



Cardrew Court School

Attendance Policy

Date Last Reviewed: Jan 24

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1. Rationale

Cardrew Court School seeks to ensure that our pupils receive a full-time education which maximises opportunities for each to realise their true potential with regards to academic progress and social development.

Our school provides a welcoming and nurturing environment, whereby each member of the school community feels valued, safe and secure. All school staff will work with pupils and their families to support each pupil attending school regularly and punctually.

2. Aims

- To secure an informed approach by our school in regards to attendance and how this is monitored/recorded/reported in accordance to statutory guidance
- To establish systems of following up all absences to ensure that safeguarding is and remains effective
- To ensure that all absences are correctly identified
- To ensure clear distinctions are made which take into account the pupils/students' disabilities and/or special educational needs through datasets published
- To develop a systematic approach to gathering/analysing/reporting attendance related data providing reports to Trustees each term
- To provide a means by which the school can record/monitor attendance of the pupils/students and to intervene positively as required
- To ensure that our school provides an appropriate response to improve the overall percentage attendance which maximise opportunities for all pupils to learn/achieve
- To determine the protocols to monitor attendance effectively establishing pathways to deal with any attendance issues working with external agencies if/as required in an informed way (e.g. Social Care, Education Welfare Officer)
- To identify appropriate protocols which recognise the individual needs of pupils when planning actions to prevent academic regression
- To reduce unauthorised attendance if this becomes an issue.
- To identify appropriate protocols to pursue the re-integration of pupils following periods of significant absence
- To provide our school community with informed communication pathways/protocols in relation to pupil attendance with parents/carers which determines the importance of this
- To determine the roles and responsibilities of the Attendance Officer and publish on the school's website
- To ensure the school's Safeguarding Policy is upheld and fully adheres to the protocols determined to keep all children safe which includes appropriate liaison with social care (MARU and LADO) and the school's allocated EWO

3. Legal Framework

Section 444 of the Education Act 1996 states that children of the compulsory school ages (5 – 16) should attend school regularly. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Section 7 of the 1996 Education Act states that parents/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

Legal Requirements for all Schools:

- Schools must keep 2 registers: an admission register which serves as the school roll, and an attendance register
- Attendance registers must be called twice a day; at the start of the morning session and once during the afternoon session
- The register must show whether the pupil is present, engaged in an approved educational activity, off-site or absent
- When a pupil is absent, the register must also show whether the absence was authorised by the school or unauthorised
- Authorised absence means either the school has given approval in advance, or that a satisfactory explanation was given afterwards

Cardrew Court School recognises that central to raising standards in education and ensuring all pupils can fulfil their potential pupils need to attend school regularly to benefit from their education. (DfE November 2016).

The government expects schools and Local Authorities to:

- 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
- Expect parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- Ensure all pupils to be punctual to their lessons

This policy and associated attendance data sets will be monitored by the Headteacher and Senior Leadership Team, with a formal data report on pupil attendance to governors and Trustees made by the Headteacher and Attendance Officer each term as part of the Headteacher report to governors and Trustees. (Appendix A).

Cardrew Court School may share attendance data with Children's Services and the local authority if required; all information is shared in accordance with the General Data Protection Regulation 2018.

The report will outline if there are any concerns in relation to pupil attendance and any impact of pupil attendance on progress over time. The report will outline the measures the school has made

to address any such issues ('closing the gap' opportunities). Where there have been nonattendance issues within the school the Headteacher will collate examples of case studies/summaries which evidences the approach taken by the school in addressing pupil attendance (Appendix B).

This policy will be evaluated every two years by the headteacher and governors.

4. Roles and Responsibilities

Attendance Officer:

The role of attendance officer is part of the role and responsibilities of senior teaching staff (DSL/DDSL), the data entry and administration of attendance is completed by a member of the office staff.

Attendance officer: TBC

Admin of attendance: TBC

The office staff will work with the Headteacher, SLT and other school staff, parents, pupils and outside agencies to ensure the positive attendance of our pupils. The attendance officer will be responsible for monitoring attendance throughout the school to the agreed attendance benchmark, meeting all statutory and legal requirements in the process. The office team will be required to:

Office based systems (office team):

- Use the school information management system (Arbor) to monitor attendance/pupil absence on a daily basis maintaining this to a high standard; CCS will provide strategic monitoring /reporting support from within the central service to attendance if/as required
- Be the first point of contact to support to school-based staff with operational issues in the use of Arbor related issues
- Track pupil attendance by collecting and analysing attendance data on a daily basis formulating this in a report – electronically or verbally- to the DSL/DDSL (HT/DHT) by 10.30 at the latest and again in the afternoon including any update on N codes.
- Ensure school records are maintained to a high quality and in accordance with our attendance policy (three parent/carer contact numbers) – incorporating into the Administrator's role
- Provide accurate termly/yearly attendance data / information for school-based reports (Headteacher reports) and the annual report to parents.
- Produce individual attendance data when requested by members of SLT.
- Advise all agencies on pupil attendance information as appropriate to any identified changes
- To be responsible for the daily fire register in case of any emergency (paper-based register)
- To be responsible for the evacuation list (staff/volunteers/school-based visitors etc) in case of any evacuation of the school

Monitoring systems:

- Act as the first line of contact to parents/carers in relation to attendance, advising them, when able, on ways they can ensure their child attends school
- **First day** contact parents/carers of any absent pupil using the school-based app or email/telephone to identify reason for any pupil absence; log all calls made in accordance with school-based protocols
- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of the school
- With the DSL/DDSL and when requested information gather potential reasons for any pupil's non-attendance
- Provide any information requested by parents/carers in relation to attendance/exceptional circumstances
- Maintain confidentiality at all times

Functions required:

- Accurate data entry into the school information management system, Arbor.

The Attendance Registers:

Section 444 of the Education Act 1996 states that children between the ages of 5 – 16 should attend school regularly.

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined (DfE – November 2016).

Teachers are responsible and accountable for the accurate completion of registers.

Registers:

Teachers must:

- complete the register on Arbor between **8.45am and 9:00am** and again between **13.00-13:20** when registers will be closed to teachers. Admin team will complete registers between **9.00am – 9.15am and 13.15- 13.30** for late mark Registers. Registers close at **9:15 and 13.30.**
- not mark a pupil present unless the pupil is in the room when they call the register.

In exceptional circumstances and agreed by SLT:

- complete a paper register in ink
- not mark a pupil present unless the pupil is in the room when they call the register
- not leave any spaces in the register – N should be recorded if the staff have no reason why the pupil is absent
- make any changes to the register clearly by recording a comment in the register mark box that has been changed stating the reason for the change.

- not allow pupils to mark the register

Any paper registers **MUST** be returned to the school office by an adult by:

AM	PM
09:00	13:20

5. Contents of Attendance Register

CCS must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion teachers must record whether every pupil is:

- Present: / or \
- Attending an approved educational activity off-site run by or accompanied by school staff: V
- Attending an approved educational activity (not run by school or attended by school staff): B
- Absent: N no reason known

All other codes will be added or amended by Attendance Administrator on proof of documentation or authorisation from Attendance Manager

Pupils with adjusted timetables

Pupils with adjusted timetables – Some pupils have a personalised start time which is timetabled, admin, outreach, teachers, and SLT know these registration times, this process is identical as fulltime pupils. On the day the learner is due in the register will remain uncoded until the registration open time for that learner, then the appropriate code is entered.

It is the teacher's responsibility to keep their class list of individual timetables accurate at all times to enable all personnel to access and keep pupils safe.

With CCS open for 175 days each academic year, this means that there are 350 possible sessions for the learners:

- 1 day = 2 sessions
- 10 sessions each week

Attendance Codes, Descriptions and Meanings (These codes need to be read in conjunction with the DfE guidance – September 2022 Working Together to Improve School Attendance)

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present

B	Educated off site (NOT dual registration) approved by the school	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description) approved by the school.	Authorised Absence
D	Dual Registration (i.e. pupil attending other establishment) approved by the school	Approved Education Activity
CODE	DESCRIPTION	MEANING
E	Excluded (no alternative provision made)	Authorised Absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised Absence
H	Family Holiday (agreed)	Authorised Absence
I	Illness (not medical or dental etc. appointments)	Authorised Absence
J	Interview	Approved Education Activity
L	Late before registers closed	Present
M	Medical/Dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
P	Approved Sporting Activity	Approved Education Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after register closed)	Unauthorised Absence
V	Education Visit or Trip	Approved Education Activity
W	Work Experience	Approved Education Activity
X	Not attending in circumstances relating to coronavirus (COVID-19) Non-Compulsory School Age Absence or not required to be in school	Not Counted in Possible Attendances

Y	Enforced Closure due to unavoidable cause	Not Counted in Possible Attendances
Z	Pupil Not Yet On Roll	Not Counted in Possible Attendances
#	School Closed to Pupils – planned whole or partial school closure	Not Counted in Possible Attendances

Every child's attendance/absence is recorded using the agreed code in the class register which is transferred to an electronic system (Arbor) by the office team. This information is then made available to the Local Authority and the DfE.

Parent/carers contact details:

The school will keep a record of three contact parent/carers telephone numbers which will be held within the school's database; parents will be reminded to contact the school to provide any updates to the information held. This information will be re-checked at pupils/students Annual Reviews held annually.

Follow-up of every absence:

Once class registers/pupil absenteeism sheets are collected, the office team will scrutinise them and identify from the information provided by the class teacher if any children are absent; this will record name, reason for absence and who notified the school.

In this way the school/office team will have been provided with an explanation of the absence by the class team. If the explanation has not come directly from the pupil's parent/carers, the office team will contact the parent/carers to clarify/confirm the reason recorded; pupils non-attendance reported by passenger assistants will not be accepted. The school will remind all parents on an annual basis the protocols which need to be followed by them in reporting their child's absence from school.

An electronic record of each absence is made daily by the office team who will comment on the Arbor entry to write a short note of the reason for the absence. This provides a means by which absences can be recorded accurately/checked which fully supports our agreed Safeguarding Policy and protocols.

Through the regular scrutiny of attendance registers the Headteacher and DSL will be able to identify any concerns in relation to attendance particularly in relation to any aspects of the safeguarding chronology held by the school.

If a pupil is beginning to show a sporadic attendance record and this is not linked to any ongoing medical complaint or additional reason of which the school is aware, the school will attempt to rectify this with the parents. The Headteacher will contact the parents initially via a telephone call to discuss and clarify reasons for lower attendance (all telephone conversations will be logged by the school). This will always be followed up with a letter outlining what has been discussed / agreed. If any issues continue, the Headteacher will write to the parents / carers inviting them to a meeting (alongside social care colleagues if / as appropriate) to discuss the reason(s) why attendance continues to decline and agree a support plan to rectify this.

If the child concerned continues to attend school sporadically following these measures this will be discussed with MARU / the LA EWO Team for their advice and guidance as outlined within our Safeguarding Policy

The school will discuss any pupil whose absence from school is recorded outside of the medical / Illness code used in the register.

Reporting non-attendance:

CCS expects **all** parents/carers to report their child's non-attendance to the school; we will **not** accept reasons for non-attendance which are relayed through the passenger assistant on school transport. Any pupils recorded in the register as non-attending will be followed up by the Office Team; see pathway (Attendance flowchart C):

Safeguarding:

All registers are scrutinised with the attendance information collated by the Office Team (this includes any non-attendance) recorded as such by the class teacher. The Office Team will email the Designated/Deputy Designated Safeguarding lead details of any pupil's absence from the school via email each day by 10.00 a.m.

The Office Team will additionally record the measures taken to contact parents/carers in relation to pupil non-attendance via the email sent. All such measures will be recorded by the school e.g. Telephone message left/text message sent by the Office Team in the telephone log.

Through the receipt of the daily attendance information the DSL/DDSL is able to secure safeguarding; trends over time can be identified through such means and appropriate actions taken if necessary.

Role the Designated/Deputy Safeguarding (DSL) lead:

The DSL/DDSL will scrutinise the attendance information emailed via the Office Team **each** morning; any unauthorised absence will be immediately addressed – (Attendance flowchart B):

6. Attendance Data

It is recognised that there are **no national attendance data sets** to benchmark our pupil's attendance although through research we have identified the following averages April 2024:

National average absence rate special schools	12.9%	CCS attendance target: 95% or above
South West average absence rate special schools	13.2%	
Cornwall average absence rate special schools	13.6%	
National average mainstream	5.2%	

It is our aim therefore to scrutinise our attendance data to determine reasons for nonattendance to ensure we do not exceed the data benchmark.

It will be the responsibility of the office team to collate all attendance data recorded in pupil's registration certificates found within Arbor collating and presenting this in an attendance data

report to the Headteacher each term end. This data will enable the Attendance Officer to determine two aspects:

- Raw data (**ACTUAL** attendance data recorded via attendance in Arbor)
- **VERIFIED** data (data which has been scrutinised to determine reasons/codes for any absenteeism)

Benchmark 95%	This term:	Last Academic Year:
Pupil RAW attendance data (%) before analysis		

Using agreed templates, the attendance officer will scrutinise the attendance data for each pupil whose attendance falls below the CCS benchmark (95%) adding supporting commentary if/as required. This information will be passed onto the Headteacher to inform the report to the CCS Trustees.

Following such procedures will enable the attendance office to produce verified attendance data which in turn will be reported to the CCS Trustees each term.

Verified data:

It is a truism that disabled children and those with special educational needs have greater levels of absence from school than do their mainstream peers. This is usually as a direct result of their impairments (attending therapy sessions or for surgical intervention for example), but it can often be the result of an indirect consequence of their 'condition'. For example: a child may experience a seizure just as the transport arrives to take them to school, forcing them to miss it. The child's inability to attend school is not 'Illness', as once they have recovered from the seizure, he/she would have been fit to attend school but could not now get into school due to transport/mobility issues. Similarly, this is not a 'Medical' absence as the child was not attending hospital.

Another example may be a student with extreme autism who is too distressed to leave his room following a stormy night: likewise, he is not 'ill' but is unable to attend the school because of his autism.

Unfortunately, the agreed attendance codes do not cover situations like this, which places our children into a disadvantageous position. In attempting to overcome this, we have expanded the use of the C code (other authorised circumstances) to include condition related absences and hospice stays. By doing this, we are able to provide more sophisticated data which more accurately reflects the complex situation experienced by our children.

Pupil VERIFIED attendance data (%) after analysis		
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Through the scrutiny of attendance codes, the Attendance Officer will identify percentages in the following areas to inform verified data using the raw data presented; such data will be supported

by a commentary which demonstrates how the data has been analysed providing the reader with further context:

Data Analysis Pupil attendance (Appendix d)

School:		Number and % of pupils with attendance falling <u>below</u> 95%:			Number of pupils' alternative provision:		Term:	
Attendance analysis: Number and %								
N Unauthorised absence	E Excluded (no alternative provision)	H Agreed family holiday/exceptional circumstance (risk assessed)	I Illness	M Medical/ dental	R Religious observance	S Study leave	T Traveller absence	Y Enforced closure due to unforeseeable circumstances
Commentary:								

The Attendance Officer has the responsibility for monitoring progress data for any pupil who may experience a prolonged absence from school alongside the Head Teacher of the school and are not meeting the CCS attendance benchmark. Data associated with progress over time will be scrutinised and where this has slowed (emerging progress) opportunities will be identified to 'close the gap'. Such measures will be discussed / reviewed with the class teacher and the parents / carers will be contacted to discuss further; follow up discussions (if/as required) will take place in Pupil Progress meetings and will include parents/carers if/as necessary.

The school will therefore work closely with parents / carers to ensure the continuation of targets – e.g. – IEPs, therapy, academia can be addressed as much as possible whilst the pupil is at home. The school will endeavour to provide any additional resources – e.g. – iPad, notebooks, and therapy plans that the parents would need to address targets identified

Pupil name	Sessions absent	Needs type	PP/ NON PP	M/F	ETHNICITY	Class	Key Stage	English progress	Maths progress
BD	50	PMLD	NON	F	WB	6	3		

EXPECTED/EXCEEDING EXPECTED PROGRESS	BELOW EXPECTED PROGRESS
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Using such measures, the following groups / cohort's attendance data can be examined to identify if there are any trends over time which the school needs to address or if further clarification is needed to explain non-attendance at the school:

- Boys/girls
- Needs type
- PP/Non-PP
- Ethnicity

The attendance of all pupils will be formally discussed at each pupil's Annual Review with parents / carers and recorded via our Annual Report to parents. Attendance data will be formally recorded within the review paperwork provided by the Local Authority. Attendance data will additionally be recorded in the electronic e-PEPs paperwork for all Children in Care; this will be the responsibility of the designated Child in Care Lead.

Persistent absences:

As identified every term the office team will provide the DSL/DDSL with a summary of the attendance data for any pupil who has been recognised as falling below the attendance data sets identified within our school. As outlined the Attendance Officer will scrutinise all such data to identify reasons to verify data; following such scrutiny if reasons do not relate to specified attendance codes or there appears to be emerging patterns/themes an alert will be created to trigger school action. To inform our working practice we will use the protocols/steps identified within the attendance intervention strategy aimed at addressing such concerns in an informed way (Appendix E).

Role of the Outreach Team:

In order to address any continued/persistent pupil absences once the attendance intervention strategy protocols have been followed CCS will refer the pupil/student to the DSL who will arrange a meeting with parents to review attendance. The Outreach team may be utilised to support increasing their attendance with a view to improving the situation.; parents will be notified of :-

- Reason for referral and any other relevant information
- Prior action taken by referrer (include details of contact with parents)
- Attendance data

Exceptional circumstances (Appendix F):

The school recognises the pressures placed upon families which contain a child with disabilities and/or special educational needs and the need for respite. We also recognise that the additional costs involved in taking such children on holiday can make them prohibitive, often to the point where the family could not afford them. In many cases, the only option is to take the holiday when costs are lower, or times are quieter for the child (e.g. – if the child is autistic) within school term times. Without condoning it, the school recognises that this is sometimes the only option available to some families.

To address this, the school has developed a protocol on how it manages pupil leave of absence in exceptional circumstances (**Appendix F**); to support this process our schools will undertake a risk

assessment to secure safeguarding. If the school has any doubt in regard to the safety of any pupil whose parent has requested an exceptional circumstance this will be discussed with the LADO/Social Care/MARAC with immediate effect. In accordance with established protocols any Child in Care will not be authorised for any leave of absence from the school without discussing this with their allocated social worker.

Parental Request for Absence from School for Holiday:

Pupils are not entitled to be away from school during term time as a result of a family holiday. Such absences will be recorded as unauthorised. Leave of absence will be granted in very exceptional circumstances on application to the Headteacher. These requests should be made by writing in advance to the Headteacher and permission is subject to their discretion. A copy of the Parental Request for Leave of Absence during Term Time form is attached as Appendix H.

Religious Observance:

Pupils will be granted 2 days per year to attend any religious observance; parents will be expected to request such non-attendance via the exceptional circumstances form published on our web site.

Operation Encompass:

The school will take particular notice of any child who has been subject to an Operation Encompass telephone call; if a child is absent this will immediately be followed up with contact via MARU/Social Care/LADO. All details will be recorded in the school's safeguarding chronology.

Pupils with Long Term Health Issues:

Any pupil who has a prolonged stay in hospital will be discussed with the school nurse service who will become the conduit for all health-related information between the school/health care providers; any such discussions will be formally recorded in the minutes taken when the school/school nurse meets each half term. The class teacher will be able to provide homework for the pupil concerned if this is deemed appropriate; this will be discussed between the school nurse and parents(s).

Flexi-schooling:

Another option is to register a pupil for "Flexi-schooling" where a pupil can be educated off site; if flexi-schooling is agreed by CCS they will follow the protocols determined by the Local Authority.

Any flexi-schooling agreement will be discussed/ agreed by the LGB and recorded as such in the minutes held; review of the flexi-school agreement will fall in line with the protocols agreed by the Local Authority. The school will discuss all aspects of schoolwork which will be addressed in the home environment and regularly reviewed by the school, this process schoolwork will be discussed/ agreed with the parents and sent home, this will form the basis of all discussions held.

Out of school provision:

Some pupils/students within CCS receive their education off site; any such provision will have been agreed with the Local Authority and will be documented as such within their Annual Review

paperwork. As such, the school remains responsible for the education, safety and welfare of the pupil/student.

In order for our school to monitor this agreed school offer CCS will:

- Agree the aims/outcomes of the out of school provision/school offer with the Local Authority (record all aims/outcomes/frequency of visits within the agreed documentation provided by the LA)
- Ensure any out of school provider has the appropriate DBS checks and are compliant with the Keeping Children Safe in Education documentation
- Record the number of pupils within the Headteachers report to Trustees/LGB
- Make regular checks (at least half termly) with the provider on the agreed aims/outcomes (record all such checks on the template provided) **APPENDIX G**

Further sources of information (DfE November 2016):

- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006
-

Other departmental guidance:

- Parental responsibility measures for school attendance and behaviour
- Children missing education

6. Appendices

A: Formal data report to Trustees/LGB

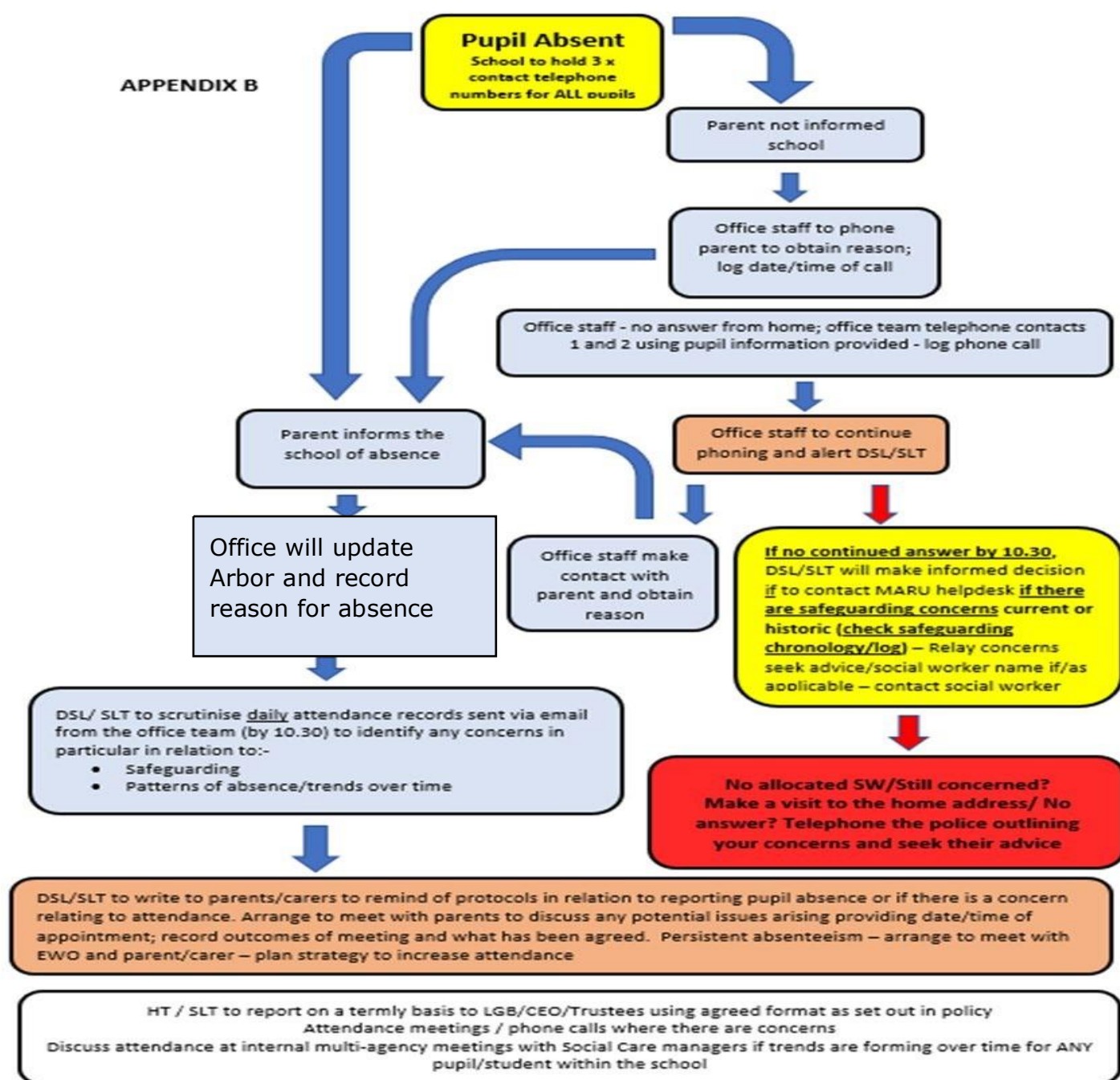
Data	Spring Term:	Academic year:
Pupil attendance CCS TARGET: Special School Average Attendance Rate: 90.19% Verified data		

B: Attendance case study

Attendance Case Summary			
Pupil Name:	Pupil Needs/Banding profile: Main area of need: Diagnosis and associated difficulties:	Attendance data 201X – 201X: XX%	School benchmark: 95%
Context: <ul style="list-style-type: none"> 			
Actions/interventions taken by the school: <ul style="list-style-type: none"> 			
IMPACT: <ul style="list-style-type: none"> 			
Attendance: Autumn Term 201X – XX%		Attendance: Spring Term 201X – XX%	Attendance: Summer Term 201X – XX%

C: Attendance flowchart

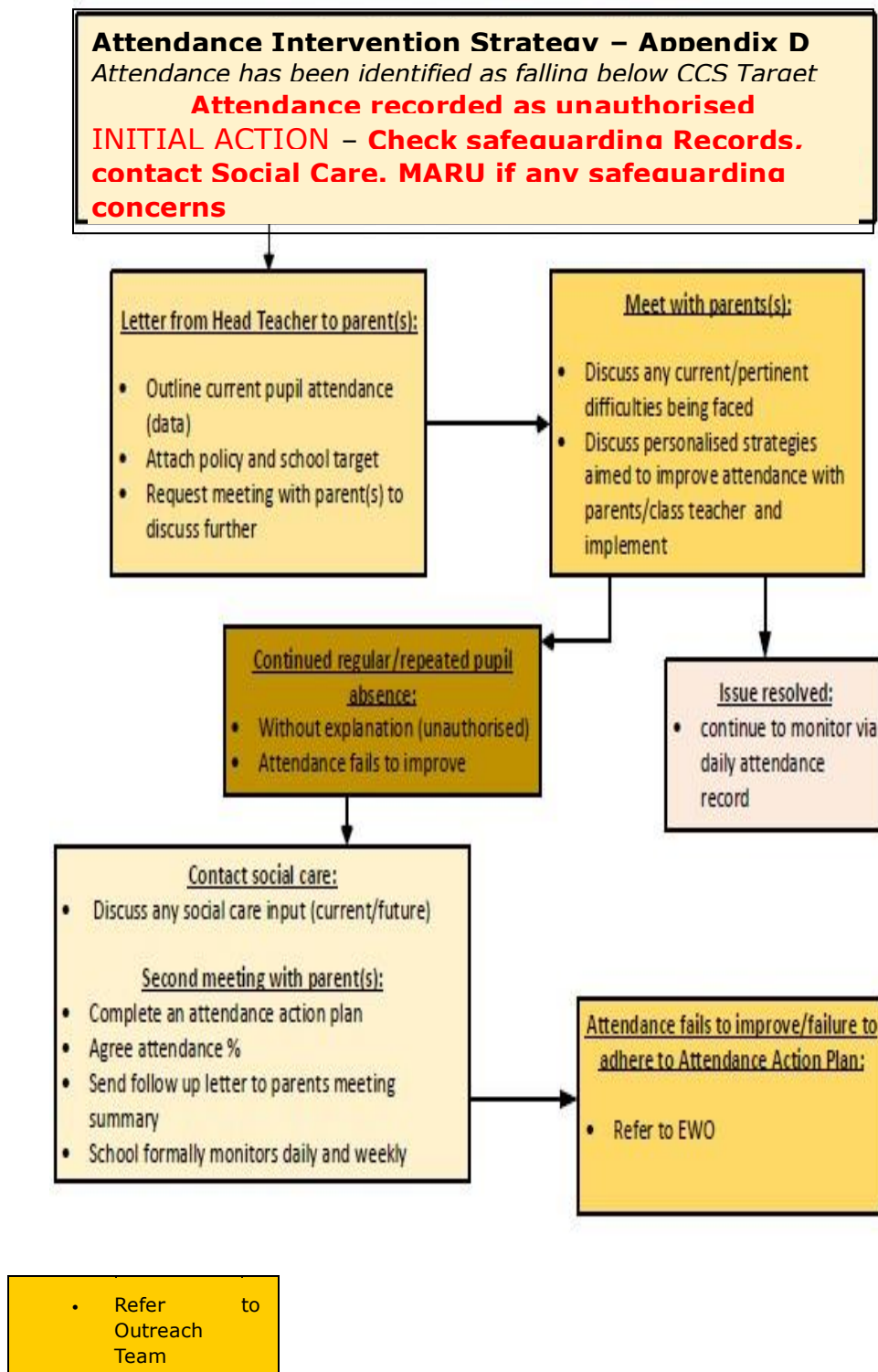
APPENDIX B



D: Data Analysis Pupil attendance

School:		Number and % of pupils with attendance falling <u>below</u> 95%:			Number of pupil's alternative provision:		Term:	
Attendance analysis: Number and %								
N Unauthorised absence	E Excluded (no alternative provision)	H Agreed family holiday/exceptional circumstance (risk assessed)	I Illness	M Medical/dental	R Religious observance	S Study leave	T Traveller absence	Y Enforced closure due to unforeseeable circumstances
Commentary:								

E: Attendance Intervention Strategy



F: Exceptional circumstances/risk assessment

Pupil leave of absence /Exceptional circumstances – Risk Assessment – Key questions to consider helping inform decision

Name:		Dates requested:	
Where is the family going (destination?)			

Question	Yes / No	Comment (If / As appropriate)
*Are there any current safeguarding concerns?		If yes please discuss with Headteacher / Social Worker / MARU as appropriate.
*Have there been any previous safeguarding concerns?		If yes please discuss with Headteacher / Social Worker / MARU as appropriate.
Is there social care involvement?		
Is attendance above 90%?		
The parent / carer has provided adequate reasons following agreed school protocols for any absenteeism?		
Has the parent / carer made any previous requests this academic year?		
Have any previous requests been declined by the school?		
Progress- Is the pupil making at least expected progress over time?		
Has the parent / carer provided sufficient information regarding the request? (Is the form fully completed?)		
Has the parent /carer noted who will accompany the pupil?		
Has the parent / carer listed how they will counteract the missed Teaching / Learning time?		

G: Education off site monitoring record-			
Pupil	Name of staff undertaking visit	Length of Session	Staff visited
Session Objective			
Feedback on the Session / Engagement from pupil / Outcomes			
Any Safeguarding Concerns			
Pupil Voice - Any requests, plans for the future they would like to work towards, conversations			
Parent Voice - Concerns, follow ups, positives			
Plan for next session - Introduction of timed activities, learning the family home, coming out of their bedroom, extending their interaction time with you etc			
Any evidence, photos, video, sound clips			

Please provide a copy of this form to the Local authority to ensure their records are up to date; all originals are to be retained by the school.

H: PUPIL LEAVE OF ABSENCE - IN EXCEPTIONAL CIRCUMSTANCES - Request form

Parents/Carers - Please return this request form to the Headteacher

SCHOOL:		
NAME OF PUPIL:		CLASS:
		TEACHER:
DATES REQUESTED – FROM (Insert first date of absence):		
DATES REQUESTED – TO (Insert last date of absence):		
TOTAL NUMBER OF SCHOOL DAYS:		
I request leave of absence for the abovenamed child due to the following exceptional circumstance(s): -		
Please state destination:		
Accompanying adults & their relationship to child:		
In order to counteract any missed teaching and learning, my child will: -		
Is there anything else that you feel would enhance the above? -		
I/ we agree to the terms and conditions outlined within the Exceptional Circumstances policy of Cardrew Court School	Signed (Parent/carers):	
I/we understand if we do not provide sufficient information to support the risk assessment the school can decline this request	Signed (Parent/carers):	

LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES – School Decision Form

To the parents / carers of:	
Request approved / not approved for your child to have a leave of absence (Exceptional circumstances)	APPROVED NOT APPROVED
If exceptional circumstances have been declined (reasons)- if you would like an appointment to discuss any aspect, please telephone the School Office to request an appointment with the Headteacher.	
If Approved; From (First day of absence)	
To (Last day of absence)	
Request / Destination	
Headteachers signature	
Date	

Copy on School file.

Roles, Action & Responsibility		
AM Registration		
8.45am	Registers open admin Radios to inform all staff	Office to complete register absences from emails, telephone calls etc
9:00am - /	Admin Radios to inform staff close of registration.	
9:00 – 9:15 - L	Registration codes switch to L only admin can submit	
9:15	Registers close	
9:20	SLT to be given a list of who has not completed registers on time.	Radio call / in person see teacher to complete register ideally SLT.
9:30	Send out a absence report.	
9:30 – 10:00am	admin to phone and follow up all absences for that day.	
By 10am	admin absence report print off for all absences with codes and comments and given to SLT	SLT to return with comments to update Arbour
10:30	All codes completed and registers completed.	
PM Registration		
1:00	Register opens admin Radios to inform staff	Register for outdoor education completed by admin for all pupils
1:15	Register closes admin Radios	
Friday	Full print off for the week for each pupil admin to be given to SLT	

Registration Process			
IMPORTANT - It is the teacher's responsibility to record marks for their students who are in school during registration period.			
Morning Register		Afternoon Register	
Open (Radio Call)	8.45am	Open (Radio Call)	1.00pm
Closes (Radio Call)	9:00am	Close (Radio Call)	1:15pm
Admin	9:00am – 9:15am L code		
The class on outdoor education the afternoon registration will be completed by admin team for both pupils on and off-site.			
<p>The only codes teacher can use: /= am \ = pm Present Do not write a comment if you have an email or message on dojo from families about absences, please forward to admin email. office@cardrewcourt.org</p>			

When inputting comments:

Initial of who made the comment, Time, source of the information phone call or email from whom, reason.

If a code is changed who authorised it only SLT, date and why.

Example – ATH 9:10am Email from parent Theo is poorly with a flu like symptoms.

Any calls relating to anxiety related illness this needs to be reviewed and agreed on a 1:1 basis by SLT for the code.

Common Codes to use:

/ = Am

\ = PM

L = Late to be used from 9:00am – 9:15am

N = No reason given for absence MUST be cleared by the end of each day. Let SLT know if not rectified by lunchtime.

U = Arrived after registration is closed - Where no reason is established, or school is not satisfied that the reason is an authorised absence. Must get a reason from parents then SLT to agree this code. Time the pupil arrives and minutes late in to the comments.

I = Illness not medical or dentist appointment. Do not use IOS code. Flu, headaches, cold, sickness, diarrhoea.

M = Medical or Dentist appointment. Evidence needed letter / appointment card to be uploaded on to Arbour.

V = Educational Visit / Trip - Outdoor education offsite trips, school trips / visits planed by school.

O = Absent without Authorisation – Where no reason is established, or school is not satisfied that the reason is an authorised absence. Must get a reason from parents then SLT to agree this code.

Y = Unable to attend due to exceptional circumstances – Taxi does not turn up - this must be evidence, travel strikes.

B = Educated Off Site – Alternative provisions like Bishops Forum / RSPCA places that have had alternative provision safeguarding checks made.

S = Study leave

H = Family holiday Granted by headteacher.

G = Family holiday not granted

J = College interview

X = Non-Compulsory school age pupils not required or funded by the LA Z = Not on school

role # = Whole school closure.

8. Links with other policies.

This policy needs to be read in conjunction with the CCS Safeguarding Policy, CCS Behaviour Policy & and national guidance from the DfE; Working together to improved school attendance.

Our school will and can use the Local Authority's flexi schooling agreement when relevant; the school will endorse Flexi-schooling agreements to ensure they are working in accordance with the protocols outlined by the Local Authority; CCS will monitor any pupil who may be missing from education in accordance with the protocols determined by the Local Authority.