



Attendance Policy

Staff Responsible: Head of School and Family Liaison
Officer

Approved by: Head of School

Date: June 2017

Last reviewed on: November 2019

Next review due by: November 2020

Ripplevale School Policy on attendance.

‘Ripplevale School provides a caring, learning environment where our students make meaningful progress, relative to their individual starting points. Our aim is to encourage them to develop appropriate personal, social and employable skills enabling them to become confident, independent and aspiring young people.’

Central to raising standards in education and ensuring all students can fulfill their potential is an assumption so widely understood that it is insufficiently stated – students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children and young peoples with poor attendance tend to achieve less in both primary and secondary school.

The government expects Ripplevale School to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every student has access to full-time education to which they are entitled; and act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All students to be punctual to their lessons.

The Admission and Attendance Registers

Ripplevale School maintains an admissions and attendance register and all students are placed on both registers

Contents of Admission Register

The admission register contains the personal details of every student in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended. Students are entered from the beginning of the first day on which Ripplevale School has agreed, or been notified, that the student will attend.

For many of our students these admission dates fall throughout the academic year and do not necessarily coincide with term dates. This is because of the nature of the fractured education which they may have experienced and the subsequent need to adjust our admissions times to alleviate difficulties of anxiety, school phobia and parental concerns about prolonged absence.

If a student fails to attend on the agreed or notified date, the school will establish the reason for the absence and mark the attendance register accordingly.

Deletions from the Admission Register

A student may be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Student Registration) (England) Regulations 2006, the key points of which are summarised below:

- *Where another school is substituted by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.*
- *When he no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered*
- *Both school and the local education authority have failed, after reasonable enquiry, to ascertain where the student is and the school does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause.*
- *If he is certified as unlikely to be in a fit state of health to attend school*

Amendments to the Admission Register and Attendance Register

The attendance and admissions registers are completed electronically and every amendment is made to electronic system.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register are preserved for a period of three years after the date on which the entry was made.

Children at Risk of Missing Education

Ripplevale School informs their local authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the student is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

The local authority should be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

Ripplevale School agrees with the relevant local authority, the regular interval that the school will inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

Strategies and actions

The schools ethos is to work with students and the families to enable full access to education and the curriculum on offer. In instances where attendance levels are low or fall, without explicable reason the school will employ strategies to support the student and parent/carer accessing education and raising attendance levels. Strategies may include;

- Telephone calls to parents/carerer
- Home visits to parents
- Meetings with parents/other agencies
- Collecting students from home to bring them to school
- Liaising with KCC transport and taxi companies
- Referrals to social services
- Referrals to CAMHS
- Liaising with the school liaison team
- Providing specialised timetables for students
- Giving students designated trusted staff to talk too
- Reduced timetables if needed
- School providing the student access to the school counsellor or welfare worker
- Resources list for parents for support groups
- Referrals to other support agencies
- Sending staff to tutor at the students home

Contents of Attendance Register

Ripplevale School takes the attendance register at the start of the first session of each school day and once during the second session. On each occasion we record whether every student is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances. The

school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not;

Present at School

Students must not be marked present if they were not in school during registration. If a student were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm
Present in school during registration.

Code L: Late arrival before the register has closed

Our policy registers are kept open until 9.15 unless the school is aware of transport delays for individual students. This will be for a reasonable length of time but not for the whole session.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

The activity must be of a nature approved by the school and supervised by someone authorised by the school.

Authorised Absence from School

Authorised absence' means that Ripplevale School has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Unauthorised Absence from School

Unauthorised absence is where Ripplevale School is not satisfied with the reasons given for the absence.