



Attendance & Registration of Pupils Policy

Approved by the Management Committee

Hawkswood Group

Date of Next Review: July 2025

Ratified: July 2023

Hawkswood Group Attendance Policy

The importance of excellent attendance

- All children have the right to access education every day of the school year. This enables them to engage, progress and achieve in everything offered by the school community
- Positive life outcomes are fundamentally linked to excellent attendance
- All parents/carers have a legal duty to ensure that their children attend school regularly and arrive on time. It is an offence in law to permit absence without good reason and may result in prosecution
- The school has a statutory responsibility to ensure that every child on-roll is safe by registering their daily attendance and monitoring their physical and emotional well-being during the day.
- Students are rewarded for consistently excellent or significantly improved attendance

Attendance Procedures

Informing the school of absence

If a child is absent Parents/Carers must:

- Contact the school as soon as possible on the first day of absence, advising of the reason and likely length of absence.
- Contact the school on the subsequent days of absence as necessary.
- Send a note in on the first they return with an explanation of the absence.
- Provide medical evidence to enable school to authorise the absence if due to ill health.
- Request a discussion/meeting with their school's Attendance Lead to discuss extended absence due to illness or if there are any other concerns affecting school attendance

Authorising Absence

- The Hawkswood Group will only authorise a student's absence due to illness or medical appointment with valid medical evidence. This can be in the form of GP, Hospital, Medical, Dental Appointment letters or cards, copies of prescriptions or antibiotics issued (provided they are in the child's name).
- In exceptional circumstances the school may authorise a child's absence for a maximum of 10 days. To authorise an absence due to an emergency or unavoidable cause, parents or carers must speak or write to their child's Headteacher, advise them of the issue and request the absence be authorised. In advance of leaving, absences cannot be retrospectively authorised legally.
- In the case where frequent absence is likely, due to a pre-diagnosed condition, an Attendance Panel Meeting should be arranged once the pupil is on Hawkswood roll, with representation from the student's medical team, alongside BACME. At that meeting an authorised absence code can be agreed, alongside the parameters of when that code can be used.

Unauthorised Absence

Absence will not be authorised where;

- Parents or carers keeping children off school unnecessarily.
- Parents or carers do not communicate the reason for absence to the school.
- Parents or carers do not provided medical evidence to support ill health.
- Students arrive at school after the Registration period has ended.
- Students truant (absence without the parents' or carers' knowledge).
- Parents take students on holidays or trips (leave of Absence) during term time.

Unauthorised Absences will be considered for referral to the Local Authority Behaviour Attendance Children Missing Education Service [BACME] if the student absence is of significant concern.

Lateness

Poor punctuality is not acceptable. Late arriving students cannot start the day effectively; they disrupt lessons, and encourage absence in others.

- We expect students to be in school 15 minutes before the start of the school day.
- Please see next section for registration and lateness procedures.

Poor punctuality is classed as irregular school attendance and is dealt with accordingly. This may mean that parents or carers could face the possibility legal action if the problem persists.

Informing parents of absence, lateness and illness

If a child is absent, the school will:

- Text and then Telephone parents or carers on the first and subsequent day of absence if the school has not already been notified of the absence.
- Offer home visits, where a risk assessment allows, to support the student and parents to think about ways to support attending school.
- Advise parents or carers in writing of any concern regarding absence and lateness in line with our *Hawkswood Attendance Support* procedures [pg 5]

If absence persists and parents do not respond to contact from the school we will

- Refer the student to the Local Authority BACME service as a "Child Missing Education". Any child in this category is reported to the Child Missing Education Officer of the Local Authority, who will follow up the referral under safeguarding legislation.
- This will involve Child Protection procedures and possibly the police.

If a student is unwell at school

- The student should speak to their Headteacher
- The student with permission may take time out of a lesson to see if their condition improves
- The Headteacher, or a member of SLT, may authorise the reception team to contact parents
- Parents will be requested to collect students from school
- Students must NOT contact parents and request collection or permission to leave

Removing a student from the school roll

- A parent cannot request a pupil is removed from the school roll unless they do so in writing, stating their intention to 'educate their child at home' (See Elective Home Education procedure below).
- If a parent or carer has made the decision to transfer their child to another school, the child is expected to attend a Hawkswood Group school until the day their child transfers onto the roll of their new school
- If parents or carers decide to transfer their child to another school, they should advise the relevant Headteacher as a matter of priority, providing all necessary details, including any new address (if relevant) and the name of the school the child is transferring to.

Elective Home Education

- If parents or carers take the decision to educate a child at home, they must tell the school of this in writing/email.
- Once this letter is received, the school will remove the student from the school roll and advise the Elective Home Education Officer of the Local Authority, who will make contact with parents or carers.
- If a letter is not received, the student remains on the school roll and action may be undertaken following irregular/non-school attendance procedures, which may include a referral to the Behaviour Attendance Children Missing Education Service [BACME]

Hawkswood Attendance Support

- A student become a 'Persistent Absentee' when he or she misses 10% (26 sessions or 13 days) or more schooling across the school year for any reason. This includes authorised and unauthorised absences.
- Absence at this level considerably damages any child's educational prospects and life opportunities.
- The Hawkswood Attendance Support procedures are in place to;
 - Identify absence concerns early
 - Understand the causes of absence
 - Offer appropriate support to both students and parents
 - Avoid unnecessary prosecution

The 5 Stages of Hawkswood Attendance Support [pg 5] provide a framework for students, parents and the school to collaborate in promoting excellent attendance for all our students. This includes;

- Stage 0: Celebrating and rewarding excellent and improved attendance
- Stage 1 and Stage 2: Key Workers supporting students and parents
- Stage 3: Establishing a clear plan to improve attendance with the Centre Attendance lead
- Stage 4: Referring attendance concerns to the BACME Service
- Stage 5: Using Child Protection procedures to respond to extreme unauthorised absence

The *Hawkswood Attendance Monitoring Cycle* [pg 6] ensures that the attendance of every student is reviewed fortnightly.

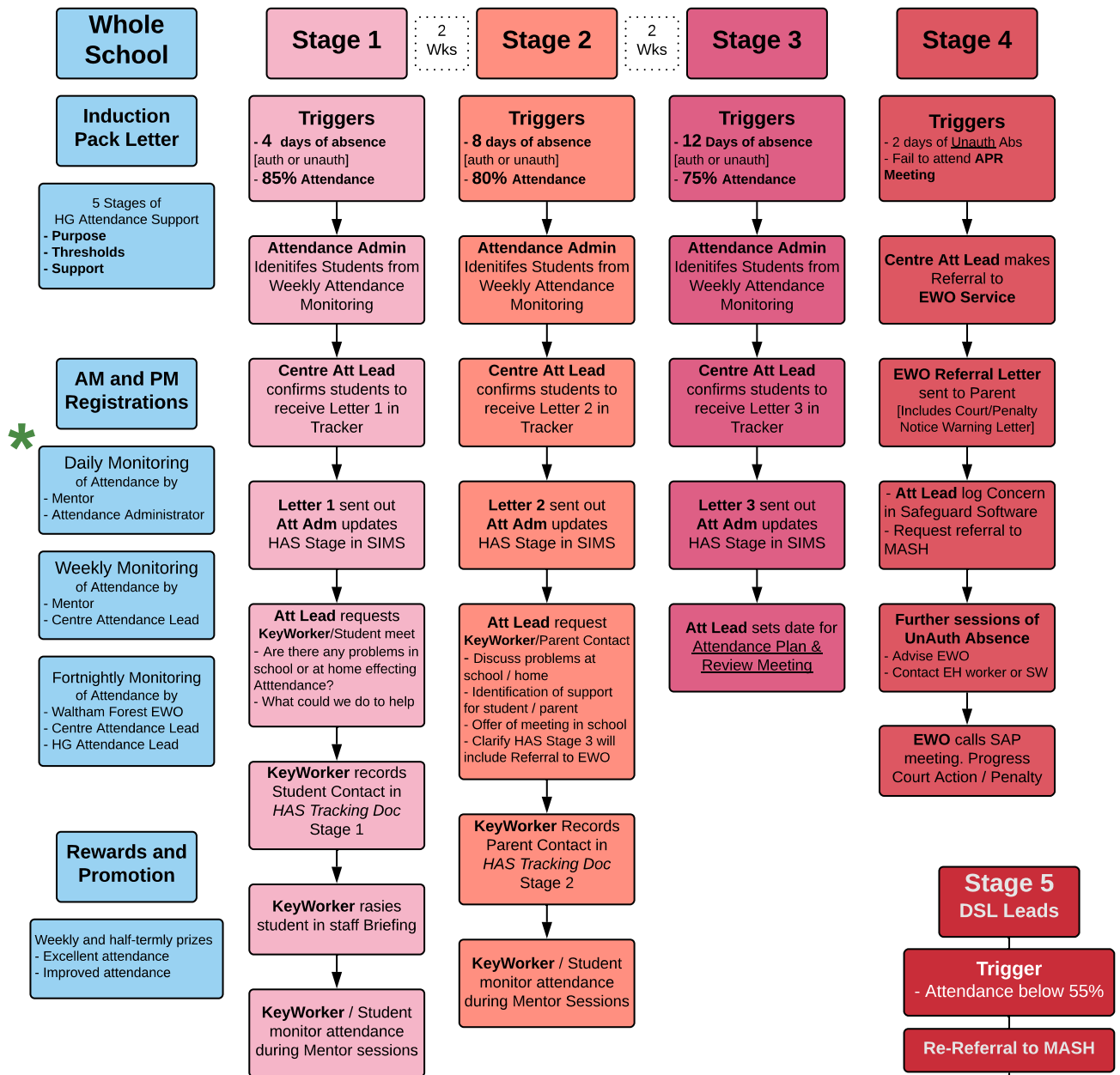
- Where attendance concerns are identified they are recorded in the online *Hawkswood Attendance Tracker*
- Parents are informed by letter and all Concerns and Actions are also recorded in the *Hawkswood Attendance Tracker*

Hawkswood Attendance Support includes support from the BACME Service

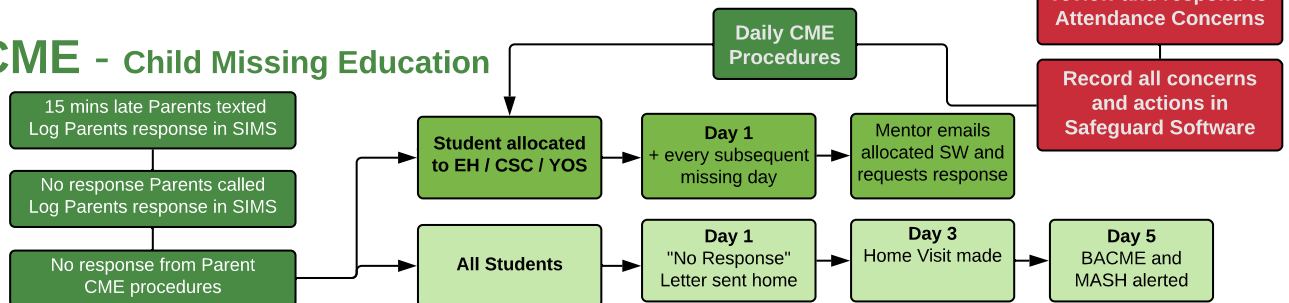
- The BACME Service are independent of the school and will give impartial advice or guidance on attendance matters. Their telephone number is 020 8496 1718
- If necessary the BACME Service will take legal action to enforce school attendance in accordance with Anti-Social Behaviour Act 2003 and or Section 444 of the Education Act 1996

We will follow our CME Procedures if it is not possible to proceed with *Hawkswood Attendance Support* due to student absence and parents failure to respond to contact.

Hawkswood Attendance Support



*CME - Child Missing Education



Hawkswood Attendance Monitoring Cycle

Daily

Each day	<ul style="list-style-type: none"> A designated member of staff makes a telephone call to the family home/contact as early in the day as possible for each unexplained absence. This will happen regardless if a referral has or has not been made to the BACME Officer.
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Weekly

Monday	<ul style="list-style-type: none"> Centre Attendance Admin: Run cumulative and weekly attendance from SIMS
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By- Weekly

Tuesday	<ul style="list-style-type: none"> SLT meetings with BACME Officer to discuss cases of concern Actions for attendance follow up are sent to Centre Attendance Admin for stage 1 letters SIMS updated with new HAS stage SLT / Form tutor follow up concerns with stage 1-2 concerns Attendance SLT submit BACME referral for cases moving to stage 2 – 4, stage 2 letters sent and SIMS updated with new HAS stage
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Specific cases triggered by stage

Stage 3	<ul style="list-style-type: none"> Pupils moving to stage 3 – hold meeting with parent, pupil and key worker (update attendance tracker)
Stage 4	<ul style="list-style-type: none"> Pupils moving to stage 4 – discuss concerns and agree date for a SAP – EWO invites parent and other professionals to the SAP (phone, letter or home visit). The Education Welfare Officer will prepare a written report for the School Attendance Panel Meeting
SAP Meeting	<ul style="list-style-type: none"> The BACME Officer will prepare a written report for the School Attendance Panel Meeting A Senior Officer from the Education Welfare Service will chair the School Attendance Panel Meeting and send the written recommendations to the parent. The School Attendance Lead and BACME Officer will monitor and review the attendance in line with the recommendations. If there has not been a significant improvement the matter will proceed to court as below: If the matter has been referred to the local Magistrates Court for their consideration without a monitoring period the Education Welfare Officer will make an application for court and prepare the Section 9 Witness Statement. The Education Welfare Service will prepare the court bundle and issue the summons to the parent with the date they must appear in court. The Education Welfare Service Court Officer will present the case at court on behalf of the school. If the parent enters a guilty plea the matter will be dealt with on the day. If the parent enters a not guilty plea a date will be set for trial and the Education Welfare Service will take the stand as a witness. <p>If there has been significant improvement the Education Welfare Officer and or the School Attendance Lead will write to the parent/child praising them for the improvement and if they continue to monitor the case will be closed after four weeks.</p>

Stage 5	<ul style="list-style-type: none">• Referral to MASH request TAC/CIN/CP to review and action attendance concerns.
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Registration of Pupils

Introduction

The Hawkswood Group maintains an attendance register, which is completed at the start of each morning and each afternoon. For welfare, health and safety, pastoral and educational reasons, all pupils are registered at both intervals.

Registration is a key element of the school's safeguarding arrangements.

If a pupil is not at school and we are not aware of the reason for his absence, we need to follow up with parents/guardians to establish where the child is.

Whilst the pupil may simply be off sick at home with appropriate care, this may not be the situation and we have a duty of care to check the welfare of every child not attending school.

As the school's Safeguarding Policy states, a pupil going missing from an education setting is a potential indicator of abuse and neglect. Prolonged or repeated absences, or particular patterns of absence (with no satisfactory explanation) are treated by the school as a potential safeguarding issue and action is taken accordingly.

Morning and afternoon registration

Morning registration (or roll call) which is taken between at 8.30am for Primary and 9am for Secondary. The register is taken during morning breakfast or by our office manager if pupils are late.

If you know that your child is going to be absent or late for school, please contact the schools main office.

Lateness

Pupils in Hawkswood Primary are marked late from 8.40am - 9am and Secondary provisions from 9am-9.30am, arrival after these times pupils will be marked late after close of registration which is classed as an unauthorised absence.

Leaving the site

Parents and carers should contact the school in advance if pupils have a pre-arranged appointment during the day which would require them to leave site. On leaving the site, pupils should report to the school office where they will be officially marked off site.

Any pupils who fall ill during the day should report to the DSL, who will make an initial assessment as whether or not pupils are sent home. If the child is too unwell to remain in school, the DSL or main school office will contact parents to arrange collection or suitable safe arrangements for leaving the site.