



**Five
Rivers®**

**FIVE RIVERS
CHILD CARE LTD**

**The Spires
Attendance
Policy &
Procedure**

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Headteacher
Authoriser	Head of Education
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1. Attendance Policy

1.1 Policy Statement

- 1.1.1 Poor attendance disadvantages children. We aim to ensure that the children in our school attend regularly and on time, and where this is not the case, staff follow a staged procedure to encourage consistent attendance.
- 1.1.2 While 100% attendance is clearly the ideal, in many cases legitimate illness or other factors can prevent it. Such attendance where it occurs, is clearly excellent. On the other hand, attendance, which shows a significant reduction in this measure, where a child is known to be in reasonable health and there are no extenuating circumstances, is poor and should give cause for concern. In order to ascertain the levels of individual children's attendance we have a set of procedures, outlined below, and where there is cause for concern, appropriate action will be taken. Each pupil is monitored dependent on their bespoke timetable.
- 1.1.3 Pupils are expected to attend school for 190 days a year. Pupils must be ready to start their lessons at 9am for KS 1 and 9.30am for KS2, 3 and 4. Social workers and carers are expected to request permission in advance for any absence other than illness and the school has every right to refuse it. Each request will be assessed on an individual basis.
- 1.1.4 We are obliged to make our attendance figures known to legitimate agencies by completing appropriate returns.

1.2 Terms and Definitions

- 1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition
Nil.	

1.3 Data Protection

- 1.3.1 Five Rivers supports the objectives of the General Data Protection Regulation (GDPR) & Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the GDPR & Data Protection Act, 2018¹.
- 1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the principles of the GDPR & Data Protection Act, 2018 and the Five Rivers Data Protection Policy.

1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will comply with the requirements of the GDPR & Data Protection Act, 2018.

2. Attendance Procedure

2.1 Responsibility of the headteacher

- 2.1.1 The headteacher has initial responsibility for expecting good attendance and punctuality from the children in their care and reward systems are put in to place to promote good attendance, keeping the register correctly and refer any concerns to the Head of Education.
- 2.1.2 If attendance becomes a problem a meeting will be put in place to discuss issues and possible solutions.
- 2.1.3 Daily handovers take place with the carers and attendance is a prioritised agenda item. If the attendance of an individual is to be of concern, a formal meeting will be held with the manager and the young person to discuss appropriate interventions necessary. The social workers and/or parents will also be informed.

2.2 Registers

- 2.2.1 As a legal document, a register is kept on the premises at all times and completed each morning and afternoon. We will close the register after the first lesson in the morning and after the first lesson in the afternoon. Due to the nature of the school, the whereabouts of the young people are known at all times. This is logged on a sheet daily in the office.

2.3 Authorised Absence

- 2.3.1 These activities are treated as equivalent to present for statistical purposes

- Educational off-site (Not dual registration)
- Attending interview with prospective employers, or another school or
- Approved sports activities
- Educational visit/school journey

2.4 Unauthorised Absence

- 2.4.1 We will use our professional judgment in deciding whether or not to authorise an absence. Clearly, where there is a definite pattern of non-attendance or where the explanation for absence is unsatisfactory, sanctions will be put in place.

2.5 Missing from Education

- 2.5.1 A child going missing from education is a potential indicator of abuse or neglect. Staff members should discuss with residential staff the reason for the child missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.
- 2.5.2 As a school, we have safeguarding duties under section 175 of the Education Act 2002, and the current Keeping Children Safe in Education, in respect of our pupils, therefore we will investigate any unexplained absences.
- 2.5.3 If there are concerns with a child missing from education, the DSP must be informed to make a decision on the next step.
- 2.5.4 All incidents of a child going missing from education will be recorded on the 'Misper Education form' on Clearcare and shared with multi-agency partners as required. A copy of this will also be recorded in the child's education folder. Additional information can be found in our Missing Child Policy.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Parents and carers are asked to inform the school office as soon as possible via phone or email prior to appointments. Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

Lateness and punctuality

At the Spires the student has a 15 minute window to arrive before they are marked as late. A call is made to parents/carers if they haven't arrived within 30minutes. A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. This allows for all our pupils, including the ones that aren't timetabled to arrive at a traditional start times and have bespoke transitional timetables.

Study leave

Study leave should only ever be granted to pupils in year 11. It will be done on an individual basis and provision will be made available for those pupils who want to continue to come into school to revise. All pupils are different and have different requirements and preferences when preparing for examinations. In some cases, alternatives to study leave will be organised, particularly for those pupils who do not have the skills, or are not inclined, to make the best use of unsupervised and unstructured revision time. Study leave is also a chance for pupils to develop their independent study which will help them when they move to post-16 provision, where a self-study approach is commonly used.

Recording the attendance of pupils on study leave

Y11 pupils granted study leave will be marked on the attendance register as an authorised absence using code S.

Procedures

The teacher has initial responsibility for expecting good attendance and punctuality from the children in their care and reward systems are put in to place to promote good attendance. If attendance becomes a problem a meeting will be put in place to discuss issues and possible solutions.

Daily handovers take place with the parents/carers and attendance is a prioritised agenda item. If the attendance of an individual is to be of concern, a formal meeting will be held with the headteacher and the young person to discuss appropriate interventions necessary. The social workers and/or parents will also be informed.

On a monthly basis, attendance figures are sent to the Head of Education for data collection. A check is made that all absences have a reason entered. Any letters regarding absence are kept with the register. Reports are sent to parents/carers each half term and a monthly report is written for the Senior Management team, including attendance data.

Upon returning to school after a period of absence it is important that all adults involved with that child are positive and welcoming. Some may need sympathetic handling on their return.

Persistent Absence

Pupil absence is collected weekly and monitored formally each half term, highlighting those whose attendance who are on a full timetable falls below 90%. For those below 90%, the case is discussed at the weekly RACC meeting and a letter may be sent to the parents/carers to inform them that their

child's absence is causing concern. Communication with the carers and parents, social worker and any other external support agencies in place is key here to ensure all are aware of any issues. Many of our pupils will have come to The Spires after significant periods of time out of traditional schooling so steps have to be taken to address this and ensure they can build up confidence to get back into learning. For some this will be a great challenge and needs support and structure. Measures are followed to document and inform all external agencies if relevant.

ANNUAL HOLIDAYS

Annual holidays will not be authorised in term time, except in exceptional circumstances.

ROLES AND RESPONSIBILITIES

The headteacher and Business Manager are responsible for encouraging good attendance, seeking out reasons for absence, keeping the register correctly, and for referring any concerns to relevant stakeholders.