1
Data Security, Protection & Retention Policy	SY.P1

Policy Statement

RADIUS Trust complies with the DfE statutory guidance Parental Responsibility Measures for School Attendance & Behaviour and DfE guidance Advice on School Attendance October 2014. Consequently the Trust requires each school to:

- promote good attendance and reduce absence, including persistent absence;
- ensure every pupil has access to full-time education to which they are entitled;
- act early to address patterns of absence
- maintain high quality communication with parents and carers to support pupil attendance.

The Trust recognises the unique challenges for many pupils with very specific learning difficulties and disabilities in maintaining regular and consistent attendance and our schools capability to engage and support pupils to maintain the highest level of school attendance. Given the specific high needs of pupils on the roll of Trust schools the link with promoting and ensuring safeguarding and wellbeing is of the highest priority.

Recording Attendance

The Trust requires each school to maintain an Attendance Register (Trust investment of specific software supports this) for day pupils from their first day of admission and on each occasion record whether every pupil is:



- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school is expected to follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

Attendance Procedures & Monitoring

The Governing Body in each school is required to judge effectiveness using attendance as one of the indicators.

The Headteacher/Principal is required to have procedures in place to:

- Regularly monitor, analyses and act upon attendance issues raised.
- Report regularly to governors, pupils and parents the school's progress on attendance;
- Set challenging but achievable targets to reduce levels of absence;
- Appoint one or more competent members of staff with key responsibilities for attendance procedures within the school who will:
 - a. oversee the efficient operation of the attendance system and the collation and analysis of attendance data;
 - b. oversee the work of administrative staff;
 - c. produce the attendance profile for the whole school;
 - d. report to the Headteacher/Principal on attendance issues;
 - e. liaise with the Lead Governor responsible for attendance.
- Ensure all members of staff are aware of their role in achieving high levels of attendance and recording attendance.
- Comply with the Trust's Safeguarding & Child Protection Policy and school procedures in the event of a child not being collected from School at the end of the day.

Working with External Agencies

The Trust recognises that poor attendance may be a symptom of a wide range of community, family or individual circumstances. Many of these circumstances will demand expert support beyond the remit of each school. Each school is required to work with a number of outside agencies that are committed to working with children, young people and their families.

In some cases, it may be appropriate for the pupils home Local Authority (LA) to take further prosecution action. Penalty notices may also be issued by the LA, police or the Headteacher/Principal.

Pupil Support

In the event of a long-term absence of any kind, the pupil may require additional support. With this in mind each school is required to have provisions in place to accommodate for this requirement.

Communication

The Trust encourages high levels of parent/carer communication as a key aspect of obtaining support from the home to maintain high attendance levels.

Each school is expected to clearly communicate this Attendance Policy and related school procedures and the impact on the pupil if attendance is poor.

Schools are obliged to comply with the amendments to the Education (Pupil Registration) (England) Regulations 2006 in relation to holidays in term time and to ensure this is clearly communicated to parents/carers.

Encouraging Attendance

Each school is required to encourage high levels of attendance and this may be implemented with the use of a pupil reward and consequences system which is maintained under review for its effectiveness.