

South Gloucestershire and Stroud Academy Trust (SGSAT)

SGS Pegasus Attendance policy

If you would like this document in an alternate format
 Please contact the SGS-GS Human Resources Department

Policy and Procedure Prepared by:	Cherie White
Job Title/Role:	Headteacher
Policy and Procedure Ref. No.: Q/P	Version Date: September 2022 Review Date: September 2024 (Subject to any legislative changes) Upload to SGSAT website: Yes
Approved by:	SGSAT Board of Trustees
Date:	September 2022

Mandatory Initial Equality and Diversity Impact Screening

Main aim and purpose of the policy:	To set out the range of activities that organisations are permitted to charge parents and carers of students in the SGSAT establishments and the circumstances whereby parents and carers will be considered for the refund or omission of those charges.				
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified Groups?	Implementation of this policy will promote equal opportunities for identified Groups?	Implementation of this policy will promote positive attitudes and participation between Groups?	Implementation of this policy will promote good relations between Groups?	
Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Maternity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Persons in care	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Specify any Groups for which there is evidence or reason to believe that some Groups or individuals could be affected differently:					
None					
How much evidence is there:	None	A little	Some	A lot	
Is there any concern that the policy may operate in a discriminatory way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
What is the next step? (tick one only)	What priority level is this policy?		Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?		
	High <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required					
Completed by: Cherie White		Position: Head Teacher		Date: 27/09/2022	

Attendance policy

1. Introduction

1.1. This policy has been created in order for SGS Pegasus School to meet its statutory and legislative obligations regarding attendance. It should be read in conjunction with *The Education Regulations 2013 and Working together to Improve School Attendance, 2022*.

1.2 ***The law on school attendance and right to a full-time education:***

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school

May 2022.

2. Rationale

2.1. At SGS Pegasus School we believe that all pupils benefit from the education we provide, and therefore from regular school attendance. In order to achieve this we will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible

3. Aims

- 3.1. To improve the overall attendance of pupils at school and to promote the benefits of good attendance.
- 3.2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- 3.3. To provide support, advice and guidance about attendance and punctuality to parents and pupils.
- 3.4. To be systematic in our approach to gathering and analysing attendance related data.
- 3.5. To further develop positive and consistent communication about attendance and punctuality between home and school.
- 3.6. To promote effective partnerships with access to the Education Welfare Officer (when required) and with other services and agencies.

- 3.7. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.
- 3.8. To deal with extenuating circumstances appropriately showing sensitivity and understanding

4. Parental Responsibility

- 4.1. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason has a detrimental impact on learning outcomes.
- 4.2. The school expects that parents will:
 - 4.2.1 Inform a member of staff of any matters that may affect their child's attendance.
 - 4.2.2 Endeavour to keep health appointments out of school hours.
 - 4.2.3 Endeavour to take family holidays out of school hours.
 - 4.2.4 Request leave of absence in exceptional circumstances.

5. Promoting Regular Attendance

- 5.1. Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff. We encourage attendance by:
 - 5.1.1 Consistent, clear communication with parents and pupils about the importance of regular, prompt, attendance. Giving parents details on attendance in school newsletters.
 - 5.1.2 Discussing attendance with parents at parents evenings, with the current percentage attendance being reported.
 - 5.1.3 Reporting to parents on their child's attendance within the annual school report.

6. School Responsibility

- 6.1. The Head Teacher holds responsibility for attendance matters, supported by the class teachers and administrative staff.
- 6.2. Attendance is recorded and data stored and analysed using Arbor Attendance module. It is a statutory duty for class teachers to call and maintain accurate registers; these are legal documents. Class teachers are legally responsible for marking their register twice per day at the start of each session.

- 6.3. Non-attendance is an important issue that is treated seriously. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply. In every case, early intervention is essential to prevent the problem from worsening. Where a pattern of non-attendance is emerging a home visit is carried out to support parents/carers to work with school to help resolve the difficulties.
- 6.4. Where there is no response to school intervention and where the absence or pattern of absence has persisted without explanation the school can refer to the Education Welfare Service. The Education Welfare Officer (EWO) liaises with the school regarding absences following contact with the parents. If absence persists for a significant period of time Penalty Notices can be considered, (see appendix 2 and 3).

7. Types of absence

- 7.1. Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.
- 7.2. Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental/therapeutic appointments which unavoidably fall in school time, emergencies or other unavoidable causes.
- 7.3. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to sanctions and/or legal proceedings. This includes:
 - 7.3.1 Parents/carers keeping children off school unnecessarily
 - 7.3.2 Absences which have never been properly explained
 - 7.3.3 Pupils who arrive at school too late to get a mark
 - 7.3.4 Shopping, looking after other children or birthdays
 - 7.3.5 Day trips and holidays in term time
- 7.4. The education (pupil registration) (England) (amendment) regulations 2013 made clear that head teachers may not grant any leave of absence during term time unless 'exceptional and/or unavoidable circumstances' exist.
- 7.5. "Exceptional" is defined as rare, significant, unavoidable and short. "Unavoidable" is an event that could not reasonably be scheduled at another time i.e. after school or during holidays. Parents are asked to arrange a time to meet with the Head Teacher to discuss a past or future absence they feel is exceptional and/or unavoidable.
- 7.6. If an event can be scheduled outside of term time (or after the school day) i.e. special occasion shopping/routine dental appointment, then it would not be described as an "exceptional, unavoidable circumstance" and cannot be an authorised absence.

- 7.7. Absence during term time for holidays is therefore not considered an exceptional, unavoidable circumstance.
- 7.8. Unavoidable absence from school will be authorised if it is for the following reasons:
- 7.8.1 Genuine illness
 - 7.8.2 Unavoidable medical/dental appointments (but try to make these after school if at all possible)
 - 7.8.3 Days of religious observance
 - 7.8.4 Seeing a parent who is on leave from the armed forces
 - 7.8.5 External examinations
 - 7.8.6 Bereavement/funeral

8. School attendance target

- 8.1. Our attendance target is 95% for pupil attendance.

9. Recording attendance

- 9.1. A register is taken at 9.15am and 1.15pm. This data is recorded on our MIS (Management Information System) for the senior leadership team and governors to see. OFSTED will also examine our attendance rates when we are inspected.
- 9.2. Parent/carers are asked to telephone the school before 9.15 am on the first day of absence, and then again on the 4th day (after 3 days of the absence) if illness continues.
- 9.3. If we do not receive a telephone call, the child is entered in the register as absent and the office will telephone home to establish the reason. When the reason for absence has been established, the register is marked accordingly.
- 9.4. The Head Teacher has the responsibility to determine whether absences are authorised or unauthorised.
- 9.5. If we do not receive a telephone call, school will contact parents/carers. If parents/carers cannot be contacted, school will contact other emergency contacts until the whereabouts of the child and their well-being can be confirmed. If school are unable to contact anyone who can confirm the child is safe and well, the Local Authority Education Welfare Support Team will be contacted for advice
- 9.6. If a pupil has had an absence of 5 or more days, we will ask for information (i.e. from the GP) for the Head Teacher to consider if the absence can be authorised. If your child has a medical appointment during school time (that cannot be arranged after school or during the holidays), we will ask for a letter or medical

appointment card for the Head Teacher to consider if the absence can be authorised.

10. Monitoring attendance

- 10.1. Each Friday afternoon, the Head Teacher will examine attendance for the week for each class and proactively use this data to identify pupils at risk of poor attendance.
- 10.2. These will be shared with SLT and the school EWO.
- 10.3. The Head Teacher will discuss concerns with parent/carers as applicable following the school Attendance Action Plan (see appendix 1).
- 10.4. Attendance figures will be discussed with all parent/carers at parents evening.
- 10.5. SGS Pegasus School recognises that some absences are inevitable (i.e. significant illness) but our attendance target of 96% which is in line with local and national targets for schools and local and national practice.

11. Pupils at risk of becoming persistently absent

Schools are expected to:

- 11.1. Proactively use data to identify pupils at risk of poor attendance. Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.

12. Persistently absent pupils.

Schools are expected to:

- 12.1. Continued support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. Where there are safeguarding concerns, intensify support through statutory children's social care. Work with other schools in the local area, such as schools previously attended and the schools of any siblings.

13. Severely absent pupils.

Schools are expected to:

- 13.1. Continued support as for persistently absent pupils and: Agree a joint approach for all severely absent pupils with the local authority.

14. Support for pupils with medical conditions

Schools are expected to:

- 14.1. Maintain the same ambition for attendance and work with pupils and parents to maximise attendance. Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed. Consider additional support from wider services and external partners, making timely referrals. Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.

15. Support for pupils with a Social worker.

Schools are expected to:

- 15.1. Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.

Appendix 1 - Attendance Action Plan

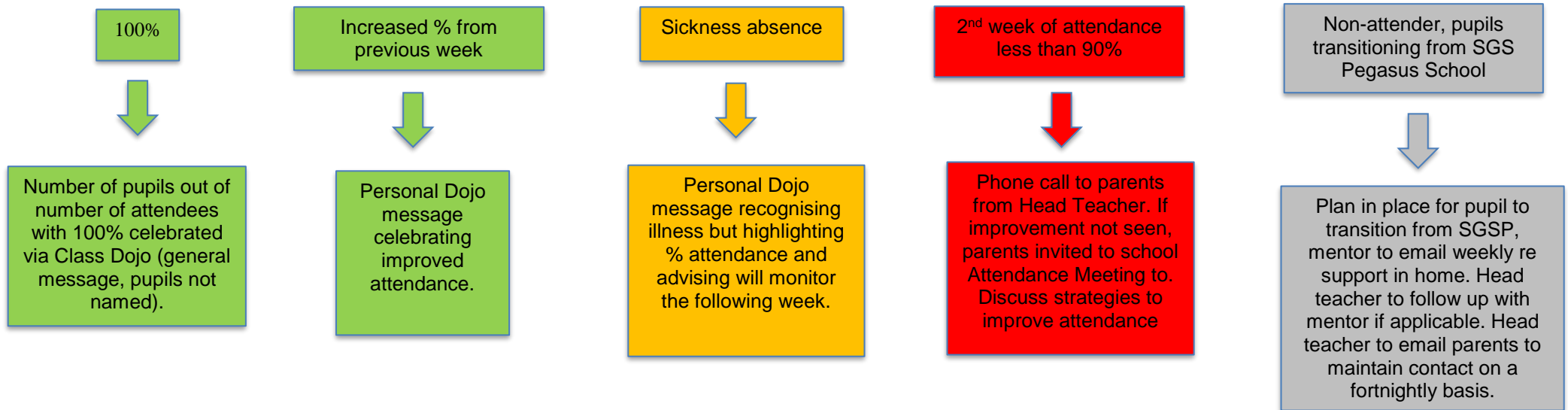
At SGS Pegasus School we will:-

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence

Excellent attendance is linked to academic achievement and progress. If a pupil has regular absence, they are at risk of not achieving their academic potential.

The following Attendance Action Plan is a guide for parent/carers on the steps SGS Pegasus School will take to support the regular attendance of pupils at school. At every stage, we will engage with parents and carers to achieve excellent attendance for all.

Attendance figures downloaded from Arbor after Friday

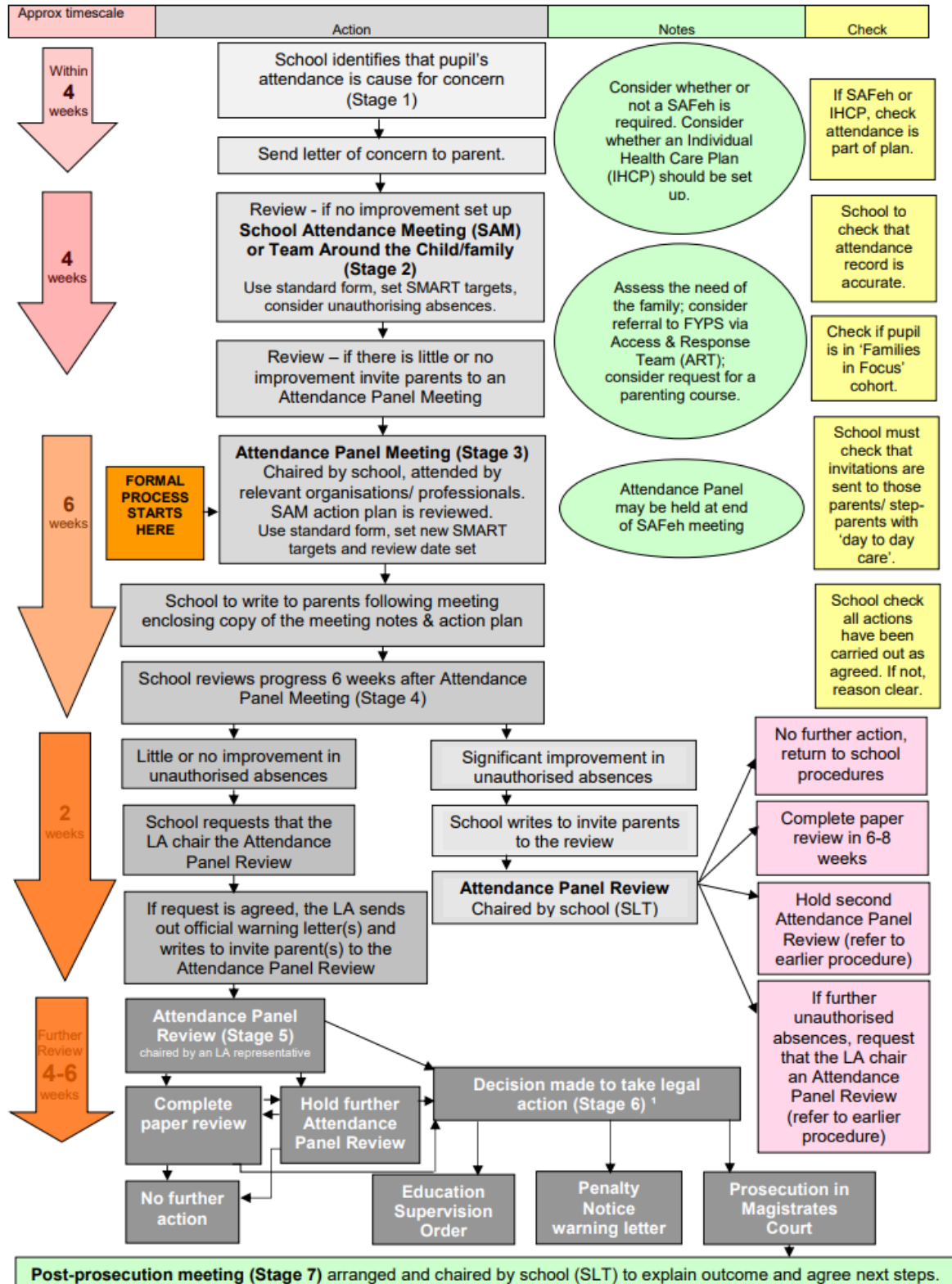


Appendix 2 - South Gloucestershire Council Code of Conduct Plan

South Gloucestershire - Formal Attendance Process

Amended April 2016

Appendix 1



¹ Where a school has commissioned the Education Welfare Service (EWS), Integra Schools, the Education Welfare Officer may complete the S.9 witness statement. When a school has not commissioned the EWS, Integra Schools, the Headteacher will complete the S.9 witness statement; the Senior Education Officer (SEO) will also complete a S.9 witness statement. The SEO is available to provide advice to the Headteacher in writing their witness statement.

South Gloucestershire Council Code of Conduct (Revised September 2013) Penalty Notices for unauthorised or irregular attendance at school or exclusion from school

The Education (Penalty Notice) (England) Regulations 2006 as amended by The Education (Penalty Notice) (England) (Amendment) Regulations 2012 and The Education (Pupil Registration) (England) Regulations 2013

Rationale and overview of Penalty Notices

The purpose of this code of conduct is to ensure that Penalty Notices are applied consistently and fairly across the local authority area and that arrangements for their issue and administration are suitable.

A Penalty Notice (herein called the 'Notice') is a fine issued and administered solely by South Gloucestershire Education (Statutory) Service within the Education Learning and Skills Division behalf of the local authority. Head teachers (or nominated deputies) and the chief officer of police for the area may request a Notice to be issued by the local authority.

1. Any Notice issued must comply with the local code of conduct.
2. The amount of the penalty to be paid is:
 - a. £60 where the amount is paid within 21 days of receipt of the Notice or
 - b. £120 where paragraph a) does not apply but where the amount is paid within 28 days of receipt of the Notice.
3. Where the Notice is served by first class post, service is deemed to have been effected (unless the contrary is proved) on the 2nd working day after posting.
4. Payment is made to the local authority issuing the Notice. Revenue generated from the Notices will be used to cover the costs of issue and enforcement and the cost of prosecuting recipients who do not pay, any sums not used for this purpose will be forwarded to the Secretary of State.
5. Within this code of conduct 'parent' is as defined in Section 576 of the Education Act 1996.
6. A Notice is a method by which a parent may discharge potential liability for conviction of an offence either under:
 - a. Section 444 of the Education Act 1996 or
 - b. Section 103 of the Education and Inspections Act 2006
7. If the Notice is not paid in full before the expiry of the period for paying it, the local authority will instigate a prosecution or else withdraw the Notice. Part payment will not be accepted.
8. A Notice may only be withdrawn in cases in which the authority determines the Notice:
 - a. ought not to have been issued
 - b. ought not to have been issued to the person named
 - c. contains material errors
9. A Notice may be issued to each parent of a child
10. A maximum of 2 Penalty Notices may be issued per parent, per child in a 12 month period

Unauthorised or Irregular attendance at school

- a) A Notice is a method by which a parent may discharge potential liability for conviction of an offence under Section 444 of the Education Act 1996
- b) Notices may be issued in cases where more than 10 sessions of unauthorised absence accumulate in a 7 week period (i.e. 70 possible sessions of attendance at school).
- c) In cases where pupils are not expected to be present for every morning and afternoon session (e.g. attendance at a Pupil Referral Unit), proportionality will be used to determine whether or not a Notice may be issued. This will be approximately equivalent to 85% attendance (or less) in a 7 week period where some or all of the absences are unauthorised.
- d) A warning letter that a Notice may be issued should be sent, giving parents 15 days to effect an improvement.
- e) In circumstances of unauthorised holidays in term time it is expected that schools will have made every effort to warn their parents that they may receive a Penalty Notice if the holiday is taken without authorisation. No letter of warning giving parents 15 days to effect an improvement is required in these circumstances.
- f) Schools must regularly ensure that information regarding unauthorised absence from school and Penalty Notices is available to parents.

Exclusion from school

Section 103 of the Education and Inspections Act 2006 places a duty on parents in relation to an excluded pupil. A parent must ensure that their child is not present in a public place during normal school hours without reasonable justification for any of the first 5 days of each and every fixed term and permanent exclusion. If a parent fails in this duty, a Penalty Notice may be issued. Section 104 of the Act requires schools to notify parents in writing that they are responsible for the child during these specified days.

- i. A Notice is a method by which a parent may discharge potential liability for conviction of an offence under Section 105 of the Education and Inspections Act 2006.
- ii. School hours are defined as 'a school session or the break between sessions on the same school day'
- iii. A public place means a highway or any other public place to which the public has access. A school is not a public place for this purpose.
- iv. Reasonable justification may include medical emergencies and hospital or other medical appointments. Shopping for clothes or food would not generally be considered reasonable. It is the parent's responsibility to prove reasonable justification.
- v. Parents will be given the opportunity to provide reasonable justification prior to the issue of a Notice.
- vi. Information will be collected by the Local Authority in order to establish whether or not an offence has been committed.
- vii. If the Notice is not paid in full before the expiry of the period for paying it, the local authority will instigate prosecution or else withdraw the Notice.

A Notice should not generally be issued for a first offence, a parent should receive a warning that a Notice may be issued if the pupil is found on a second or subsequent occasions. An exception to this may be that the parent is particularly blameworthy or their attitude to the offence is negligent. Administration for the Penalty Notice is co-ordinated by the Education (Statutory) Service within the Education Learning and Skills Division. This code of conduct has been drawn up in line with The Education (Penalty Notice) (England) (Amendment) Regulations 2013, the original Code was drawn up in consultation with Headteachers, Governors and the police, this version is to reflect a statutory amendment and therefore further consultation was not required.

Appendix 3

Penalty Notices - information for parents and carers

South Gloucestershire Council

www.southglos.gov.uk



What is a Penalty Notice?

Penalty Notices were introduced under Section 23 (1) of the Anti-Social Behaviour Act 2003 to address unauthorised absence from school. It is a fine issued by South Gloucestershire Council to parents/carers of a child who has failed to attend school regularly and whose absence is unauthorised.

It does not require the parent to attend court but is an alternative to prosecution in the magistrate's court. Parents/carers who pay the fine in full within the time limits cannot later be prosecuted for the offence to which the Penalty Notice relates (Section 444 of the Education Act 1996).

Why have Penalty Notices been introduced? Reducing absence from school is a key priority of the government and local authority because missing school may limit a pupil's attainment, disrupt school routines and the learning of others, and can leave a pupil vulnerable to anti-social behaviour and youth crime.

When might a Penalty Notice be issued?

A Penalty Notice may be issued to a parent in one or more of the following circumstances where more than 10 sessions of absence are recorded in 7 school weeks (i.e. 70 sessions). There are 2 sessions per day, one in the morning and one in the afternoon:

1. where unauthorised absences are recorded
2. where more than 10 sessions of unauthorised holiday are recorded and; a) the parent has not informed the school; or
b) the leave was not authorised; or
c) the child did not return on the agreed date
3. where the child is persistently late arriving at school after registers have closed
4. where a combination of more than 10 sessions of a) to c) above have been recorded.

How much is the fine?

The fine is £60 (per parent, per child) if paid within 21 days of receipt of the notice; rising to £120 if paid after 21 days but within 28 days.

For example a two - parent family taking 2 children out of school for an unauthorised holiday would be liable for a total of £240 if paid within 21 days or £480 between 21 and 28 days.

The payment must be made in full – part payments will not be accepted - details of how to pay are printed on the Penalty Notice.

What can you do to avoid receiving a Penalty Notice?

- ensure your child attends school every day and on time
- make sure your child knows that they cannot have odd days off school - 'Every Lesson Counts'
- speak to the class teacher or tutor if your child is beginning to miss odd days don't take family holidays in term time.

Is there an appeal process?

There is no right of appeal against the Penalty Notice but if you believe it to be incorrectly issued to you, you should contact the Senior Education Officer immediately (number below). If you believe you are not guilty of the offence and therefore decide not to pay the Notice, you have the right to represent your case at the Magistrates Court but you should seek legal advice before making this decision.

What happens if I do not pay?

If you have not paid the Penalty Notice in full **before the 28 days** allowed, the authority is required to commence legal proceedings in the Magistrates Court for the original offence of failure to ensure regular attendance at school.

If proven, this could result in a fine of up to £1000 under Section 444 (1) or up to £2500 and/or three months imprisonment under Section 444 (1A), a Parenting Order or other sanctions at the Magistrates' disposal. You are strongly urged to seek legal advice if you are considering not paying the Penalty Notice.

Further information and advice

Department for Education - School attendance: Statutory guidance and advice:

<http://www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance>
www.childrenslegalcentre.com www.adviceguide.org.uk www.ace-ed.org.uk

South Gloucestershire Council
Department for Children, Adults
& Health PO Box 298
Education, Learning & Skills
Civic Centre
High Street Kingswood Bristol
BS15 0DQ