



# Attendance Policy

2023/24

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### **Introduction**

We understand that securing good attendance requires a partnership approach. The Edison Pace staff work in partnership with families and agencies to overcome barriers to attendance and to support engagement.

### **Overall Aims**

- to help overcome barriers to attendance through appropriate support strategies
  - to ensure that all students receive their maximum entitlement to education
  - to promote the benefits of good attendance and punctuality
  - to encourage students to take responsibility for their own attendance and to maintain a full attendance record
  - to re-establish a positive routine of daily attendance and punctuality
- The Government expects us to:
- 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
- understand individual barriers and challenges facing our young people

## **Strategies to maximise attendance**

### **Welcome and induction**

When joining Edison Pace School, students and families receive a warm welcome. Attendance challenges are discussed and tailored support put into place so help achieve good attendance as part of the transition period.

### **Celebrating and communicating**

We want to celebrate all of the progress and achievements that our students make, including good attendance.

We will inform students of their attendance and celebrate the progress they make through verbal feedback and reports.

We will inform Parents/Carers of attendance progress and concerns through regular communication via key workers.

### **Planning for engagement**

Edison Pace School staff understand that if all children have different needs, our curriculum offer is broad, aspirational and reflects the needs of learners.

### **Transport**

Getting into school can be challenging for some students. We take a differentiated approach at Edison Pace School to help students to overcome anxieties and to develop independence. Many of our students travel on Local Authority supplied taxis or are transported by Parents/Carers.

### **Rewards**

Good attendance is regarded as an achievement and is acknowledged and praised accordingly through the reward system.

## **Recording attendance**

The register is completed twice daily, in the morning and afternoon sessions.

The register is a legal document and it must be completed accurately:  
[www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

If a student fails to attend we will establish the reason for the absence and mark the register accordingly. At Edison Pace School we use the National Register codes to record and monitor attendance and absence on ScholarPack, in a consistent way.

### **Absence procedures**

In the event of an absence Parents/Carers must contact the school to notify us that the student is going to be absent and the reason why.

If no contact is made by the Parent/Carer then absence will be marked as 'Unauthorised' until a reason has been given. If there is no contact from home the Edison Pace team will make Welfare Calls and attempt to make telephone contact with families to establish why the student is not in school. If we are not able to make contact and the absence persists, Edison Pace School will pursue students and families in order to establish the reason for the absence and to check on the welfare of the student using a range of methods including:

- contact Parent/Carer by telephone
- inform partner agencies
- undertake a home visit
- Issue a letter requesting information
- invite Parent/Carer to a meeting to discuss attendance
- refer families to partner agencies if there are safeguarding concerns

If absence is not resolved through an attendance meeting Edison Pace School will refer the case to The Education Welfare Service who will initiate formal procedures.

### **Authorised and Unauthorised absence**

Only the Headteacher can authorise a student's absence and additional information may be required such as a letter from a GP or an appointment notice.

Where a student is absent due to sickness or is otherwise genuinely unable to attend, the school may then authorise the absence. It is the school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases the explanation that the child was ill can be accepted without question or concern (we expect medical evidence to be provided for absences of more than 4 days). In exceptional circumstances further evidence of a child's illness may be requested.

The Headteacher is not able to authorise absence where no acceptable reason is given.

### **Absence in exceptional circumstances**

The Headteacher may only authorise leave in exceptional circumstances.

If a Parent / Guardian wishes to take their child out of school during term time for any reason then a request must be made to the Headteacher before the leave is taken. The headteacher may authorise exceptional circumstances such as:

- death of a Parent/Carer/Guardian/Sibling
- life-threatening or critical illness of a Parent/Carer/Guardian/Sibling

The Headteacher will consider requests for leave taking into account:

- reasons for the request
- number of previous requests
- proximity of examinations
- duration of the leave requested

### **Lateness**

Students who arrive late after the register closes will be marked with an unauthorised absence code. Exceptions to this include when the lateness is not under their control, late running taxis for example.

### **Children who go missing or is absent from education**

If a child goes missing or is absent from education it is potentially an indicator of abuse or neglect, including sexual exploitation, FGM, force marriage, or travelling to conflict zones. School staff will be alert to these safeguarding concerns when a student goes missing for an extended time or on repeat occasions. [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101421/keeping-children-safe-in-education-2023.pdf)

The school will notify the local authority of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

### **Monitoring and evaluation**

Senior leaders review and implement the attendance policy and procedures. The whole school attendance data and the impact of this policy will be monitored and adjusted to help us maximise attendance and comply with statutory requirements.