



EdStart - Specialist Education Ltd.

ATTENDANCE POLICY

Policy Reviewed	January 2019
Review date	December 2019

CONTENTS

1.	Introduction
2.	Legal Frame Work
3.	Responsibilities – Parent/Carers
4.	Responsibilities of EdStart
5.	Attendance Registers
6.	Admissions
7.	Process for Admissions
8.	Admissions Register

1. INTRODUCTION

EdStart provides full time education for students who are permanently excluded, or at risk of being permanently excluded from their mainstream High School/Academy.

We offer a curriculum that combines a focus on core subjects with a wide range of enrichment through the Art and Sport programmes to support our students' personal and social development.

Each Student has an Individual Education Plan which is reviewed at least termly. Targets for each student address learning and personal development needs as well as planning for next steps.

Students stay with us for varying lengths of time and are supported throughout transitions to new placements or schools where there are identified as the best long term setting for the student.

Excellent attendance is the single most important factor enabling us to provide the best support for pupils in achieving their personal goals and targets.

Regular school attendance is essential if young people are to achieve their full potential.

Our Attendance & Admissions Policy should not be viewed in isolation; it is a strand that runs through all aspects of our education provision, supported by our policies on safeguarding, bullying and behaviour. This policy also takes into account the Human Rights Act 1998, the Race Relations Act 2000 and the Equality Act 2010.

2. LEGAL FRAME WORK

Section 7 of the 1996 Education Act states that parents 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.

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.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the student was:

- Present
- Absent

- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances

3. RESPONSIBILITIES OF PARENTS/CARERS

Parents/carers are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents/carers fulfil this responsibility by registering their children at a school. Young People who attend EdStart education are referred to us by their home school or Manchester PRU and in agreement with their parents/carers

Parents/carers whose children are registered at a school and are referred to EdStart are responsible for ensuring that their children attend and stay here.

Parents/carers should

- Ensure that their children arrive on time, properly dressed and ready to learn
- Instil in their children an appreciation of the importance of attending EdStart regularly
- Impress upon their children the need to observe EdStarts' code of conduct
- Take an active interest in their children's education career, praising and encouraging good work and behaviour and attending review's and other relevant meetings
- Work in partnership with EdStart to resolve issues which may lead to non-attendance
- Ensure that they are aware of this attendance policy
- Notify EdStart if their child is absent. This should be done as soon as possible - preferably on the first day of absence. They should also provide an explanation for the absence. This explanation should be confirmed - preferably in writing - when the child returns
- Avoid arranging medical/dental appointments during school hours ☒ avoid booking holidays during term time

4. RESPONSIBILITIES OF EDSTART

EdStart is responsible for supporting the attendance of students and for dealing with problems that may lead to non-attendance.

Schools are required to call attendance registers at the start of the morning session and once during the afternoon session and to record whether students are present, absent or on an approved educational activity.

For students of compulsory school age, schools are required to differentiate in the registers between absence that is authorised and absence that is unauthorised.

EdStart will:

- Work actively to maximise attendance rates - both in relation to individual students and for the student body as a whole - as one of their key tasks
- Support parents/carers in ensuring the regular and punctual attendance of students and promptly respond to any issue which may lead to non-attendance
- Be sensitive to the needs of individual parents/carers and this should be reflected in the way in which attendance issues are addressed
- Produce education project attendance policies which are consistently applied and clearly communicated to all parents/carers, students and staff
- Ensure that legal requirements are met
- Give a high priority to attendance and punctuality
- Identify clear channels of communication with parents/carers
- Ensure that up-to-date attendance data is available
- Identify what is considered as authorised/unauthorised absence
- Make provision for first-day of absence contact
- Have clear procedures to identify and follow up all absence
- Prioritise the importance of early intervention
- Identify a range of strategies to deal with absenteeism
- Be sensitive to individual students' needs
- Establish systems for rewarding good/improved attendance
- Establish procedures for re-integrating long-term absentees
- Ensure that all staff adopt a consistent approach in dealing with absence and lateness
- Ensure that good practice is identified and disseminated
- Be reviewed at regular intervals
- Make clear to parents/carers what is, and is not, acceptable as reasons for absence
- State how lateness, both before and after closure of registers, is recorded and monitored
- Make clear that leave for holidays during term time is granted only in exceptional circumstances
- Encourage all staff to see attendance as part of their responsibility
- Actively address all issues - such as bullying – which may lead to nonattendance

5. ATTENDANCE REGISTERS

Attendance registers are legal documents that may be required as evidence in court cases.

Registers must be taken at the beginning of each morning and once during the afternoon session. EdStart should ensure that students can be accounted for in an emergency.

Registers must record whether each student is present, absent or engaged in an approved educational activity. In the case of a student of compulsory school age who is absent the register must also indicate whether the absence has been authorised by EdStart.

When calling the register the appropriate mark and/or symbol should be placed against each pupil's name - gaps should not be left so that entries can be made later. In marking registers, EdStart will use the national set of symbols as required by the DCSF. When the reason for a student's absence cannot be established at the beginning of a session, the absence should be recorded as unauthorised and any subsequent correction to the register made as soon as practicable after the reason for the absence has been established.

6. ADMISSIONS

At EdStart we seek to ensure that all young people who are admitted to the school will thrive in a supportive environment and will be able to benefit from the rounded education provided and be happy within the school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of diversity, gender, race or religion.

At the point of admission to EdStart it is made clear to all prospective students and their parents that they are expected to co-operate with the teaching and support staff and to promote the greater good of the whole community. We also wish to establish a full partnership with parents in order to promote the interests of the student body. This partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need, or medical condition or disability, which could require specialist treatment, support or equipment, and any behavioural or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with admissions.

7. PROCESS FOR ADMISSIONS

For all referrals EdStart adopt a collaborative approach with home schools, the Local Education Authority or Pupil Referral Units, to ensure that the needs of individual young people can be met.

To ensure a consistent approach to this the process will be as follows:

1. Following initial enquiry from a School/PRU/LEA (Education Case Worker) it will first be established that a placement vacancy exists
2. Should the enquirer be unfamiliar with the work of EdStart further details may be provided and this should include a discussion about the young person's situation and suitability to EdStart.
3. An Initial Referral Form with as much relevant detail as possible will be needed. This form will normally be completed by the organisation requesting the placement.
4. Upon receipt of the completed form the Centre Manager will make contact with the parents/carers, usually by telephone, to arrange a referral meeting.
5. The referral meeting will normally be attended by the Centre Manager, Referring Agency and a parent/carer.
6. The meeting provides an opportunity to outline the aims of EdStart and review the school's induction pack. This pack contains important information about health & safety, safeguarding, equal opportunities, complaints and other policies together with details about the school's expectations from young people attending the school.
7. A copy of the induction pack is provided for parent/carer.
8. The young person is the key person in this meeting. They are asked their thoughts and feelings about coming to the school. This allows the young person to discuss the reasons they believe they are being referred to EdStart, how they believe by attending the centre they can try to overcome any barriers to their education.
9. Input from parents/carers is also considered valuable to the process as is any further information from the school representative.
10. The 'student contract' is discussed to ensure that prospective admissions are clear on the content and agree to adhere fully. A signed statement of this agreement is retained and placed on file.
11. It is good practice to include a tour of the facilities as part of the meeting to help the young person begin familiarisation and allow the chance to ask any questions.
12. Subject to the placement being agreed by all parties a commencement date will be confirmed, in writing, at the earliest opportunity.

8. ADMISSIONS REGISTER

In accordance with the Education (Pupil Registration) Regulations 1995 EdStart will maintain an admission register containing an index in alphabetical order of all the students at the school and shall also contain the following particulars in respect of every such student:

- Name in full
- Sex
- The name and address of every person known to the proprietor of the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any.

The school management team will ensure that the admissions register is kept up to date with the inclusion of any new referrals.

Version 1

Amendments: None