



ATTENDANCE POLICY

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Policy statement

This policy describes the importance Springboard attaches to ensuring a high level of attendance. The practices incorporated into this document have evolved as a result of constant review and consultation with staff, parents, education welfare service, and students.

Legal framework

The policy is based upon guidance from:

- A. Working together to improve school attendance (Statutory guidance for maintained schools, academies, independent schools and local authorities)
- B. The Education Reform Act 1988
- C. OFSTED recommendations.
- D. The School Curriculum and Assessment Authority (SCAA) National Forum for Values in Education and the Community Consultation Document (November 1996).

E. Keeping Children Safe in Education

Overview

It is often the nature of our students, particularly the older ones, to be absent from time to time. One of Springboard's strengths is our engagement with learners whose attendance at school has been very low or even zero for some time. Consequently, attendance figures need to be viewed on an individual basis, usually showing great improvement over time.

Background

At the heart of good attendance is the value and importance that parents, carers and students put on what the school has to offer.

School must be seen as a centre that helps develop individual intelligence, skills and talents so that students can face the future with confidence.

School must be a community that teaches the skills needed for students to develop into co-operative and useful members of the society of which they are part.

It must ensure that students feel secure, supported and stimulated. Schools should provide students with a sense of wonder, fascination and enthusiasm to want to continue to learn.

In order to achieve and make the most out of their time at school good attendance is crucial. If students are not attending, they cannot learn; if students are not present, they cannot be helped.

All efforts must be made to ensure their best possible attendance.

Roles and responsibilities

Ensuring the best attendance possible is a partnership involving many people, who play different roles in helping the students make the best use of their time at school:

Parent / Carers: need to support the general attendance of their child and keep the school well informed as possible about any reasons for absence. For children under

the age of 16, their parent/guardian/carer have the legal obligation of ensuring their child attends school under law.

Class Teacher: encourage and stress good attendance and punctuality, accurate register information, follow up notes / liaise with families, discuss targets, keep records, display information and raise attendance awareness.

Senior Leadership: will oversee the whole school policy – report to Directors / liaise with external agencies, work with management team and Directors in setting targets for improvement. Monitor registers and administration procedures, weekly registers, unauthorised absentees - sign in/ out book/ attendance data for DfES and school on the school system.

Both the HMI and the Elton Report (1989) emphasise the responsibility of the Directors to ensure that attendance registers are properly kept and that regular returns of attendance figures are made to the DfES.

Attendance data is reported to SLT termly.

Aims

1. To create a positive environment in which attendance is valued, praised and rewarded.
2. To expect good attendance and punctuality.
3. To monitor and evaluate individual attendance patterns.
4. To be aware of and sensitive to individual needs and respond to them.
5. To facilitate the recording and reporting to the LA and the DfE.

Statement of values

The curriculum and other opportunities available at Springboard are only accessible if the student attends on a regular basis.

It is vital that the school works in partnership with parents, carers, guardians and the student in order to ensure a positive environment that aims to encourage attendance and an active involvement in the educative process. Confidentiality is always respected, unless the safety of the student is compromised.

Promoting good attendance

At school, promoting good attendance is a shared responsibility, and it has a genuine impact on students' lives. Regular attendance supports pupils in achieving academic success, developing socially, and preparing for their future. Every member of staff contributes to building a culture where attending school is valued and encouraged. When students come in every day, they not only keep up with their learning but also strengthen friendships, establish positive routines, and feel a stronger sense of belonging within the school community.

We believe that rewarding good attendance brings pride and joy to our students. At the end of the academic year students receive a bronze, silver or gold (100%) certificate for their attendance. Other rewards could include, end of school year trip, specific resources or sensory toys and any other item that teachers deemed to be appropriate, for example, a video game.

Statistical information

The following points should be considered:

- Attendance is a joint school/ parent responsibility. The school will always attempt to make contact with home on the first day of un-notified absence and will take appropriate action if this is unsuccessful.
- Non-attendance is possible avoidance strategy. Avoidance could be due to
 1. bullying
 2. consequences of actions
 3. sanctions
 4. certain lessons
 5. 'unusual events'
- Non-attendance is possibly habitual.
- Non-attendance is possibly disaffection.
- Non-attendance is possibly a condoned outcome.
- Non-attendance is possibly a sign of neglect.
- The school monitors non-attendance across the age range against a number of criteria.

Attendance assessment

- Identify trends in non-attendance.
- Identify reasons for absence, poor behaviour and lack of progress.
- A note of explanation from the parent must follow non-attendance (or an unjustified mark). If the attendance pattern causes concern, the Headteacher and DSL will discuss next steps (further details under procedures).

Registration

The system for marking registers is as follows:

The register may only be completed by a member of staff and this should be done using **Class Charts** system, under, **Attendance tab**. **If the system is not available a paper register will be used.**

Symbols to denote reason for absence should be used according to this chart.

Register codes

/	Present at the school AM	Authorised	
\	Present at the school PM	Authorised	
#	Planned whole or partial school closure	Authorised	<ul style="list-style-type: none">• days between terms;• half terms;• occasional days (for example, bank holidays);• weekends (where it is required by the management information system);• up to 5 non-educational days;

			<ul style="list-style-type: none"> • use of the whole school as a polling station
-	All should attend/No Mark Recorded		Incomplete Register
B	Attending any other approved educational activity	Authorised	<p>The pupil is attending a place for any other approved educational activity.</p> <p>A comment must be added, for example:</p> <ul style="list-style-type: none"> • Attending courses at college • Attending taster days <p>(Not to be used as dual registration)</p>
C	Leave of absence for exceptional circumstances	Authorised	<p>Leave of absence granted by school.</p> <p>E.G: Funeral, pupil is pregnant, service families.</p>
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised	Paragraph 317 to 320 of Working together to improve school attendance for more information.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised	<p>Part time timetable.</p> <p>There must be an agreement between the school and the parents and written evidence.</p>
D	Dual register at another school	Authorised	Students that attend college.
E	Suspended or permanently excluded and no alternative provision made	Authorised	
G	Holiday not granted by the school	Unauthorised	

I	Illness - Not medical or dental appointment	Authorised	Student is unable to attend due to illness (both physical and mental health related)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised	
K	Attending education provision arranged by the local authority	Authorised	<p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</p> <p>A comment must be added, for example:</p> <ul style="list-style-type: none"> • Home tutoring • College courses
L	Late arrival before the register is closed	Authorised	Only AM, add how many minutes late to the description box and reason why if known.
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised	
N	Reason for absence not yet established	Unauthorised	Follow non-attendance by 9:15 procedure. (Admin staff to be informed)
O	Absent in other or unknown circumstances	Unauthorised	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using

			one of the codes statistically classified as authorised.
P	Participation in a sporting activity	Authorised	
Q	Unable to attend the school because of a lack of access arrangements	Authorised	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so.
R	Religious Observance	Authorised	
S	Leave of absence for the purpose of studying for a public examination	Authorised	
T	Parent travelling for occupational purposes	Authorised	
U	Arrived in school after registration closed	Unauthorised	After 9:30 arrival without unexplained reason. Staff to add how many minutes late after 9:30. (SLT discussion, this goes case by case)
V	Attending an educational visit or trip	Authorised	
W	Attending work experience	Authorised	
X	Non-compulsory school age pupil not required to be in school	Authorised	For students age 16 or older.
Y1	Unable to attend due to transport normally provided not being available	Authorised	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.

			Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.
Y2	Unable to attend due to widespread disruption to travel	Authorised	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Authorised	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Authorised	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.
Y5	Unable to attend as pupil is in criminal justice detention	Authorised	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing • detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	Authorised	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health

			and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), • prohibited by any legislation relating to the incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause	Authorised	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. A comment must be added.
Z	Prospective pupil not on admission register	Authorised	
1*	Internal suspension	Authorised	Only agreed by SLT

Definitions

Authorised absence: students are deemed to have authorised absence if we are given knowledge of illness or a prior reason for absence which is within the definition for authorised absence in the latest Government Circular on the subject. **Staff MUST not assume authorised absence until agreed with Senior Management Team, until then staff should assume the absence is unauthorised.**

Unauthorised absence: The law requires absences not agreed in advance to be unauthorised unless and until a satisfactory explanation is forthcoming. Students are deemed to have unauthorised absence if we know that the child is truanting - i.e. the parent assumes that the child is in school, or if we are given an unacceptable reason for a child's absence.

Although, we understand that parents may want to take their child out of school to attend family holidays, Springboard advises that parents do not do this. The Headteacher will not authorise any holiday requests, the attendance for the student will be marked as **CODE O**.

Daily Procedures

Registers are taken at the beginning of the morning and afternoon sessions in the **Class Charts** system. **If the system is not available a paper register will be used.**

A welcome duty rota has been created where Admin staff and a Pastoral member of staff will wait at the entrance of the school to greet students, parents and/or visitors.

Students **MUST** arrive at school between 8:45 am and 9:00 am.

Welcome duty staff are to complete the morning register on **Class Charts**.

Welcome duty staff are to collate students' phones.

Welcome duty staff are to redirect children directly to their classes and also to monitor which students have not arrived for school.

Welcome duty staff are to inform the main office staff at 9:00am and notify who is yet to arrive.

Welcome duty staff are to inform the main office staff at 9:15am and notify who is yet to arrive. Admin staff will make the calls to the parents/carers of students who are yet to arrive and feedback any important information regarding the absence to the relevant class Teacher/Tas, via Teams or in person.

Teachers/LSAs/HLTAs **DO NOT** have to make calls to parents or chase missing students. This will allow them to start their tutor time promptly.

If a student arrives in the meantime, then this should be communicated immediately either by Teams, in person or phone call to SLT/Admin. (Emails may not be picked up immediately). SLT will inform staff if attendance codes should be changed.

The students that arrive between 9:00am and 9:30am should be marked as "late" and in the text box staff should state the number of minutes, and if possible the reason as to why they are late.

The register is closed at 9.30 and those who arrive later are marked **CODE U (Arrived in school after registration closed)** and a reason is asked for, unless we have prior notice of the lateness - e.g., Dental or doctors' appointment etc.

If a student does not arrive in the meantime, *CODE N (Reason for absence not yet established)* is to be used in the register until school has contacted the parent/carer/guardian.

For a variety of reasons, some students may follow a part-time timetable, which often results in a later start to their school day. In such cases, the absence will be recorded as **C2** (*Leave of absence for a compulsory school-age pupil on a part-time timetable*), with the expected arrival time noted in the description box. If the student fails to arrive at the specified time, the Admin staff will update the record with the appropriate code.

If a student arrives but walks away from school premises, register should not be completed, welcome duty staff to attempt to ascertain a reason from the student, remind them to come back to school, also inform the main office staff who will make a decision on the next steps.

If a student absconds before arriving into school premises, register must not be completed, welcome duty staff to inform the main office, if possible staff to follow the student and request for further support. Main office will make a decision on the next steps. If the students go missing, staff must follow **Missing Person Procedure**.

Teachers are required to complete the afternoon registers from 1:00pm to 1:30pm. If students arrived late, teachers are to add how many minutes students were late, and inform the Senior Leadership team.

If a parent informs the school of an upcoming appointment for their child, it can be entered into the register in advance. Parents and carers are encouraged to notify the school as early as possible via email, phone call, or a verbal message.

From time-to-time letters are sent to all parents reminding them of the importance of regular attendance.

Although Senior Leadership Team understand that mistakes can be made, staff should not make any permanent code changes. Code changes must be approved by the Senior Leadership Team.

For students younger than 16, if they fail to arrive at school and the Safeguarding team or Admin staff are unable to establish contact with parents, emergency contacts, or the taxi company within 30 minutes, the school will arrange a home welfare check or request police or social services assistance.

In the case of students aged 16 and 17, the safeguarding team will consider previous safeguarding concerns before determining if a welfare check is needed.

When students are 18 or older, the safeguarding team will decide whether completing a home visit is both necessary and proportionate.

Procedure of persistent non-attendance

Senior management team holds a weekly behaviour and attendance meeting to identify students and families who need extra support to improve attendance. Information regarding attendance will be shared with the safeguarding team and other relevant members of staff.

Contact made to home by School Admin/Safeguarding Team to ascertain reasons for non-attendance.

Where persistent absence is identified, the Headteacher will assess each case individually to determine the reasons for non-attendance. Based on this assessment, the following actions may be taken:

A letter may be sent home to inform parents/carers/guardians of concerns regarding their child's declining attendance and to remind them of the importance of regular attendance.

A meeting may be arranged with parents, carers, and relevant school staff to explore the underlying issues and agree on strategies to support improved attendance. Where suitable, the student may also be involved in these discussions.

The student may be placed on an Attendance Improvement Plan. During this period (typically lasting 10 weeks), attendance will be closely monitored. Any absences not supported by medical evidence may be recorded as unauthorised. If necessary, the Local Education Authority (LEA) will be notified at this stage.

If there is no significant improvement, the safeguarding team may initiate appropriate referrals to Social Services to ensure the student's wellbeing and to address potential underlying concerns.

In the most serious cases, and where all other interventions have been unsuccessful, the LEA may proceed with issuing fines for continued non-attendance.

Legal implications can be negative therefore it is preferable to foster positive home / school links to find areas of interest to motivate the student into a positive attitude towards the school curriculum.

Where appropriate, tailored re-integration program will be developed for students returning after a prolonged period of absence. As part of this support, a part-time timetable may be implemented as a transitional strategy, helping the student gradually re-establish a routine in a way that promotes a sense of security and readiness to engage in learning. The school will require evidence of these type of agreements.

School understands that parents may have difficulties in assisting the improvement of their child's attendance e.g. transport problems. All necessary help should be offered to gain a more positive attendance record.

If non-attendance (Springboard has an expectation of a minimum of 85% attendance) remains persistent the local authority needs to be made aware of the situation.

Regular lateness will also be followed up.

Home visit by staff to assess the situation, discuss any problems and help come to a positive solution.

Link to other policies

[Anti-Bullying Policy](#)

[Child Protection and Safeguarding Policy](#)

[Behaviour Policy](#)

[Missing Person Procedure](#)

[Positive behaviour support and Physical intervention Policy](#)

[Discipline and exclusion Policy](#)

[Education and Welfare Policy](#)

[Health & Safety Policy and Procedure](#)

[Student mobile phone Policy](#)