



# Brompton Hall School

## Pupil Attendance Policy



1	Summary	Pupil Attendance Policy	
2	Responsible person	Pat Dubas (Executive Headteacher)	
3	Accountable SLT member	Danny Kenny (Headteacher)	
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff	
5	Who has overseen development of this policy	Pat Dubas (Headteacher)	
6	Who has been consulted and recommended policy for approval	All relevant Stakeholders	
7	Approved by and date	IEB 01/01/2024	
8	Version number	1.1	
9	Available on	Trust website	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
		Academy website	<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N
		SharePoint	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)		
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff	
12	Date of implementation (when shared)	Spring Term 2024	
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N	



## Contents

INTRODUCTION .....	3
GUIDANCE.....	4
Attendance at School.....	4
Illness.....	4
Long Term Absences .....	4
Safeguarding Checks.....	4
Recording and Use of Absence Data .....	4
Holidays.....	4
Absences for part of the day.....	5
Absences based on Health Needs.....	5
In the Event of School Closure .....	5
Children Absent in Education.....	6
Tracking and Monitoring.....	6
Action in Response to Non-Attendance.....	6
Action in Response to Poor Attendance.....	7
Action Taken in response to positive attendance .....	7
Roles of the Attendance Team .....	7

## INTRODUCTION

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

At Brompton Hall School we encourage good attendance by making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school in order to nurture learning in all pupils. Pupils need to feel a sense of belonging to their school, that their contribution in school is valued and all staff care about them as individuals.

Brompton Hall School follows the guidance outlined in the following policies;

[DFE - Working together to improve school attendance](#)

[Keeping children safe in education 2023 \(publishing.service.gov.uk\)](#)

The following policy applies whether the pupil is attending on-site, at an alternative provision or if they are working remotely.



## GUIDANCE

### Attendance at School

Parents are legally obliged to ensure their child attends school for each lesson on their individual timetable, unless the child is legitimately ill or there is a justified reason for non-attendance

### Illness

Parents are asked to inform the school office by 8.30am each day a child is unwell and will not be attending school (please contact the office for guidance on specific illnesses and required length of absence).

If an absence is known of in advance, e.g., a medical appointment, a letter or email to the school prior to the absence is required. It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

### Long Term Absences

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, agreeing procedures for re-integrating these pupils with each family as the need arises.

### Safeguarding Checks

If a pupil is absent from school for a prolonged period of time it is the school's responsibility to undertake regular welfare checks. The visits will be completed by the Pupil Placement Support Officer and where possible these will be agreed with parents/carers; however, checks are mandatory and will be completed without prior arrangement if we are unable to make contact.

### Recording and Use of Absence Data

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and L.A. guidelines.

The school's official starting time is 8.40am. Any child arriving between the start of school and 9.15am, when registration closes, unless they are on an individual timetable, will therefore be registered with a late mark. Pupils who arrive after the registers close will be marked 'Late (U - after registers close)', which will be recorded as an absence. Pupils arriving after this time should report to the school office. School will follow NYCC guidance for authorising extreme lateness, however this will not be applicable when lateness is due to issues arising from transport/taxi services.

When a child fails to attend school for one or more sessions this will be recorded as an absence. Absences will be shown as authorised or unauthorised, following authority guidelines. The school determines whether an absence is authorised or unauthorised using these guidelines. When absences are unaccounted for, school will text/telephone and/or send a letter home to try to ensure all absences are explained. Data is collected and subsequently collated. Attendance figures are published for individual pupils in their school report and, where pupils' attendance causes concern, our Placement Support Officer will be involved who will take the necessary action to support improvement. Attendance information is shared on when pupils transfer to other schools.

### Holidays

From September 2013, the DfE published new guidelines regarding requests by parents for term time holiday leave for pupils. Brompton Hall School is unable to authorise any holidays in term time and can only consider requests for absence with respect to exceptional circumstances. Those circumstances are listed below:



- Service personnel returning from active deployment.
- Where flexibility of parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by paperwork for the company.
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- Where family needs time together to support each other after a crisis. Families requesting term time leave of any kind need to complete a form that is available from the school office. Upon its return you will be notified of any decision made by the Head Teacher. This decision is final.

Any family who chooses to take their child out of school during term time could be liable for a fine.

#### Absences for part of the day

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks parents to ensure we have up to date contact names and telephone numbers for this purpose. Parents are responsible for either collection of their child, ensuring transportation is in place, if they are unwell. A taxi will not be provided at any other times than the beginning and end of the pupil's day. Parents are informed that they should not send children to school who seem unwell. Pupils who are ill are often very distressed and illnesses are quickly spread.

#### Absences for Health Reasons

Brompton Hall School has the responsibility to provide education support for any pupil who is absent from school, for up to 15 days, for Health Reasons. From 15 days onwards the Local Authority have relevant responsibilities and Brompton Hall School will work with the relevant Local Authority taking account of the statutory guidance for local authorities "*Ensuring a good education for children who cannot attend school because of health needs*". Brompton Hall will not remove a pupil from the school register if they are unable to attend school because of health needs, even if the Local Authority has become responsible for their education, using such provision as home education or hospital school.

#### In the Event of School Closure

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. If this closure takes place at the start of the day, parents will be contacted, and it will be broadcast on a local radio station. If the weather or other conditions mean that a decision is taken to close school during the school day, parents and guardians will be contacted and be asked to collect their children as soon as possible or be informed that school taxis will leave early. The school staff will remain on the premises until all children have been collected.

#### Pupil's Attending Alternative Provision

As explained in the 'Guidance' section of this policy, our 'attendance' procedures and expectation apply for all pupils, whether they attend school every day, or attend an alternative provision.

Parents/carers must let us know if their child is not attending their provision, and the reason why. We have a safeguarding duty to ensure that we record all pupil's attendance accurately each day. The school's Pupil Placement Support Officer (PPSO) contacts a pupil's alternative provision 30 minutes after the start of their session to confirm they have attended. If a pupil has not arrived for their session the PPSO will then contact parents/carers to ascertain the reason for the absence. As we (the school) remain responsible for all our pupils during the school day, the PPSO will attempt to contact parents/carer even if they have contacted the alternative provision to explain the reason for the absence.



### Children Absent in Education

Through our attendance procedures and monitoring, the school aims to

- Promptly identify children who are absent from education
- Ensure that the location of all pupils is always known
- Keep children safe and follow best practice underpinned by the statutory framework which places a duty on all professionals to safeguard and promote the welfare of children

### Tracking and Monitoring

Information sharing between parents, schools, the community and the Local Authority is crucial to ensure that those children who are absent from education are kept safe and receive the education they are entitled to. School will liaise and refer to the Local Authorities CME Co-ordinator, if we become concerned about a child absent from education.

Joint reasonable enquiries will be made as quickly as possible by school and the LA to identify where the family is and what support is needed. We will utilise services such as the Admissions Team, Children & Families Services (referrals through MAST), and Locality SEND Hubs to support pupils re-engage with their education. Information is also shared via our Pupil Placement Support Officer within NYCC safeguarding processes such as the Multi Agency Child Exploitation (MACE) meetings.

### Action in response to Non-Attendance

1. The office informs Tutors of any known pupils who are absent or will be late during the breakfast/ registration period
2. Tutor identifies that a pupil is absent (first day absence), and identifies whether there are any safeguarding concerns, if safeguarding concerns they will either contact home for more information, refer to the Pupil Placement Support Officer or discuss with the DSL. If no safeguarding concerns then the Tutor will ask the office to contact home.
3. Identified office staff will endeavour to contact the parent to find out the reason for non-attendance or lateness. They will aim to identify when the pupil is expected to return to school. The office will communicate the information obtained via the pupil's communication log, including the reasons for the pupil's absence and when they are expected to return. If the office is concerned or feel there is no reasonable reason for the absence then the Tutor will be informed who will endeavour to make contact. If contact cannot be made then the Pupil Placement Support Officer may decide to carry out a welfare visit to the family home to endeavour to make contact. If no one is available, the Pupil Placement Support Officer will leave a short note requesting contact.
4. If the pupil does not return when expected the tutor will endeavour to contact the parent to check further information about the pupil's absence, or ask the office to do so. If the Tutor is concerned or feel there is no reasonable reason for the absence or is unable to make contact then the Pupil Placement Support Officer will be informed who will endeavour to make contact, which may involve a visit to the family home to endeavour to make contact. If no one is available, the Pupil Placement Support Officer will leave a short note requesting contact.
5. Pupil still does not return to school then the Pupil Placement Support Officer will endeavour to make contact with the parents which may include a home visit, and in the case of a pupil who has not been in school for a week then a home visit will automatically be activated. If the Pupil Placement Support officer is unable to make contact, then he/she will seek support from social workers or other agencies involved for safeguarding purposes. If social workers and other agencies are not involved or if



they are unable to support then the Pupil Placement Support Officer will call 101 and report the concern to the police.

### **Action in Response to Poor Attendance**

1. Attendance falls below what is acceptable due to the pupil's individual circumstances – Pupil Placement Support Officer will send a warning letter.
2. Attendance does not improve in a two-week time frame – Pupil Placement Support Officer will call an attendance panel meeting, which will be chaired by the Headteacher and all options will be explored to improve attendance.
3. Attendance improves in a two-week time-frame – Pupil Placement Support Officer will send a letter recognising that achievement.
4. Attendance does not improve in another two-week time-frame – Pupil Placement Support Officer will call another panel meeting, which will be chaired by the Headteacher and all options will be explored to improve attendance.
5. All options to improve attendance have been explored and attendance has failed to improve – Pupil Placement Support Officer will contact County Attendance and Enforcement Officer and email evidence of all actions taken. Legal procedure will be followed and a formal PACE Caution formal interview will take place.
6. Consequences of Caution Formal Interview could be as follows:
  - No Further Action/Review Meeting
  - Penalty Notice Warning Letter
  - Education Supervision Order
  - Prosecution 1 or 1A

### **Action Taken in response to positive attendance**

It is recognised that pupils at Brompton Hall can have varied attendance patterns across the year. In response to this, and to enable pupils to have their attendance recognised and rewarded on a regular basis, each pupil who has 100% attendance on a weekly basis will receive an Attendance Note and on a ½ termly basis pupils will have the opportunity to achieve an award.

### **Roles of the Attendance Team**

#### **Identified Attendance Administrator / Office**

- First day response call to parent / carer. If unable to contact it will be passed to the Pupil Placement Support Officer.
- Check daily attendance at Alternative Provisions
- Daily / Weekly reports to LA attendance services who request this information

#### **Tutors**

- Inform the attendance admin officer of any absences
- Follow up any absences where contact has not been achieved. Any concerns passed to the Pupil Placement Support Officer.

#### **Pupil Placement Support Officer**

- Weekly safeguarding visits for pupils who are absent from education for a prolonged period of time.
- Support with any issues that are identified by Tutors
- Monitor attendance and identify pupils at risk
- Ensure the policy is followed
- Carry out actions in response to poor attendance

#### **Executive Headteacher**



- Meet regularly with Pupil Placement Support Officer to discuss any pupils that are a concern, and agree actions.
- Chair 'Attendance Panel Meetings'