

Policy/Procedure Name:	School Attendance and Punctuality Policy & Procedure
Policy/Procedure Number:	SMT044
Date of Approval:	10 <sup>th</sup> December 2012
Effective Date:	December 2012
Revised Date:	October 2024
Review by Date:	October 2025
Policy/Procedure Author:	Head of School
Policy/Procedure Owner:	Principal
Management Committee Approved By:	Senior Management Team
Governor Committee (where appropriate) Approved By:	Not Applicable
For Action By:	All School Staff, School Students, Parents and Carers
For Information to:	Not Applicable

## **Aim**

Treloar's is committed to providing a full and effective educational experience for all students. We believe that if students are to benefit from education, good attendance is crucial although we acknowledge that attendance of our students is often greatly affected by their complex medical needs.

We aim to do all that we can to ensure maximum attendance for all students. Any problems that affect attendance will be identified and addressed as appropriate to that student.

It is the policy of Treloar's to celebrate achievement and attendance is one of the critical factors in this. We recognise that students, parents and all staff have a role to play and that there is a need to establish effective communication whenever there is concern about attendance.

## **Key Objectives:**

- To encourage good attendance and punctuality.
- To ensure that parents / carers / residential staff are aware of attendance / punctuality concerns.
- To work with the multidisciplinary team and other appropriate agencies to support good attendance & punctuality.
- To record and monitor attendance and absenteeism and apply appropriate strategies to manage these.
- To ensure a personalised but fair approach throughout the school.
- To improve attainment and achievement of students through improved levels of attendance and punctuality.

## **1. Duty of Treloar's and Parents**

The Education Act 1996 requires parents/carers to ensure their children receive effective, full-time education, either by regular attendance at school/college or otherwise. [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#) guidance supports all stakeholders to ensure students access as much education as possible.

## 2. Principles

- Parents/carers are legally responsible for ensuring that their children/young person attends school. Whilst resident at Treloar's the staff act in loco parentis.
- Staff and parents/carers/residential staff should ensure that students arrive at school ready to learn.
- Staff will routinely monitor student attendance and punctuality and report any concerns.

## 3. Statutory Attendance Responsibilities

- **Treloar's will:**
  - Record and monitor attendance and absence.
  - Use electronic registration system to record and monitor attendance during the school day to ensure the safety and welfare of all students. Each student's attendance will be logged in accordance to the table in appendix 1 and Databridge – see appendix 2.
  - Record and monitor the punctuality of all students and follow up where necessary.
  - Maintain strong home-school liaison to inform and support parents regarding attendance.
  - Work closely with appropriate agencies and services where there are concerns regarding attendance.
  - Help to investigate, identify and resolve any issues which prevent full attendance at School.
  - Report any student who is absent from School for two weeks or more to the local authority.
  - Provide an appropriate and bespoke remote learning offer when students are unable to attend.
- **Parents / carers/ residential staff should:**
  - Ensure their children/young person arrives ready to learn to school with the correct equipment (which supports access to learning, particularly communication aids) for the start of term / start of the day.

- Be aware that any person who has the care of a child/young person or who has parental responsibility is responsible for ensuring good attendance.

#### **4. Reporting Absences**

It is the responsibility of the parent/carer-/residential staff to inform Treloar's of the reason for a student's absence by 9.00 a.m. on the day of absence.

In the case of long term absence e.g. illness or surgery recovery the school should be notified so that teachers and the wider MDT can put in place an appropriate remote learning offer for the student. .

Teaching staff will report an un-authorized student absence to the school office at the start of the school day and after lunch. . Internal extension 6499 or 3402 can be used to undertake this.

Where pupils are absent without a valid reason, we will make efforts to contact the primary carer, and other contacts listed on Databridge to ascertain a reason for absence. If welfare concerns arise either as a result of the explanation, or a lack of contact/explanation, then these may be escalated in the best interests of the student.

#### **Methods of Reporting Absences**

In any case of absence, parents/carers/residential staff should contact the school by the following method:

- By phone to the school office before the lesson begins:
  - 01420 547400 ext6499 – external calls, Ext6499 – internally
  - 01420 547402 Direct line or ext. 3402 internally (A message may be left on the answer machine)
- Or email the School Office on [schooloffice@treloar.org.uk](mailto:schooloffice@treloar.org.uk)

#### **6. Students attending other Schools or Colleges**

The student's attendance at another provider needs to be recorded on both Treloar MIS and at the other placements

Parents/carers need to ensure they follow the alternative School or Colleges policy on absence, as well as Treloar's on the relevant days.

## 7. Authorised Absence

### Reasons for Absence

Be aware that absence from the school will only be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments
- Days of religious observance
- Exceptional circumstances, such as bereavement or marriage of immediate family member
- Seeing a parent who is on leave from the armed forces
- External examinations

### Family request for absence during Term Time

As part of the [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) holidays during term time are not supported. However, Treloar does recognise that due to the complex nature of our students there may be exceptional circumstances where this is unavoidable / best interests of our students. Family submits a request for day / holiday using the attached form (Appendix ) to the Head of School. This will be reviewed in School managers

Holiday absences will **not** usually be authorised in the following circumstances:

- The holiday is within the first 3 weeks of any term.
- The student has planned examinations.
- The student's attendance is giving cause for concern and there is no underlying medical problem affecting this.
- If all those with parental responsibility are not in agreement about the proposed holiday
- The holiday period exceeds 10 school days

In particularly exceptional circumstances a parent/carer can apply for a holiday of longer than 10 days. In this situation the Principal will decide if this can be authorised.

If a parent/carer is refused a holiday request and the student is still taken out of school by the parent/carer, the funding body will be notified and the absence will be deemed unauthorised.

## **Important Information**

The request must be for a 'holiday' not for events or shopping trips. Holidays are only authorised in exceptional circumstances. The Head of School will make final decisions on all Holiday Absence Requests.

## **8. Truancy**

It is the legal responsibility of parents/carers/residential staff to ensure the student attends all lessons as required. Parents/carers will be informed by the Head of School if the student has been identified as truanting from the school.

## **9. Recording attendance on the Residential Houses**

Those students who are contracted to be either weekly or termly boarders must have their attendance on the Residential Houses recorded on Databridge. Respite attendance should also be recorded.

Residential Administrators are required to record overnight attendance and any weekend attendance. See appendix 3 on how to do record this information.

## **10. When Attendance causes concern**

- Weekly attendance report is reviewed by the School Managers
- Any student whose attendance is under the national SEN school recommended level is highlighted on the bi-weekly attendance report
- Reasons for non-attendance are identified by School Managers
- Agreed actions are then put in place to address any attendance and punctuality concerns in partnership with parents/carers

## **11. Punctuality**

It is the responsibility of parents/carers to ensure their child/young person attends full time education and arrives at school on time (as appropriate) and ready to learn. Punctuality is monitored by the school, and parents will be contacted if their child/young person is not arriving to school on time. This includes if a child is being transported to School by Local Authority transportation. Persistent cases will be referred to the funding agency for that student.

## **12. Staff Responsibilities of Managing and Monitoring Attendance and Punctuality**

This requires a whole organisational approach. Every member of staff at Treloar's has their role to play in ensuring students regularly attend and are punctual to all their lessons.

Staff have a responsibility to support and remind students to be on time to class.

Many students will carry around their timetables, so if you see a student in a corridor, please check to see if they should be in class and if required support them in getting to class as soon as possible.

School timetables for all students available on Databridge. So if you are unsure if a student should be in a lesson, please check or ask someone in the school office to check for you.

### **13. Staff Responsibilities of Managing and Monitoring Attendance and Punctuality**

#### ***Form Teachers***

- Form teachers/teachers must send a cause for concern email to the Head of School if a student is absent/late to you class three times in a row or shows a pattern of absence/lateness.
- You may need to have discussions with students about any lateness to their lessons (as appropriate to their needs) and identify the cause of their lateness.
- Form teachers can access attendance and punctuality data for their students via Databridge. If you would like a quick demonstration of how to access this information for your tutees, please contact Tech Hub
- If a student's attendance is **below 85%** the Form Teacher must raise this as a concern with the Head of School, who will discuss this at the bi- weekly School Managers meeting. ***Residential Staff***
- Residential staff need to be aware students' timetables and support students in getting to the right place and the right time.
- If a student is going to be late for a class, residential staff need to contact the relevant teacher/tutor to inform them that the student will be late, the reason why and their estimated time of arrival.
- Any absence from class should be reported to the school office and the form teacher.
- Record overnight week day and any weekend attendance of weekly and termly boarders, along with any respite attendance.

#### ***Clinical Services Staff***

- Clinical staff need to ensure teachers/tutors are made fully aware in advance of any pre-planned appointments, which will make students absent or late to any of their classes.
- Appointments during class time should be kept to a minimum and every effort made to arrange these outside of the student's normal class timetable.
- If a student is required to attend an emergency appointment, clinical services staff need to advise the student's form teacher as soon as possible.

### **School and College Office and Technology Department.**

- Produce Daily attendance report for Head of School
- Produce weekly attendance report for Head School
- Produce monthly school attendance information for the monthly data report.
- Provide adhoc reports on attendance and punctuality on the request of form teachers or senior managers.

### **Senior Managers**

- The attendance and punctuality data for the school is presented within the monthly data report, which is available for all staff and managers to view on the *Y drive/Staff/General/Quality/Monthly data reports*.
- Headline attendance data is recorded on the termly student monitoring tracker which is reviewed by the senior management MDT.
- The Senior Management Team will review student attendance and punctuality on a monthly basis as part of the review of the monthly Quality Manager's Report
- They will investigate any concerns raised and ensure appropriate improvement actions is addressed and reported on within the Quality Improvement Plan.

<b>Policy/Procedure Communication and Implementation</b>		
<b>Action Plan</b> - Amend and add to as appropriate		
	<b>Action</b>	<b>Responsibility</b>
1	Ensure that all new employees, staff and volunteers are made aware of the policy, understand it, and know where to access a copy and where to access the related procedures.	Senior Management Team
2	Ensure that all managers, employees and volunteers of Treloar Trust have access to the related procedures.	All Managers
3	Ensure that all new employees, staff and volunteers know their responsibilities, and receive training in carrying these out.	All Managers

#### **Further sources of information: -**

Hampshire County Council Exclusion Policy

<http://www3.hants.gov.uk/education/parents-info/education-exclusions/exclusions-full-guide.htm>

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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## IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

## Appendix 1

### Table of Register codes

#### Attendance code updates September 2024

Attendance codes for School Teachers to use:

CODE	DESCRIPTION
/	AM Present
\	PM Present
I	Illness (not appointment)
M	Medical / Dental appointments
N	No Reason yet provided for absence
R	Religious observance

#### Attending a place other than school (Authorised)

K	Attending an approved educational provision arranged by LA
V	Attending an education visit or trip
P	Participating in a sporting activity
W	Attending Work Experience
B	Attending an approved education activity

#### Absent

L	Late arrival before register is closed
U	Late arrival after register is closed but before session ends
N	Reason for absence not yet established – School office to follow by 10am

#### Absences

C1	Leave of absence to undertake employment
C2	Leave of absence for compulsory school age subject to a part time timetable
C	Leave of absence for exceptional circumstances
M	Attending a medical or dental appointment
J1	Attending an interview or admission to another educational institution
S	Leave of absence for the purpose of studying for a public exam
X	Non-compulsory school age
D	Dual registered at another school
T	Parent travelling for occupational purposes
R	Religious observance (if parents request more than one day this would be C)
I	Illness
E	Suspended or permanently excluded

**Absent – unable to attend school because of unavoidable cause**

Q	unable to attend Lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	unable to attend Widespread disruption to travel (caused by a local, national or international emergency)
Y3	unable to attend Part of the school premises being closed
Y4	unable to attend Whole school site being unexpectedly closed i.e. weather
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other avoidable cause – must affect the pupil not the parent

**Absent – unauthorised**

G	Absence for a holiday not granted
O	Absence is either not given or school not satisfied that it meets the other criteria

**Administrative codes**

Z	Prospective student not in admission register	This code is not collected
#	Planned whole school closures (Weekends/ half terms	This code is not collected

## Appendix 2- Request for absence from Treloar School

This form must be completed when requesting any absence from school education core hours:

**Primary:** Monday to Friday 9am – 3.30pm.

**Secondary/Sixth Form:** Monday to Thursday 9am – 4pm and Friday 9am – 3:30pm

This should be completed at least 14 days before the absence is due to begin.

Regular attendance at school is very important. We will always try to work flexibly for the benefit of our students and understand they have many appointments they are required to attend. However other reasons for absence such as holidays or trips will be at the discretion of the Head of School.

We will seek the views of the student, their teacher and other professionals involved, as well as consulting their attendance record to ensure that over the course of the year students have as much access to learning as possible and are given the best opportunity to make progress during their time at Treloar's.

We may need to inform the local authority of any on-going absences.

Student Name	
Class	
House Name	
Date of first absence	
Date of return	
Total number of days/ hours requested	
Reason for absence  Please include the exceptional circumstances for this request to be made during term time	
Signed by parent/ carer/ student	
Date	

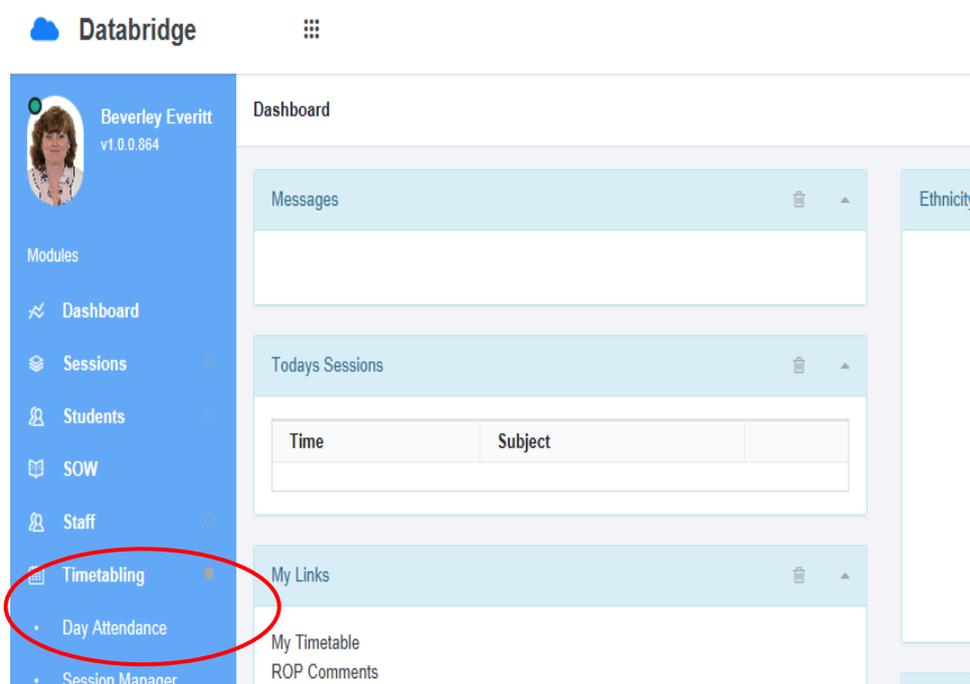
**Please return to the school and college office for processing**  
**[school.office@treloar.org.uk](mailto:school.office@treloar.org.uk)**

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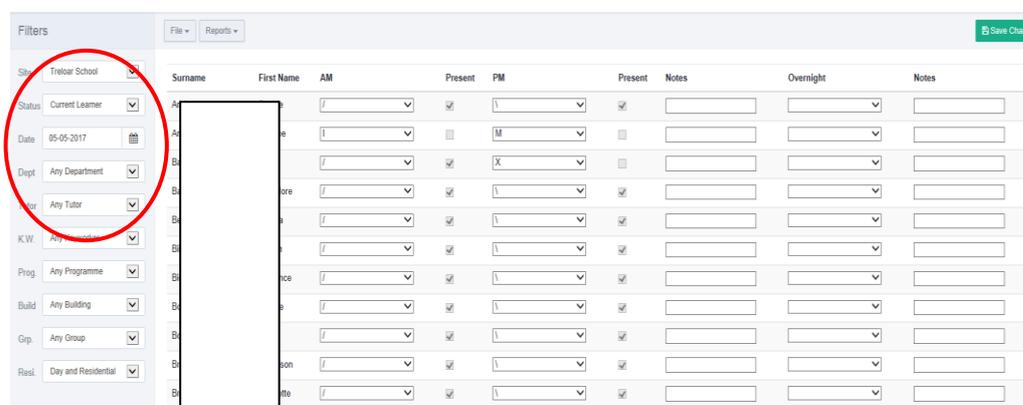
Review by Date: October 2025  
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## Appendix 3 - How to mark day attendance in Databridge

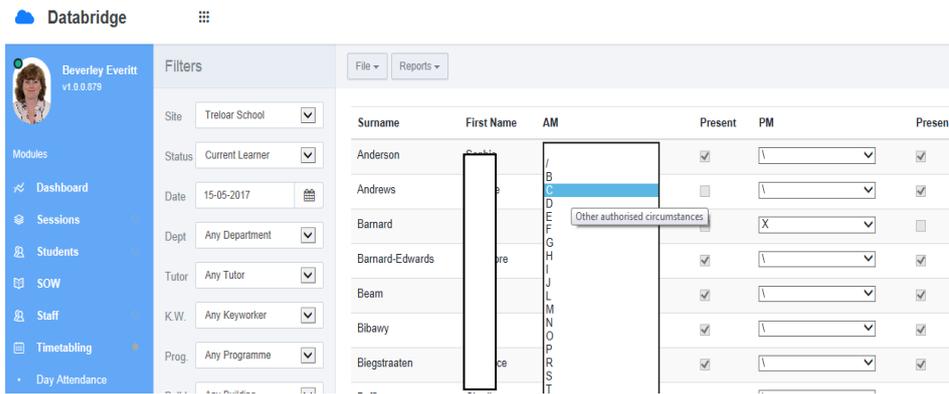
Log into Databridge and navigate to Day Attendance under Timetabling.



select the appropriate filters (ensure **current learner** is selected), to refine your list select the tutor filter to the class tutor



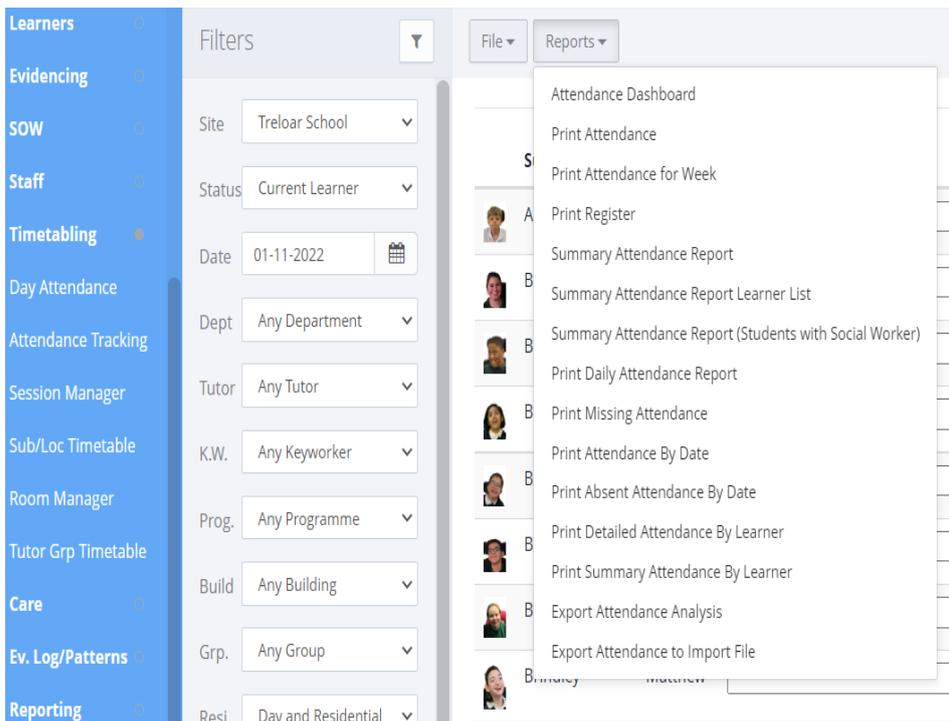
Click on am or pm right-hand arrow and click on the item in the drop-down list, if you hover over the code, i.e. C it will give you the full description of the code.



Press **Save** to complete.

**NOTE:** To change a Learners attendance status click back on the arrow, select the appropriate status (or unmarked) and press save

**To print:** Click on **Reports** and select the relevant report.



The Print Attendance report will print the day you have selected in your date field, to run a report within a date range use Print Attendance by Date.

### Attendance By Date ✕

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Start Date

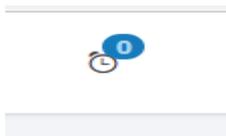
End Date

Please note: This report uses the filters selected from the main screen. The attendance notes are also included in this report

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Close
Print Excel
Print PDF

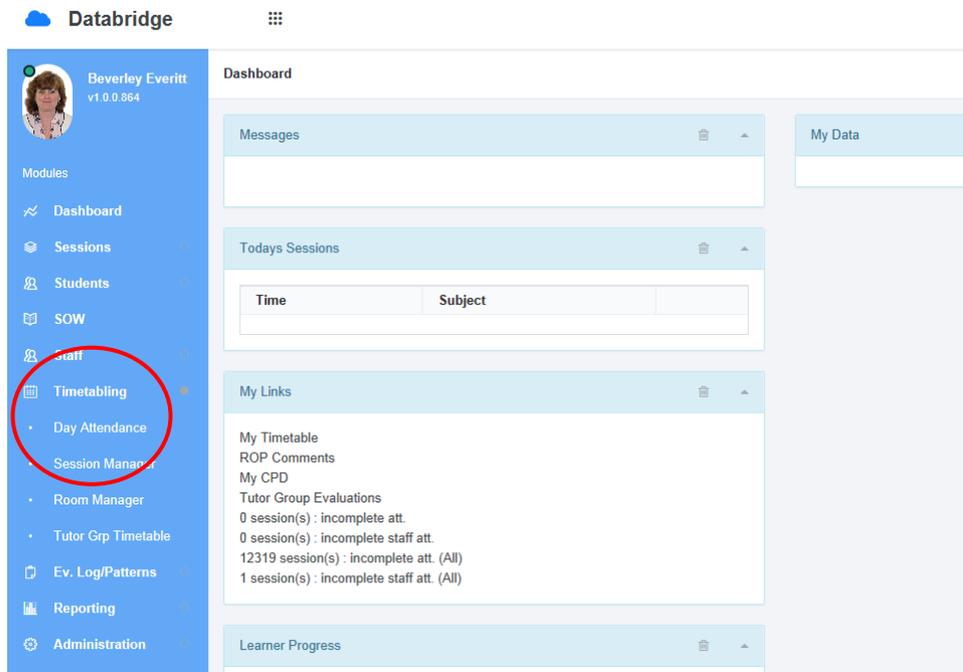
The report can then either be printed to excel or a pdf file the report will be able once it has completed by clicking on the icon at the top of your screen,



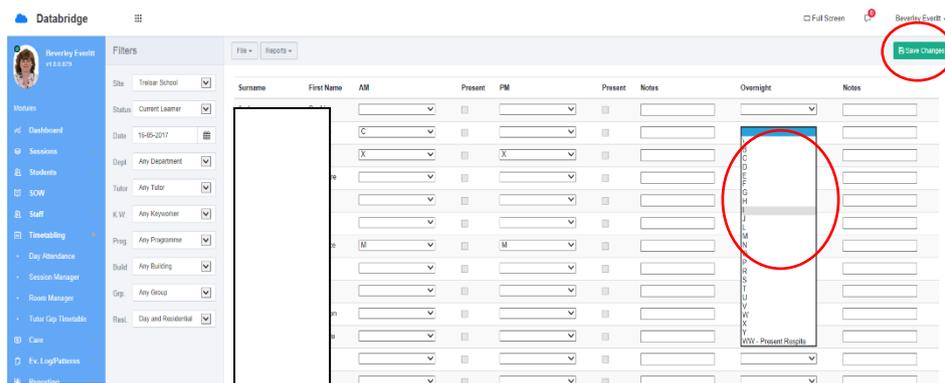
Date	Learner Name	Tutor	Residence	AM	PM	Notes	Overnight
31/10/2022		Blyth, Charlene	Yes	/	\		
31/10/2022		Blyth, Charlene	No	/	\		
31/10/2022		Blyth, Charlene	No	/	\		
31/10/2022		Blyth, Charlene	No	/	\		

### Appendix 3 Recording Overnight and Weekend Attendance

Navigate to Day Attendance under Timetabling.



Select the student and then click on Overnight and select the relevant status from the dropdown options.



Ensure that you click Save Changes before exiting.

**Appendix - Equality Impact Assessment (EIA) - Stage 1**

<b>Name of Policy / Function/Decision</b>	SMT 044 School Attendance and Punctuality Policy & Procedure
<b>Name of Assessor / Author /Lead</b>	Lorna Woodcroft
<b>Start Date</b>	1 <sup>st</sup> November 2022
<b>This EIA is being undertaken because it is:</b>	<ul style="list-style-type: none"> <li>• <b>A result of a policy revision</b></li> </ul>

**Screening**

<b>Does this affect employees, students or other stakeholder groups? Could the impact be significant to that group of people?</b>	N
<b>Will it have a significant effect on how our core business is delivered?</b>	N
<b>Does it involve a significant commitment of resources?</b>	N
<b>Does it relate to an area where there are known inequalities (e.g. gender pay gap, hate crime, accessibility of IT)</b>	N

If the answer to any of these questions is 'YES' then continue to complete Equality impact assessment. If you are unsure about the answer to any of these questions, please contact EDI co-ordinator or Head of Quality for further support.

**Although I have ticked YES this does not have adverse effect on staff or students from different groups staff whom this applies (house staff have agreed voluntary to have extra training)**

**Has the screening identified the policy/decision/change as having relevance to the any of the following groups?**

Age	N	Disability	N	Sexual Orientation	N
Race	N	Sex/Gender	N	Religion or Belief	N
Gender Reassignment	N	Pregnancy or Maternity	N	Marriage or civil partnership	N

**Have we shown due regard for the 9 protected characteristics within the policy/procedure/decision?** Yes

**Are all opportunities to promote equality taken within the policy/procedure/decision?** Yes

**Have we stated how we will monitor the implementation and impact of this policy/decision?** N/A

**Date of Screening** 1<sup>st</sup> November 2022

**Refer paper to EDI Co-ordinator for further Stage 2 Assessment (if required)** No