

# ATTENDANCE POLICY

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## **1. Purpose**

- 1.1 To create a culture in which good attendance is accepted as the norm;
- 1.2 To demonstrate that good attendance and punctuality is valued by the school;
- 1.3 To ensure the safeguarding of pupils by establishing the whereabouts of all absent pupils by contacting parents if the school has not been informed of their child's absence;
- 1.4 To maintain and develop effective communication regarding attendance between home and school;
- 1.5 To work with other schools to share good practice in order to improve this policy.

## **2. Definitions**

- 2.1 "The school" and "Jigsaw School" means Jigsaw CABAS® School
- 2.2 "CABAS®" is an acronym for Comprehensive Application of Behaviour Analysis to Schooling.

## **3. Scope**

- 3.1 This policy applies to all pupils and their parents/guardians at Jigsaw CABAS School.
- 3.2 The School Management Team will ensure that the policy and procedures are followed.
- 3.3 Parents/guardians are made aware of this policy and procedures for absence reporting as part of the initial parent meeting. This policy can be accessed on the school's website by all pupils and parents/guardians, and on the Trust Common Drive by all staff.

## **4. The Policy**

- 4.1 Jigsaw CABAS® School is committed to providing an education of the highest quality for all its pupils and promoting regular attendance by providing an ethos and environment where children feel safe and can build positive relationships with their peers. To this end, the School will encourage parents and carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.
- 4.2 We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. Teaching staff have a responsibility for identifying concerns and trends in attendance and punctuality and report this to the School Management Team.
- 4.3 The School will consider and give allowances for religious beliefs and individual family circumstances. Also, many of our pupils travel long distances in shared or individual transport provided by transport companies. Where the reason for lateness and absence is due to traffic conditions or issues with transport company operations, the School will reserve the right to authorise these instances of lateness and absences.
- 4.4 The School will monitor attendance through daily registration and follow up any unexplained absences with parents/guardians or emergency contacts in a timely

manner. The School will work closely with parents/guardians to address any concerns for attendance and /or punctuality.

- 4.5 The School has a legal duty to inform the relevant local authority when a pupil fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more. The procedures outlined in *Appendix A* will be followed in case of any unexplained absences.
- 4.6 The School is required to hold up to date contact details for parents/guardians to assist in following up absences. When parents/guardians are not available to contact, the school will phone the emergency contact named by the parent/guardian. It is the parents'/guardians' responsibility to inform the school of any changes to their own or the named emergency contact details.

## **5. Responsibilities for the Policy and Procedure**

### **5.1 Role of the Governing Body**

5.11 The Governing Body will:

- delegate powers and responsibilities to the Director of Education to ensure all school personnel are aware of and comply with this policy and related procedures;
- ensure that the attendance policy is carried out;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- ensure that the school complies with all equalities legislation and statutory pupil registration regulations;
- ensure funding is in place to support this policy;
- ensure this policy and all policies are maintained and updated regularly;
- ensure all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- oversee the effective implementation, monitoring and evaluation of this policy.

### **5.2 Role of the Director of Education & School Management Team**

5.2.1 The Director of Education and School Management Team will:

- ensure all school staff, pupils and parents are aware of and comply with this policy and related procedures;
- ensure that there is an appropriate and effective registration system in place;
- monitor trends by using data effectively to help strategic planning;
- monitor and review school and individual pupil attendance regularly;
- target intervention and support to those pupils whose attendance is a concern;
- have a system in place for parents to report a child's absence;
- report to the Governing Body attendance figures each term;

- report individual pupil attendance figures as part of each pupil's Annual Review;
- remind parents of their commitment to this policy;
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the local authorities' expectations concerning school attendance;
- refer irregular or unjustified patterns of non-attendance to the Local Authority / Education Welfare Service;
- organise homework for pupils with long term illness or other unavoidable long-term absence provided they are well enough to undertake the work;
- organise training for school staff on the use and understanding of attendance codes and authorised and unauthorised attendance;
- improve teaching in order to improve pupil engagement;
- strengthen links with external agencies who engage with and support families;
- provide leadership and vision in respect of equality;
- annually report to the Governing Body on the success and development of this policy.

### **5.3 Role of School Administration Team**

#### **5.3.1 The school administration team will:**

- implement the policy and related procedures;
- complete registration at the start of morning sessions and at the beginning of afternoon sessions;
- keep manual and electronic registers up to date on a daily basis;
- keep a back-up copy of attendance registers completed on SchoolPod at least once a month;
- monitor individual and class attendance on a daily basis;
- keep the School Management Team informed of absent pupils daily and attendance figures and trends on a weekly basis;
- listen to absence calls and messages and check school attendance e-mail each morning;
- respond to attendance calls, messages and e-mails;
- send written confirmation of requests for term time holiday;
- compile attendance data reports to Local Authorities;
- provide individual pupil attendance reports to parents/carers each term and as part of Annual Review documentation;
- ensure that completed Pupil Absence Forms are kept on pupil file and entered in school calendar;

- contact parents/carers of absent pupils when the reason for absence is not known by 10.00am;
- continue to contact the parents/carers and/or emergency contacts throughout the school day until contact is made;
- send a letter/e-mail/clarion call to parents or carers if no contact is made within 48hrs;
- follow-up all unexplained absences to obtain notes authorising the absence;
- keep contact details for parents/carers and emergency contacts up to date.

## **5.4 Role of Teaching Staff**

### 5.4.1 Teaching Staff will:

- comply with and implement this policy and procedures;
- be aware of all other linked policies;
- set an example of punctuality and good attendance;
- be responsible for identifying trends in attendance and punctuality by monitoring class and individual pupil attendance patterns;
- inform the school administration team of absent pupils and School Management team of any concerns regarding attendance;
- emphasise the importance of punctuality and good attendance to pupils and parents;
- provide a welcoming atmosphere and safe learning environment for pupils.

## **5.5 Role of Parents**

### 5.5.1 Parents are responsible for:

- complying with this policy and the related procedures;
- ensuring that their child arrives at school punctually, prepared for the school day and any extra-curricular activities;
- contacting the school, by e-mail or alternatively by telephone, on the first day of the child's absence and send a written note on their return to school;
- completing and returning Pupil Absence Request forms promptly;
- keeping the school informed in the case of prolonged absence;
- contacting the school promptly whenever any problem occurs that may keep their child away from school;
- collecting their child or by making arrangements for their child to be collected promptly at the end of the school day or agreed time if attending an extra-curricular activity;
- avoiding taking holiday in term time;

- making every attempt to arrange dental and medical appointments out of school hours;
- informing the school of any changes to their contact details;
- taking part periodic surveys conducted by the school.

## 6. Raising awareness of this Policy

6.1 We will raise awareness of this policy via:

- the school website;
- the school common drive;
- staff meetings;
- meetings with parents such as introductory, transition and parent-teacher consultations.

## 7. Training

7.1 All school staff:

- have equal chances of training, career development and promotion;
- receive periodic training so that they are kept up to date with new information;
- receive training on this policy on induction (as required) which covers all aspects of this policy and the needs of vulnerable pupils.

## 8. Related Procedures

### 8.1 School Day

8.1.1 Pupils are required to arrive in school for 9.15 each morning. The morning session finishes at 12.30pm. The afternoon session starts at 1.30pm and ends at 3.30pm. Pupils have an option to stay till 3.45pm.

8.1.2 On the last day of each half term/term, the school day ends at 2.00pm for all pupils.

<b>Morning session</b>	1 <sup>st</sup> half – from 9.15am to 11.00am Snack/break time – from 11.00am to 11.30am 2 <sup>nd</sup> half – from 11.30am to 12.30pm
<b>Lunch</b>	12.30pm – 1.30pm
<b>Afternoon session</b>	1.30pm – 3.30pm
<b>Guided activities</b>	3.30pm – 3.45pm

### 8.2 Attendance Registers

8.2.1 Attendance Registers are completed by school administration twice a day, during registration periods (9.30am – 10.30am for morning session and 1.30pm – 2.30pm for afternoon session). Registration closes at 10.30am for the morning session and at

2.30pm for the afternoon session. Attendance is recorded in manual and electronic (SchoolPod/BehaviourWatch) registers. All absences will be recorded either as authorised or unauthorised. The attendance registers are available for inspection by HM Inspectors, Ofsted, Education Welfare Service and Local Authorities at any time during school hours.

### 8.3 Lateness

- 8.3.1 Due to the varied needs of our pupils, wide catchment area and the location of the school, lateness on occasions is unavoidable.
- 8.3.2 Pupils arriving between 9.30 and 10.30am for the morning session and between 1.30 and 2.30pm for the afternoon session will be marked as 'Late' for that session. Pupils arriving after 10.30am for the morning and after 2.30pm for the afternoon session will be marked as 'Absent' and parents will be required to complete a pupil absence form to provide a reason. The appropriate code will be added once the reason is established.

### 8.4 Reporting Absence

- 8.4.1 Parents are required to report their child's absence via e-mail ([attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk)) at the earliest opportunity but no later than **8.30am** on the first day of absence. Alternatively, parents can report absences by phoning the school's main number (01483 273874) by 8.30am on the first day of absence. A message should be left on the answerphone if staff are not available to take the call. When reporting an absence, parents should state the child's name, the reason for the absence and give an indication of the expected return date and time. Following each absence, parents are required to complete and return a 'Pupil Absence Form' (see *Appendix B*), available on the school's website and from school administration, in a prompt manner.

## 9. Categories of Absence

- 9.1 Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences. Where staff have concerns regarding absences, they should report this to the School Management Team.

### 9.2 Illness

- 9.2.1 Most cases of absence due to illness are short term. Parents should follow absence reporting procedures outlined above under 8.4.1.
- 9.2.2 Absences of 5 or more consecutive days must be supported by medical evidence  
Examples of medical evidence:
- medical appointment card confirming attendance;
  - medical appointment letter;
  - copy of prescription showing name and date;
  - prescribed medication with pharmacist label showing name and date;
  - hospital discharge letter.

### 9.3 Medical or dental appointments

- 9.3.1 Pupils will be permitted reasonable leave of absence to attend medical, dental and other such appointments, although parents should aim to arrange these outside of school hours wherever possible. Where it cannot be avoided, children should attend school for as much of that day as possible.
- 9.3.2 Appointments necessitating leave of absence should be advised to the school via e-mail ([attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk)) **2 days** prior to the absence (if possible) and a Pupil Absence Form completed in a prompt manner.

### 9.4 Family holidays and extended leave

- 9.4.1 Taking holidays in term time will affect a child's schooling as much as any other absence. We expect parents and carers to assist us by not taking children on holiday during school time. To support parents with planning holidays, the school's term dates are published a year in advance and made available on the school's website. In exceptional circumstances if a family holiday during term time is unavoidable, parents should e-mail the school with the details on [attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk) and complete a Pupil Absence Form at least 2 weeks prior to the holiday. The School Management Team will decide whether or not to authorise the absence. The School Management Team, on behalf of the Governors, may grant leave, at their discretion, for up to 10 school days (20 school sessions) in total in any school year.
- 9.4.2 All requests for a holiday or extended leave will be responded to in writing, and will outline the details of when the pupil is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.
- 9.4.3 **Parents and carers cannot demand authorised leave of absence for their child or children as a right.** If holidays are taken, without prior authorisation, the child's absence will be recorded as unauthorised in the school register.

### 9.5 Exclusion

- 9.5.1 Exclusion is treated as an authorised absence. The class supervisor and the Director of Education will arrange for appropriate work to be sent home.

### 9.6 Religious observance

- 9.6.1 The School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times.
- 9.6.2 Parents will be aware of these dates and should give the school written notification via e-mail ([attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk)) in advance (2 days' notice) and complete the Pupil Absence Form. A maximum of 3 days will be authorised in any one school year.

### 9.7 Long Term Absence

- 9.7.1 In the event of unavoidable prolonged absence for medical or other reasons, the School will take all reasonable measures to ensure that the disruption to the pupil's

education is minimised as far as practically possible. The day to day commitments of teachers make it difficult to arrange for a detailed programme for absent pupils.

- 9.7.2 As each absence will vary as to pupil's needs and capability to work, no prescribed list can be given of the measures provided by the school. The measures may include, but not restricted to some or all of the following:
- Informing relevant teaching staff of the absence and its likely duration
  - Providing pupil and parent friendly programmes of study
  - Providing relevant books and support material
  - Direction on suitable written work, reading and web-based learning resources
  - Completing marking of written work if returned to school regularly
  - Establishing with parents the best method of passing on work and materials and the best form of communication.
- 9.7.3 The judgment on the amount of work a pupil is able to carry out during the period of absence is left to the pupil's parent/s.
- 9.7.4 An absence of **three continuous weeks** with medical evidence, may lead to a referral to the pupil's Local Authority/Education Welfare Office.
- 9.7.5 It is not the School's policy to arrange for teachers to deliver instruction in the home setting of the absent pupil.
- 9.7.6 Parents are encouraged to provide regular updates when their child is absent. In case of a prolonged continuous absence (more than 5 consecutive school days), parents will be contacted at least once a week by the school to get an update and indication of return date to school.
- 9.7.7 Before a pupil returns to school after a long-term absence, parents/carers may be invited for a meeting to discuss and agree a plan to support the pupil back to school.

## **10. Responding to Absences without Explanation and Concerns for Attendance**

- 10.1 When a child does not arrive in school by 9.30am and parents/carers & transport providers have not reported a reason for the absence, the school administration staff will contact the parents/carers via telephone by 10.00am. Based on the outcome of the phone call further actions may be taken. *See Appendix 1* for detailed procedures on responding to absences without explanation.
- 10.2 A pupil's attendance becomes a concern when they miss 15% or more school across the school year for whatever reason. Absence at this level will have considerable impact on a child's learning. The school will work closely with parents/carers to improve pupil's attendance. If attendance does not improve, the Director of Education will inform the governing body and the relevant Local Authority/ Education Welfare Officer. A referral to the School's Designated Safeguarding Lead and Multi-Agency Safeguarding Hub (MASH) may also be required. *See Appendix 2* for Jigsaw School's procedure on responding to attendance concerns.

## **11. Dealing with Lateness**

- 11.1 The administration team and the School Management Team regularly monitor and review lateness. There is a concern for punctuality when a pupil arrives late after 9.30am repeatedly. To address punctuality the following steps will be taken:
- Parents/guardians will be contacted by senior staff, such as the pupil's class supervisor, the or the Medication and Welfare Officer to discuss concerns regarding punctuality, the reasons for lateness and any support the family/pupil may require to improve punctuality. A plan is agreed and review date set as part of the meeting.
  - The School Management Team will continue to monitor and review lateness, and effectiveness of the agreed plan. If punctuality remains a concern the case will be referred to the Director of Education.
  - Director of Education will invite parents/guardians to a formal meeting to discuss the pupil's attendance and punctuality and any other concerns that may arise as a result. The Director of Education will inform the governing body and the relevant Local Authority of the concerns. It may be necessary to make a referral to the School's Designated Safeguarding Lead and Multi-Agency Safeguarding Hub (MASH).

## **12. Policy Review**

- 12.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 12.2 The practical application of this policy will be reviewed annually or when the need arises by the School Management Team and the nominated governor/s.
- 12.3 This policy was last reviewed in April 2020.

## 13. Version History

No.	Date	Amendment
1.1		
1.2	April 2019	Reviewed
1.3	November 2019	In Appendix, forms updated in line with Jigsaw house style.
1.4	April 2020	Reviewed and updated policy. Updated guidance links. Removed template letters from Appendix in light of changes to flowchart.

## 14. Related Legislation & Guidance

Document	Location
Children Act 2004	<a href="http://www.legislation.gov.uk/ukpga/2004/31/contents">http://www.legislation.gov.uk/ukpga/2004/31/contents</a>
Data Protection Act 2018	<a href="http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted">http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted</a>
School attendance Guidance for maintained schools, academies, independent schools and local authorities July 2019	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf</a>
Equality Act 2010: Advice for Schools (DfE) May 2014	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf</a>
Parental responsibility measures: attendance data collection (PRM-A) 2019 Guide to the collection of attendance penalty notices, parenting contracts, parenting orders and attendance case management August 2019	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/827308/PRMA_data_collection_guide_2019v1.0.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/827308/PRMA_data_collection_guide_2019v1.0.pdf</a>
Department for Education Children Missing Education - September 2016	<a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/</a>
Department for Education Statutory guidance on Alternative Provision - January 2013	<a href="https://www.gov.uk/government/publications/alternative-provision">https://www.gov.uk/government/publications/alternative-provision</a>
Department for Education Keeping Children Safe in Education - September 2019	
The Education (Pupil Registration) (England) Regulations 2006 (and amendments)	<a href="http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made">http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made</a>
Education Act 1996, 2002, 2011	<a href="http://www.legislation.gov.uk/ukpga/1996/56/contents">http://www.legislation.gov.uk/ukpga/1996/56/contents</a>
Surrey County Council Policy Guidance for Safeguarding Pupils Missing in Education – May 2017 (revised November 2017)	<a href="https://www.surreycc.gov.uk/_data/assets/pdf_file/0005/109589/Final-CME-Policy-2017-ver-2-updated-nov17.pdf">https://www.surreycc.gov.uk/_data/assets/pdf_file/0005/109589/Final-CME-Policy-2017-ver-2-updated-nov17.pdf</a>

## 15. Related Internal Documentation

Document	Hard Copy Location	Electronic Copy Location

## APPENDIX 1 - Jigsaw School's Procedure for Children Missing in Education

School identify a child is absent (not in school by 9.30am) and no explanation provided by parent/carer or pupil's transport

### FIRST DAY OF UNEXPLAINED ABSENCE

School administration staff will call parents/carers:

- a) Parent/carer responds:
  - *Parent/carer aware and reason for absence is provided:* school administration staff to remind parent of reporting procedure of notifying school by 8.30am on the first day of absence
  - *Parent/carer not aware:* school administration staff will contact pupil's transport provider to check that the child is on route to school. Parent/carer will be informed once their child has arrived in school by school administration staff. If transport provider not aware of the pupil's whereabouts, parents will be advised to start searching for pupil in the home, local area and inform the police.
- b) Parent/carer does not answer/respond: school administration staff will leave message on answering service requesting for parent/carer to contact school as soon as possible. School administration staff will continue to attempt to call parents/carers throughout the school day. Pupil's transport provider will also be contacted for information.
  - \* If the pupil is subject to a child protection plan or is a child in care then the named social worker will be contacted by school administration staff.
  - \* If there is a reason to believe that the child may be a victim of crime, the Headteacher will inform the police.

Unexplained absences will be recorded as unauthorised (Code O) until a suitable reason provided by parent/carer for the absence.

### DAYS TWO TO TWENTY CONSECUTIVE DAYS OF UNEXPLAINED ABSENCE

School administration staff will continue trying to contact parents/carers and emergency contacts daily via telephone. An e-mail will also be sent if known.

If unable to contact parents by the end of day two a letter will be sent to pupil's home address asking family to make contact with the school and explain absence.

The absence will be referred to the Education Welfare Officer when a child has not attended for 2 consecutive school days without explanation.

Education Welfare Officer will advise on visits to home address and involvement of other professionals and the police.

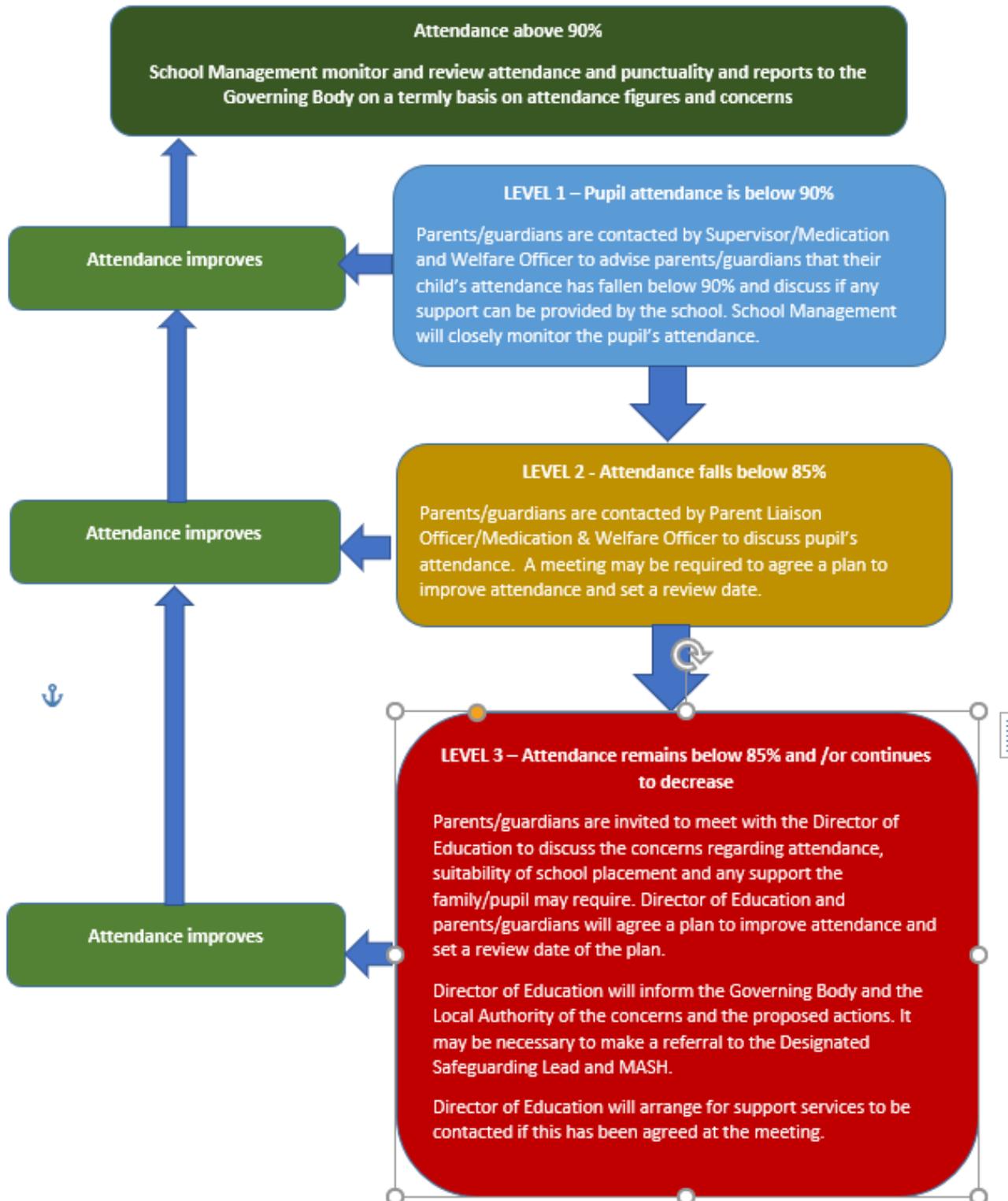
### CHILD MISSING FROM SCHOOL FOR MORE THAN 20 CONSECUTIVE SCHOOL DAYS

If a pupil continues to be missing for 20 consecutive school days and the school and Local Authority have exhausted enquiries and have been unable to locate the pupil and his/her family, the details of the child will be removed from the school roll and details of the child uploaded to the [DfE Lost Pupil Database](#).

If concerns remain in relation to the whereabouts of the child, the CME Tracking Officer will continue to pursue enquiries until the pupil is tracked and on the roll of another school.

## APPENDIX 2 – Attendance Management

RESPONDING TO ATTENDANCE CONCERNS



## APPENDIX 3 – Pupil Absence Request Form

### PUPIL ABSENCE REQUEST

Full Name of Pupil		Class	
Start date		Start time	
Return date		Return time	

Reason for absence <i>(please tick as appropriate)</i>	Medical/dental appointment	Illness/sickness	Holiday	Other <i>(please specify)</i>

Please provide detailed reason for absence:

.....

.....

.....

.....

Parent/guardian/carer name .....

Signature ..... Date .....

**PLEASE RETURN THE COMPLETED FORM TO ADMIN OFFICE, JIGSAW SCHOOL**

**JIGSAW USE ONLY:**

Absence code *(please circle)*

B	C	D	E	F	G	H	I	J	L	M	N
O	P	R	S	T	U	V	W	X	Y	Z	

Reviewed by .....

Job title ..... Date .....

**APPENDIX 4 - Term time holiday request authorisation letter to parents/carers**

Date:

**Re: Term time holiday request**

Pupil Name:

Dear Parent/Carer,

We have received and considered your request for leave of absence for \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_.

In line with our Attendance Policy & Procedures, we are able to authorise up to 10 days of term time holiday.

This letter is to advise that your child's absence between the above dates has been authorised. We expect \_\_\_\_\_ to return to school on \_\_\_\_\_.

We would like to remind you that taking holidays in term time will affect your child's learning as much as any other absence. If holidays are taken, without prior authorisation, the absence will be recorded as unauthorised. Absence request for term time holiday must be completed at least 2 weeks prior to the holiday.

Parents/carers should contact the school immediately if there will be a cause for delay from the stated date of return.

Yours sincerely,

Mariann Szabo

Deputy Headteacher