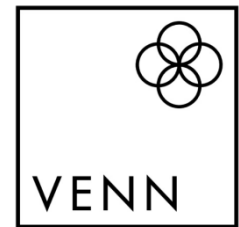




Bridgeview Special School Attendance Policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date



‘Achieving regular attendance at the Bridgeview Special School is key to improving life chances of our pupils. A pupil’s readiness for reintegration or transition to their next educational setting is increased with improved attendance and re-engagement with learning.’

1. Principles:

At the Bridgeview Special School, safeguarding our pupils is always our foremost priority and we ensure our procedures supporting and improving attendance reflect this. Bridgeview Special School is committed to improving attendance for all pupils. Our pupils are consistently those who are acutely disengaged from education and frequently have a history of poor records of attendance. Staff understand the importance of good attendance in supporting re-engagement in learning and know that improving this is the responsibility of everyone in the learning community. With this in mind at the Bridgeview Special School we commit ourselves to the continual monitoring of attendance and give high levels of support in order to build and sustain improvement in attendance.

2. Aims of the policy

Our ultimate aim is to improve the attendance of each individual pupil and therefore the overall attendance of the school.

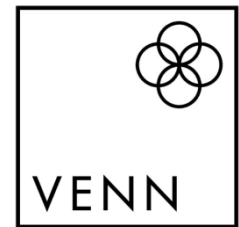
We will do this by:

- All staff and governors make attendance and punctuality a school improvement priority and understand they have a role to play in improving this.
- Providing a clear framework which defines agreed roles and responsibilities, ensuring consistency in carrying out tasks.
- Regular monitoring of attendance and punctuality.
- Developing a systematic approach to gathering and analysing attendance related data.
- Pupils with poor attendance and/or punctuality are supported with a personalised Raising Attendance Plan (RAAP).
- Pupils and their parents/carers are made aware of the importance of good attendance and punctuality and informed of the consequences when it is not.
- Pupils with good or rapidly improving attendance are recognised and rewarded.
- Promoting effective partnerships with the Early Help and Social Care and other agencies.

3. Punctuality

All pupils should arrive promptly each day.

Many of our pupils are transported to school often by local authority transport. Where this is the case pupils should be ready in plenty of time for the vehicle to arrive at their home. Alternative transport cannot be arranged if it is missed.



The school gates and doors from 8:40am and pupils are expected to arrive by 8:50am. Pupils are greeted at the doors by the classroom staff.

4. Registers

Registers are a legal document and must be taken clearly and accurately, using the correct codes.

Registers are taken by the teacher at the start of each morning and afternoon sessions.

5. Role of the parent/carer

Parents/carers have a legal duty to send their children to school regularly and risk prosecution if they fail in this duty.

We encourage an open dialogue with parents about attendance as this helps to identify areas of concern.

Parents/carers must contact the school on the first day of absence by telephone before the start of the school day. If the school is not informed of the absence the school make contact by 10:00am.

Parents/carers should attempt to arrange appointments for their child or young person outside normal school hours whenever possible. When the appointment is local, the student will be expected to attend school before and/or after the appointment.

Parents/carer are notified of high expectations for good attendance at the initial placement meeting.

6. Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised Absence - Authorised absences are mornings or afternoons away from school for a good reason like illness, evidenced medical/dental appointments, emergencies or other unavoidable causes, which unavoidably fall in school time.

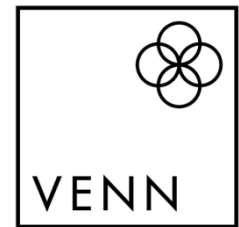
These include:

- Illness
- Religious observance

Unauthorised Absence - Unauthorised absences are those which legislation does not consider reasonable and for which no "leave" has been given.

This includes:

- Parents/carers keeping children or young people off school
- Truancy during the school day
- Absences which have never been properly explained
- Shopping
- Looking after other children.
- Birthdays
- Day trips
- Waiting for a delivery



- Sleeping in after a late night
- Parent/carer's Illness.

Persistent Absenteeism (PA) - A student becomes a 'persistent absentee' when their attendance falls to 90% or below for whatever reason.

There are 175 school days per year					
190 days attended	181 days attended	171 days attended	161 days attended	152 days attended	134 days attended
0 days missed learning	9 days of missed learning	19 days of missed learning	29 days of missed learning	28 days of missed learning	27 days of missed learning
100%	96%	90%	85%	80%	75%
Good attendance Best chance of success.		Worrying Less chance of success. Makes it harder to make progress.		Serious Concern Very limited progress. Damaging effect on future prospects.	

We monitor attendance thoroughly.

Parents/carers will be informed immediately if a pupil is seen to be at risk of moving towards the PA mark or is at the PA mark.

Venn's position on term time holidays for pupils

In normal circumstances, holidays during term time for pupils will not be authorized. If parents/careers wish to take their child on holiday during term time they must put it in writing at least 14 days before the start of the holiday the dates and reasons for the holiday, and a nominated governor will decide whether to authorize or not, and whether they will be fined. When the decision is made parents will be informed by letter what the outcome is.

7. Raising Attendance Action Planning

Senior leaders use regular monitoring to identify pupils who need additional support to improve or maintain rates of attendance and/or punctuality.

Staff will work with the family and pupils to write and implement a Raising Attendance Action Plan. This plan identifies the role of the pupil, parents/carers and school in supporting improvements in attendance. It also identifies targets, times frames and any other additional services involved.

8. Rewarding improved and good attendance

A range of awards are used to encourage good attendance.

Each week the class with the highest attendance win a 'Golden Ticket' reward.

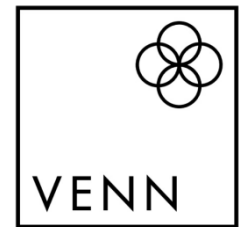
Certificates and prizes are awarded each half term to pupils who have significantly improved their attendance or have 100% attendance.

Pupils who have a RAAP may also have their own reward system.

8. Framework for implementing school absence procedure and attendance policy

Procedure	Role	Responsibility
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First day of absence	Admin	Contact parent/carers by 10:00am to question reason for absence. Reason for absence to be logged on SIMs. Parent/carer to be told to ring the following day if pupil remains absent. Parent/carer to be told that home visits are made for all
Third day of absence	Attendance officer	Home visit to share attendance information and identify plan for returning to school.
Daily	Admin	Check attendance for pupils who are dual rolled and due attend mainstream.
Daily	Admin	Email SLT with pupil absences.
Daily	Head of School	Identify if reasons given for absence are unauthorised and any action needed.
Daily	Child Protection Coordinator	Inform social care of any unauthorised absences for pupils known to them.
Every Friday	Attendance Officer	Identify class with highest attendance and prepare Golden Ticket award.
Every Friday	Attendance Officer	Produce report of all pupils below 92% attendance for Head of School and Executive Headteacher.
Fortnightly (Thursday mornings)	Head of School Attendance Officer Child Protection Coordinator	Attendance meeting to include: Review of overall attendance and pupil attendance data. Review of impact of home visits, additional services and RAAPs. Identify any parents/carers who need a notifying of concerning pupil attendance. Identify pupils needing a RAAP.
Half termly	Attendance Officer Head of School	Produce certificates and celebrate improvements/good attendance. Update attendance display with achievements.
Termly	Class teacher	Share attendance with parents/carers at Review/Catch up meetings.
Termly	Head of School Attendance Link Governor	Attendance meeting
Termly	Head of School	Share pupil attendance with Local Authority.
Pre-admission	Assistant Headteacher	Gather attendance data from previous settings.



Penalty Notice Protocol

1. Legal Basis

1.1 This code of conduct is made by Kingston upon Hull City Council in pursuant of Section 444A and Section 444B of the Education Act 1996 and the education (Penalty Notice) (England) Regulation 2004. This was updated with The Education (Penalty Notices) (England) Regulation 2007. This was again updated with The Education (Penalty Notices) (England) (Amendment) Regulations 2013.

1.2 Section 23 of the Anti-Social Behaviour Act 2003 empowers designated Local Authority (LA) officers, Head Teachers (& Deputy and Assistant Headteachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school.

1.3 The issuing of Penalty Notices must conform to all requirements of the Human Rights Act and all Equal Opportunities legislation.

1.4 The LA has the prime responsibility for developing the protocol, within which all partners named in the Act are expected to operate.

1.5 For the purposes of the protocol the legal definitions of 'parent' are:

- Any natural parent whether married or not
- Any parent who, although not the natural parent has parental responsibility as defined in The Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person and considered to be a parent in education law

2. Rationale

2.1 Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities.

2.2 In law an offence occurs if a parent/carer fails to secure a child's attendance at a school at which they are a registered pupil and that absence is not authorised by the school. Penalty Notices supplement the existing sanctions currently available under Sec 444, Education Act 1996 or Sec 36 of the Children Act 1989 to enforce attendance at school where appropriate.

2.3 The Education Welfare Service (EWS) delivers this LA responsibility.

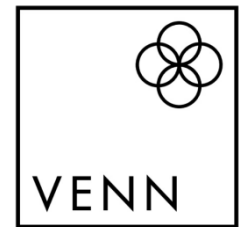
2.4 Parents and pupils are supported by schools and a wide range of partners and agencies to overcome barriers to regular attendance through a wide continuum of assessment and intervention strategies. Sanctions of any nature are for use only where parental co-operation in this process is either absent or deemed insufficient to resolve the presenting problem.

2.5 Sanctions are never used as a punishment, only as a means of enforcing attendance where there is a reasonable expectation that their use will secure an improvement.

3. Circumstances where a Penalty Notice may be issued

3.1 The issuing of a Penalty Notice is considered appropriate in the following circumstances

- Unauthorised absences



- Holidays in term time
- Persistent late arrival at school (after the Register has closed)
- Truancy sweeps (where appropriate)

3.2 Schools must consider every aspect of a pupil's case before considering whether a penalty notice would be appropriate. This includes considering family circumstances and other interventions/strategies already taking place with other agencies working with the family

4. **Procedure**

4.1 The Education Welfare Service will issue Penalty Notices in Kingston upon Hull. This will ensure consistent and equitable delivery, retain school-home relationships and allow cohesion with other enforcement sanctions

4.2 Penalty Notices will only be issued by first class post and never as an on the spot action; this is to satisfy that all evidential requirements are in place and to meet Health and Safety requirements.

4.3 The EWS will receive requests to issue Penalty Notices from schools, Humberside Police and neighbouring LA's. These requests will be actioned provided that:

- All relevant information is supplied in the specified manner
- The circumstances of the pupil's absence meet all the requirements of this Protocol
- Issue of a Penalty Notice does not conflict with other intervention strategies (for example other agency involvement, i.e. social care) in place or other enforcement sanctions already being processed

4.4 In cases where school age siblings attend different schools it is expected that these schools should liaise with each other in coming to a decision as to whether they refer to the LA for a Penalty Notice to ensure a fair and consistent approach

Penalty Notices for Unauthorised Absence

4.5 A Penalty Notice can only be issued in cases of unauthorised absence. Use of Penalty Notices will ordinarily be restricted to one during primary school and one during secondary school per parent per pupil: The issuing of additional Penalty Notices will be at the discretion of the LA. Where there is more than one pupil with irregular attendance more than one Penalty Notice may be issued but this will be the subject of review

4.6 There will be no restrictions on the number of times a parent/carer may receive a formal warning of a possible issue of a Penalty Notice.

4.7 To ensure consistent delivery of Penalty Notices the following criteria will apply:

- 20 or more unauthorised absences in the current term or over a 12-school week period (this can be over two terms but NOT two academic years)

- The liable parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to affect an improvement

4.8 The EWS will seek to respond to all requests within 10 school days of receipt and where all criteria are met may:

- Issue a formal written warning to the parent/carer of the possibility of a Penalty Notice being issued
- In the same letter set a period of 15 school days within which the pupil must have no unauthorised absence
- Issue a Penalty Notice through the post at the end of the 15-day period if the required level of improvement has not been achieved.

Penalty Notice for Unauthorised term time holiday absence

4.9 A Penalty Notice can only be issued in cases of unauthorised holidays taken during term time without school permission or against the school's attendance policy. Penalty Notices for a term time unauthorised holiday can be issued for each period of absence of 10 sessions or more. There is no restriction on the number of penalty notices issued for holidays.

4.10 A head teacher cannot authorise 10 sessions or more unless in exceptional circumstances. If the head teacher is satisfied there is an exceptional circumstance, they should consider whether the absence should be authorised giving proper consideration to SATS, external and internal assessments and the attendance record of the pupil concerned. The LA has no power to authorise or unauthorised leave of absence.

4.11 If a parent is requesting a holiday due to exceptional circumstances these circumstances must be detailed to the school prior to the holiday, as retrospect consent will rarely be given. Evidence in support of these circumstances must also be provided to the school when the request is submitted, for example written confirmation from an employer why a holiday cannot be taken during any of the school holidays or a doctor/health professional certificate to support a family crisis/serious illness.

4.12 The EWS will seek to respond to all requests within 10 school days of receipt and where all criteria are met may issue a Penalty Notice.

5. Procedure for withdrawing Penalty Notices

5.1 Once issued, a Penalty Notice will only be withdrawn in the following circumstances:

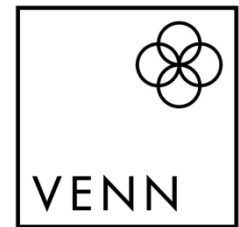
- It not ought to have been issued to the person named in it
- the use of the Penalty Notice did not conform to the terms of this Protocol
- It contains material errors
- If the payment of the Penalty Notice remains unpaid after the 28-day payment due date and the LA has not started legal proceedings or wishes to take such action under Section 444 of the Education Act

6. Payment of Penalty Notices

6.1 Arrangements for payment will be detailed on the Penalty Notice.

6.2 No reminders will be issued in writing

6.3 Payment of a Penalty Notice discharges the parent/carer liability for the period in question



6.4 No proceedings will be taken for the offence period before the expiry of the 28 days following the date of the Notice and the parent/ carer may not subsequently be prosecuted under other powers or legislation for the period covered by the Penalty Notice if it has been paid.

6.5 Payment of a Penalty Notice within 21 days is £60 and payment after this time but within 28 days is £120.

6.6 Payment will not be accepted in part or by instalments.

6.7 The LA retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment).

7. Non-payment of Penalty Notices

7.1 Non-payment of a Penalty Notice may result in prosecution under the provisions of Sec 444(1) of the Education Act 1996. In the event of non-payment of the Penalty Notice each individual case will be considered and if the legal threshold and public interest test are met a prosecution will be considered (www.cps.gov.uk/legal-guidance/non-recent-cases-and-nominal-penalties).

8. Policy and Publicity

8.1 All school attendance policies should include information on the deployment of Penalty Notices, and this will be brought to the attention of all parents.

8.2 The LA will include information on the use of Penalty Notices and other attendance enforcement sanctions in promotional/public information material.

9. Appeals

9.1 There is no statutory right of appeal against the issue of a Penalty Notice.

10. Review

10.1 The LA will review Penalty Notice Protocol when changes are made to legislation intervals and amend the general enforcement strategy as appropriate.

Adopted by LGB on

Chair of LGB

Next Review Date

