



The Holt School Attendance Policy

April 2019

Version	DATE	DESCRIPTION
1	February 2017	Policy review
2	November 2017	Policy review
3	September 2018	New guidance received on Keeping Children Safe in Education. Policy revised to include CME appendix
4	April 2019	Changes to pg8 – Part time timetable & appendix 3 added – Part time timetable plan

Reviewed	April 2019
Responsibility	Mrs Katie Vaughan
Committee	Strategic Planning Committee
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The Holt School's Attendance Policy is based upon the requirements contained within the following:

- **The Education Act 1996**
- **The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013**
- **The Education (Penalty Notices) (England) Regulations 2007, as amended by The Education (Penalty Notices) (England) (Amendment) Regulations 2012 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013**
- **Department for Education Guidance as from time to time issued in respect of school attendance matters**

1 Introduction

- 1.1 The Education Act 1996 requires parents /carers to ensure their child receives an efficient full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.
- 1.2 Under section 444(1) of the Education Act 1996, if a child “fails to attend regularly” at the school where he/she is registered, his/her parent is guilty of an offence. The Supreme Court has determined that “regularly” in this context means that which is ***“in accordance with the rules prescribed by the school”*** *Isle of Wight Council v Platt* 6 April 2017.

2 The Holt's Commitment to Attendance

- 2.1 As a school, The Holt recognises the clear connection between regular attendance and achievement and will therefore work in partnership with parents/carers, The Holt's governing body and the Wokingham Local Authority to ensure that students achieve maximum possible attendance by:
- 2.1.1 ensuring Registers are taken promptly at 8.40am and again at 2.30pm at the start of the afternoon session;
 - 2.1.2 contacting parents/carers when a student has failed to arrive at school and where no message explaining absence has been received by 11.30am;
 - 2.1.3 telephoning or sending a written request to parents/carers where a student's absence is unexplained (see section 4 entitled Authorised and Unauthorised Absences below);
 - 2.1.4 providing parents/carers with their child's percentage attendance at regular intervals through reviews home (attendance is also available to parents on Frog);
 - 2.1.5 working with parents/carers when there are concerns over a student's lack of regular attendance;
 - 2.1.6 notifying the Education Welfare Service when, in accordance with this Policy, a student's attendance causes concern; and
 - 2.1.7 making a formal referral to the Education Welfare Service when absences persist.

3 Attendance Rules

3.1 The Holt expects that all students will:

- 3.1.1 attend school every day for the entire duration of the academic year unless there are good reasons for their absence (see section 4 entitled Authorised and Unauthorised Absences below);
- 3.1.2 arrive at school to be in form room for 8.40am (see section 8 entitled Punctuality/Lateness below);
- 3.1.3 be appropriately prepared for the day; and
- 3.1.4 bring to the attention of their form tutor, Head of Year or Student Support any issues that may affect their school attendance.

3.2 The Holt expects that all parents/carers will:

- 3.2.1 ensure they are fully aware of the school's attendance policy and their legal responsibilities with regard to their child's education;
- 3.2.2 ensure they are aware of the school term dates, INSET days and other important dates which are published on the school's website and take note of these when planning holidays and family events;
- 3.2.3 encourage their child to attend school every day throughout the academic year;
- 3.2.4 ensure their child arrives in time to be in registration at 8.40am prepared for the school day;
- 3.2.5 email absence@holt.wokingham.sch.uk or telephone the school each day if their child is unable to attend due to illness or any other unavoidable circumstance stating, if the absence is only for part of the day, the time of leaving and the expected return time;
- 3.2.6 avoid, where possible, making medical, dental or other appointments during the school day;
- 3.2.7 notify school of any issues that may affect their child's attendance;
- 3.2.8 advise school immediately of any changes to contact details; and
- 3.2.9 inform the Co-Headteachers, where possible, at least a month in advance of any planned absence to request that the absence be authorised.

4 Authorised and Unauthorised Absence

4.1 Authorised absence is when The Holt:

- 4.1.1 accepts the explanation for the absence offered as satisfactory justification for the absence; or
- 4.1.2 has given approval for the absence in advance.

4.2 Unauthorised absence is when The Holt:

- 4.2.1 does not accepted an explanation for the absence as being reasonable justification for the absence; or
- 4.2.2 when no explanation for the absence has been provided; or
- 4.2.3 when the Co-Headteachers (or someone authorised on their behalf) have not approved a request for leave of absence.

5 Notifying School of Absence and Applying for a Leave of Absence

- 5.1 In accordance with section 3.2.5 above, parents/carers are expected to email absence@holt.wokingham.sch.uk or telephone the school each day if their child is unable to attend due to illness or any other unavoidable circumstance or unplanned absence.
- 5.2 If a parent/carer wishes to apply for a leave of absence for a student, in accordance with section 3.2.9 above, they must email the Co-Headteachers using holtschool@holt.wokingham.sch.uk at least one month in advance of the proposed absence. The Co-Headteachers (or someone authorised to do so on their behalf) will consider the application and will decide in accordance with the guidelines set out in section 6 below as to whether or not the application can be granted. The Holt will endeavour to respond within 5 working days to the parent/s or carer/s who submitted the application whether or not the leave of absence has been authorised.

6 When Will Absence Be Authorised?

- 6.1 At The Holt School we believe term time absences should be actively discouraged. Our purpose is to ensure students achieve their full potential and there is a clear link between poor attendance and underachievement. However, we also recognise that there may be occasions when a parent/carer considers there are extenuating or compassionate reasons for such absence. As outlined in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, the Co-Headteachers can only grant leave of absence if the circumstances are considered, at the Co-Headteachers' (or someone authorised to act on the Co-Headteachers' behalf's) absolute discretion, to be 'exceptional', in which case the student's absence will be authorised.
- 6.2 Examples of authorised absence are for approved educational activities with a recognised organisation, participation in national or international sporting events, external examinations, to attend the funeral of a close family member, or for religious observance of the faith to which her parents/carers belong.

6.3 In the case of long term or frequent absences due to illness or a medical condition, supporting medical evidence may be requested. This evidence could be in the form of a date stamped compliment slip from a doctor's surgery or a copy of a prescription. The school is not asking any parent to incur a charge for such information and will not be liable for any cost incurred in obtaining it. If medical evidence is not received or the evidence received is, in the Co-Headteachers' (or someone authorised to act on the Co-Headteachers' behalf) view, insufficient to justify the student's absence, then it is at the discretion of the Co-Headteachers (or the person who is authorised to act on their behalf's) discretion to declare the absence as unauthorised.

7 What if Absence is not Authorised?

7.1 The Holt collects attendance and absence data daily and weekly from the Registers. This information is forwarded to the Local Authority and the Department for Education. This collecting of data also enables The Holt to identify those students whose attendance is giving cause for concern.

7.2 Should a student's attendance give cause for concern, their Head of Year or the Attendance Lead will write to the student's parent or carer to make them aware of the concern. If the student's attendance does not show an improvement, the student's parent/carer will be invited to attend a meeting with Head of Year and/or Attendance Lead to agree an Attendance Action Plan.

7.3 If the student's Attendance Action Plan fails to bring about the required improvement in attendance, in accordance with section 2.1.7 above, The Holt will consider making a formal referral to the Education Welfare Service.

7.4 The Holt will also consider making a formal referral to the Education Welfare Service if a leave of absence request is refused, but the student fails to attend school regardless.

7.5 The Education Welfare Service works to support schools, parents and students to promote and ensure good school attendance and punctuality. The Service also has a statutory responsibility to pursue non-school attendance and persistent lateness.

7.6 When a student is referred to the Education Welfare Service there are various actions that can be taken to address attendance concerns.

7.6.1 The Fast Track Intervention may be offered as an early intervention measure designed to ensure that appropriate action is taken to address school attendance

concerns. Fast Track involves engaging parents and identifying what improvements and actions need to be achieved over a fixed time frame (usually 8 or 12 weeks).

7.6.2 In certain circumstances, and in accordance with Wokingham Borough Council's Code of Conduct, Penalty Notices may be used to bring about an improvement in a student's attendance. The amount payable on issue of a Penalty Notice is £60 per parent/carer, per child if paid within 21 days of receipt of the Notice, rising to £120 if paid between 22 and 28 days. (These figures were correct as of 1 September 2017.)

7.6.3 Parents and carers have a legal responsibility for ensuring their child attends school regularly. Where a parent fails in this responsibility and no improvement is brought about within the specified time frame, legal proceedings may be initiated in the Magistrates' Court for failure to ensure their child's regular attendance at school contrary to Section 444 of the Education Act 1996. Similarly, if a Penalty Notice remains unpaid after 28 days, the matter may result in each parent/carer being liable for prosecution in the Magistrates Court.

7.7 If a student is not in school for 20 consecutive school days The Holt will remove the student's name from the school roll. Parents/carers will then have to re-apply for a place at the school on the student's return and there is no guarantee that a space will be available.

8 Punctuality/Lateness

8.1 It is crucial that students arrive at school on time for registration at the beginning of the day. Lateness into school causes disruption to that individual's learning and to that of other students in the class. It is paramount therefore that all students arrive at school on time.

8.2 Registration takes place at 8.40am and students who arrive after that time will be recorded as late to school.

8.3 Registers close at 9.30am and after this lateness is recorded as an unauthorised absence.

8.4 In accordance with sections 2 and 7 above, persistent lateness by a student will initially be followed up by school staff and, if not resolved, will be referred to the Education Welfare Service.

9 Students Leaving During the School Day

9.1 Students are not allowed to leave the premises without prior permission from the school.

9.2 In accordance with section 3.2.5 above, parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected return time. In

accordance with section 3.2.6 above, where possible, parents/carers should arrange medical, dental and other appointments outside of school time unless it is an emergency.

9.3 When a student is collected from school, parents/carers are requested to report to Student Support before the student is allowed to leave the site. Students must be signed out at Student Support on leaving the school and signed back in on their return.

9.4 If a student leaves the school site without permission, their parents/carers will be contacted. Should The Holt be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the student as a missing person or contact Social Services.

10 Changing Schools

10.1 It is important that if parents/carers decide to send their child to a different school that they inform The Holt in writing as soon as possible. A student will not be removed from The Holt's roll until the following information has been received and investigated:

- the date the student will be leaving the school and starting the next;
- the address of the new school; and
- a new home address if appropriate is supplied.

10.2 The student's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service and after four weeks the student will be registered on the S2S website as a Student Missing Education.

11 Elective Home Education

11.1 Parents/carers have a duty to ensure that their child receives a suitable full time education either by regular attendance at school or otherwise. The law allows parents/carers to choose to educate children at home instead of sending them to school. This is known as Elective Home Education.

11.2 Should parents/carers wish to follow this route then this needs to be put in writing to the Co-Headteachers with a request that their child is removed from the school roll. School will then inform the Education Welfare Service and arrangements will be made to monitor the education put in place at home.

12 Part-Time Timetable

In very exceptional circumstances, there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a six week time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.

In these circumstances, the school is able to set different session times for that student for the duration of the six week period. The student must sign-in at student support and can then be marked as present as long as they arrive within a 15 minute period of the agreed session start time.

The part-time timetable must have written agreement from the parent / carer.

In line with Wokingham EWS recommendations, the school will complete a Part-time Timetable Plan (see Appendix 3) and a risk assessment taken to ensure there is appropriate safe-guarding during school hours.

13 Attendance Process

13.1 The procedures adopted by The Holt School to monitor and encourage attendance are set out in the Appendix to this Policy. They are in line with the Department for Education guidance entitled 'children missing education 2016'.

13.2 The Holt School's daily attendance routine is set out in the first section of the Appendix to this Policy and the Risk Assessment conducted where it is judged that a pupil is at risk of harm is set out in the second section of the Appendix.

14 Sharing Information with the Local Authority

14.1 The school will notify the local authority if a pupil's name is to be removed from the admission register under the grounds set out in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, at a non-standard transition point.

14.2 Within 5 days of a pupil's name being removed from the admission register at a non-standard transition point, the school will provide the local authority with the pupil's details including their name; the name of their parent/carer; their telephone number; the name and address of the parent/carer the pupil will be living with; the name of the destination school; the pupil's start date at the destination school and the ground under Regulation 8 pursuant to which the pupil's name is to be removed from the admission register.

15 Governors

15.1 It is the Governors' legal responsibility to monitor and evaluate attendance at The Holt. As a consequence attendance figures are presented to the Governing Body on a termly basis.

15.2 The Chair of Governors has specific responsibility for overseeing attendance matters at The Holt.

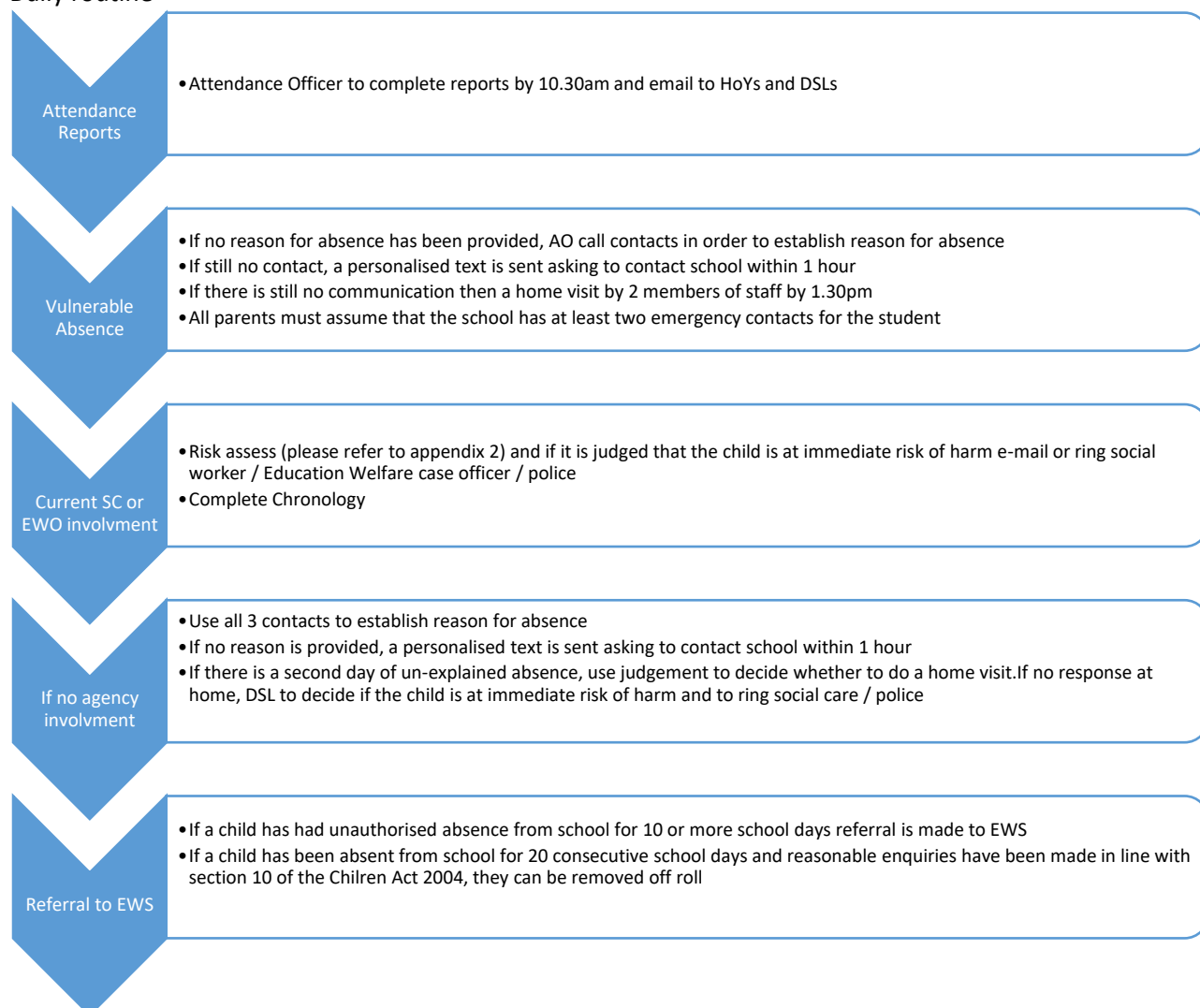
Appendix 1

Children Missing Education

The procedures adopted by The Holt are in line with DfE guidance: Children missing education 2016

<https://www.gov.uk/government/publications/children-missing-education>

Daily routine



Appendix 2

School Risk Assessment

Criteria	Risk	Action
Is there a good reason to believe the child may be a victim of a crime?		Inform police or social care immediately
Does the child have a formal CP plan?		
Is the child a LAC?		
Is there current LA involvement?		
Is there a person present within the home who poses a risk to the child?		
Is the child at risk of CSE		
Has there been past LA involvement?		Give consideration to the vulnerability to the child and after risk assessment inform one of the following: <ul style="list-style-type: none"> ○ Police ○ Social Care ○ LADO ○ EWS ○ School nurse ○ Other relevant agency
Are there religious or cultural reasons the child may be at risk e.g. FGM or forced marriage		
Is there a history of DV?		
Are there concerns about the parents / carers ability to protect the child from harm?		
Was there any significant incident prior to the child's unexplained absence?		
Has the child been a victim of bullying?		
Does the child have an ongoing medical need?		
Does the child have a mental health need?		
Has the child gone missing with their family		
Have the parents been subject to proceedings in relation to attendance?		
Is there a history of poor attendance?		
Has there been any change in the family's financial circumstances?		
Age of the child		

Part Time Timetable Plan



**WOKINGHAM
BOROUGH COUNCIL**

This document should be

used in conjunction with Wokingham Borough Council's 'Guidance for maintained schools, academies and free schools on the use of part-time timetables' 2018.

'Wokingham Borough Council is committed to children's right to a full-time education and recognises that the use of a part-time timetable, for a short period of time, is an exceptional measure in any Wokingham school.'

It is important to highlight that there is no statutory basis upon which to establish a part-time timetable, however in exceptional circumstances, there may be a need for a temporary part-time attendance plan to meet a pupil's individual needs. In such cases it is expected that input from appropriate professionals has been sought and a clear plan agreed to support the pupil to return to full-time attendance.

Schools have a safeguarding responsibility for all pupils on their roll and should therefore be aware that even with parental/carer agreement, they remain responsible for the safeguarding and welfare of any pupil off-site during school hours.'

1. Part Time Timetable Plan for:

Young person's name:	
DOB	
UPN	
EHC/SEN Status	
Named person responsible for the plan within school	

2. Reasons for Part Time Timetable (Select one of the following):

Reason	Details
As part of a Pastoral Support Plan or Individual Learning Plan; (maximum of one term from start date, this document to be attached to PSP/PLP.).	
As part of an individual Healthcare or Medical Plan; (attach evidence from GP or Consultant – for more information see https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school)	
As part of a reintegration plan related to exclusion, non-attendance or school refusal; (no longer than six weeks).	

Agencies consulted (please select and add details):

Agency	Details
EPS	
EWS	
IEHS	
Foundry College	
ASSIST	
CAMHS	
YOS	
Other please specify:	

Please complete this statement:

Following consultation a Part Time Timetable plan would be in the pupil's best interests rather than Alternative Provision as it better meet the pupil's current needs because.....

Provision and Review:

Total hours per week in school or off-site supervised education activity (<i>Attach Timetable</i>):		
Planned start date of reduced timetable:		
Planned review dates: (within 2 weeks of the start date)	First Review	
	Second Review	
	Third Review	
	Fourth Review	
	Fifth Review	
Planned end date when the pupil will return to full-time provision (within 6 weeks of start)		

5. Risk Assessment - The school must carry out a thorough risk assessment before implementation and this should be recorded.

IDENTIFICATION OF RISK <i>(Please use a separate sheet for each risk)</i>									
Describe the concerning behaviour and risks posed: Click here to enter text.									
Has this been observed or reported?		Click here to enter text.		Who is placed at risk?		Click here to enter text.			
ASSESSMENT OF RISK				RISK REDUCTION					
What time of the day is the risk likely to occur?		Click here to enter text.		Proactive interventions to reduce/prevent risk <i>including any staff training needs identified and/or skill teaching required for CYP</i>		Click here to enter text.			
How likely is it that the risk will arise? <i>(please circle)</i>		Very likely	Likely				Unlikely		
If the risk arises who is likely to be injured/hurt?		Click here to enter text.		Early interventions to de-escalate/manage risk: <i>Identify exactly what an adult will immediately do if the risk is observed. Identify exactly what an adult will do if the risk is reported to them by a child</i>		Click here to enter text.			
Describe known triggers		Click here to enter text.							
What problem is the behaviour trying to solve?		Click here to enter text.		Additional interventions to respond to situations that have escalated further <i>The priority should be to ensure the safety of all concerned</i>		Click here to enter text.			
In which situation does the risk usually occur?		Click here to enter text.							
Initial RAG rating <i>(please circle)</i>		Red <i>(Significant)</i>	Amber <i>(Moderate)</i>	Green <i>(Low)</i>	Revised RAG rating <i>(please circle)</i>		Red <i>(Significant)</i>	Amber <i>(Moderate)</i>	Green <i>(Low)</i>

REVIEW OF RISK ASSESSMENT PLAN (WK 2) <i>(Contributions should be sought from all affected parties, including the voice of the child)</i>			Date Click here to enter a date.	Those present <i>(names and roles)</i>	Click here to enter text.	
Evaluation of effectiveness or risk reduction measures set out in section 3) above <i>Have the risks/behaviours reduced in frequency/intensity duration?</i> <i>What has/has not worked and why?</i> <i>Have any identified training/skills needs been met?</i>						
Proactive interventions used to reduce/prevent risk		Click here to enter text.				
Early interventions used to de-escalate/manage risk		Click here to enter text.				
Additional interventions used to respond to situations that have escalated further		Click here to enter text.				
Review of RAG rating <i>(please circle)</i>			Have any new behaviours/risks been identified?	Choose an item. <i>(If so, the risk assessment process should be repeated)</i>	Does the Risk Assessment need to continue?	Choose an item.
Red (Significant)	Amber (Moderate)	Green (Low)				
Headteacher signature			Parent/Guardian signature			

REVIEW OF RISK ASSESSMENT PLAN (WK 4) <i>(Contributions should be sought from all affected parties, including the voice of the child)</i>			Date	Those present <i>(names and roles)</i>	Click here to enter text.	
			Click here to enter a date.			
Evaluation of effectiveness or risk reduction measures set out in section 3) above <i>Have the risks/behaviours reduced in frequency/intensity duration?</i> <i>What has/has not worked and why?</i> <i>Have any identified training/skills needs been met?</i>						
Proactive interventions used to reduce/prevent risk			Click here to enter text.			
Early interventions used to de-escalate/manage risk			Click here to enter text.			
Additional interventions used to respond to situations that have escalated further			Click here to enter text.			
Review of RAG rating <i>(please circle)</i>			Have any new behaviours/risks been identified?	Choose an item. <i>(If so, the risk assessment process should be repeated)</i>	Does the Risk Assessment need to continue?	Choose an item.
Red (Significant)	Amber (Moderate)	Green (Low)				
Headteacher signature			Parent/Guardian signature			

REVIEW OF RISK ASSESSMENT PLAN (WK 6) <i>(Contributions should be sought from all affected parties, including the voice of the child)</i>			Date Click here to enter a date.	Those present <i>(names and roles)</i>	Click here to enter text.	
Evaluation of effectiveness or risk reduction measures set out in section 3) above <i>Have the risks/behaviours reduced in frequency/intensity duration? What has/has not worked and why? Have any identified training/skills needs been met?</i>						
Proactive interventions used to reduce/prevent risk			Click here to enter text.			
Early interventions used to de-escalate/manage risk			Click here to enter text.			
Additional interventions used to respond to situations that have escalated further			Click here to enter text.			
Review of RAG rating <i>(please circle)</i>			Have any new behaviours/risks been identified?	Choose an item. <i>(If so, the risk assessment process should be repeated)</i>	Does the Risk Assessment need to continue?	Choose an item.
Red (Significant)	Amber (Moderate)	Green (Low)				
Headteacher signature			Parent/Guardian signature			

Meeting: This must include the parent and all professionals currently working with the pupil / family. In addition, if the pupil is a CiC, a representative of the Virtual School must be present. If the pupil is a CIN or subject to a CP plan Social Care must be consulted as should the SEN Team if the pupil has a Statement of SEN / Education Health and Care Plan.

Parent/Carer agreement

<i>A reduced timetable can only proceed with parents' signed consent to the plan and cannot be enforced by a school or insisted upon under threat of exclusion.</i>	
Parent/carers agreement to this plan (<i>Original must be signed</i>):	
Headteacher:	
Date:	