LIMINAL Education

A 'Triple A' Approach to Holistic Education

ATTENDANCE POLICY

Ratification Date: ___20/07/21_____

Signed: ___AJHawkins_____

Review Date: ___09/09/26_____

Date of next review: September 2027

Version Control

Version	Date	Changes
1	20/07/21	Original
	July 2023	Initial review
1.1	Sept 2023	Full review – language changes, changes to open times, appendix added, data sharing added
1.2	24/09/24	Full review – key staff changes; request for leave of absence removed; language changes reflecting new process reporting absences to pastoral team replacing key worker; late section amended to 'All students should arrive at the time agreed by the host school-this is usually 9.15'. Page 5-reference to attendance flow chart removed; attendance flow chart removed; reference to register codes and related appendix added; reference to Liminal data map removed from Recording and Reporting section
1.3	17/10/24	Changes made following MER process. Register close changed back to 10.30 to give 'reasonable time' for late students. Updated register codes added.
1.4	12/09/25	Updated review schedule statement; updated role details
1.5	9/9/26	P2 Head of Centre added to role names. P2 If your child is absent-point 2, 'Or designated person' added. P5 On return to the provision-COO changed to Head of Centre. P6 Rewarding good and improved attendance added. P6 Support systems added. P7 Legal sanctions added. Appendix 1-code Q added.

Review

This policy is reviewed annually to ensure compliance with current regulations. Approved and reviewed by The Board of Directors.

Key staff involved in attendance monitoring:

Role Name

Provision COO: Dave Smith

Provision CEO: Andy Hawkins

Head of Centre: Laura Bayliss

Director of Student Well Being and Welfare: Sarah Hawkins

Attendance Lead: Mel Nicholls

Attendance Analysis: Lee Mole

Introduction

For our students to gain the greatest benefit from their education it is vital that they attend regularly.

It is therefore very important that each student attends regularly as has been agreed with staff, student, host school and parent/carer

Why Regular Attendance is so Important

Learning – Any absence affects the pattern of a student's education and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines and so may affect the learning of others in the same class. It is the legal responsibility of parents/carers to ensure that their child attends regularly and does not permit absence without good cause.

Safeguarding – A student may be at risk of harm if they do not attend regularly. Safeguarding the interests of each student is everyone's responsibility, as is promoting their welfare and life opportunities

Promoting Regular Attendance

Helping to create a pattern, and expectation, of regular attendance is everybody's responsibility – host school, parents/carers, students and all members of staff.

To help with this we will:

- Agree individual attendance target around each student's individual needs.
    - This could be an initial period of home tuition, an agreed short-term induction or integration timetable or 'full time' attendance in the provision.
- Support each student to achieve their targets.
- Reward good or improving attendance.

● Report to parents/carers through half termly reports and reviews.

● Maintain daily contact in any period of absence.

The Law Relating to Attendance

Section 7 of the Education Act 1996 states that ' The parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable a/ to age, ability and aptitude and b/ to any special educational needs he/she may have - either by regular attendance at school or otherwise.'

The Law Relating to Safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Understanding Types of Absence

Every half day absent from the provision has to be classified by the provision and host school (not the parents) as either Authorised or Unauthorised. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from the provision for a valid reason such as illness, hospital appointments which unavoidably fall in school time and emergencies.

NB: If a medical appointment with a GP or a dental appointment has to be taken in school time the centre expects your child to attend before or after the appointment as normal.

Unauthorised absences include:

- Parents/ carers keeping children off school unnecessarily
- Absences which are not properly explained
- Shopping, looking after other children, parents/carers birthdays or pupil birthdays
- Day trips and holidays in term time which have not been agreed

Any child may be off school because they are ill but sometimes they can just be reluctant to attend for a wide variety of reasons. Any problems over attendance should be discussed with the student, the pastoral team and parents/carers. It is never better to cover up absence or give in to pressure to excuse your child from attending as this will generally only make matters worse.

Absence Procedures

If your child is absent you must:

Contact us as soon as possible on the first day of absence. This can be by a telephone call from the parent/carer.

- Maintain daily contact for the period of the absence unless agreed otherwise.
- Where absence is for hospital appointment prior evidence of the letter is required.
- Where absence is for a medical appointment with a GP or dental appointment prior evidence of an appointment card is required.
- Call in to the centre and speak to one of the pastoral team.
- For online learning pupils please contact the provision as soon as possible if your child is unable to access the lesson. This avoids teachers having to make unnecessary journeys and be able to use their time elsewhere

If your child is absent, we will:

- Telephone the parent/carer on the first day of absence, and subsequent days. Notify host school of absence.

- 2nd day, and subsequent days, of absence we will contact the parent/carer. If no communication, we will copy in the host organisation's DSL or designated person.

We will also

- Endeavour to provide additional support to improve attendance, being mindful of any difficulties and problems.
- If your child's absence becomes a cause for concern, you will be contacted by our pastoral team to discuss this further, this will take the form of a phone call, letter home, home visit or an invitation to a meeting in the provision, to which the host school will be invited to attend.
- Provide evidence for the host school if required by the Attendance and Prosecution Service if the matter cannot be resolved.
- In extreme cases your child's place may be withdrawn when support and strategies have been exhausted

On Return to the Provision:

Following any absence from school the parent/carer is requested to notify the school in writing of the reason for the absence. The Head of Centre will only consider authorising any absence upon receipt of written notification – any absences will therefore remain unauthorised until that time. Staff will further support the student to ensure full attendance is maintained.

NB: If your child has been in hospital a discharge letter from the hospital could be provided.

See Appendix one for register codes and explanation

Lateness

- All students should arrive at the time agreed by the host school-this is usually 9.15am
- Registers close at 10.30am and if a student arrives between these times they will receive a late mark, unless a special arrangement has been made.
- After 10.30am a student will receive a mark that shows them to be on the site but it will not count as a present mark. Special arrangements in individual cases may be put in place.

Requesting a Leave of Absence

Any request for absence should be made to the students host school.

Recording and Reporting

We constantly monitor absence and attendance to show us areas of concern and where improvements need to be made. This is done on a weekly basis for each student as well as a more in-depth analysis every half term. students could be put onto Attendance Watch (attendance less than 80%) if the provision feels the student needs further support to improve or maintain their attendance in order to gain a full learning experience within the provision environment. We have a duty to report our data on Attendance to our Board of Directors every half term.

Rewarding Good and Improved Attendance.

Students who achieve 100% attendance and students whose attendance has improved over the course of a half term will be able to spend their 'Liminal pounds' in the Liminal shop. (See Behaviour for Learning Policy for explanation).

Students who achieve 100% attendance and students whose attendance has improved over the course of a term will be taken for a meal.

Student voice is regularly heard so rewards may change through the year but the regularity will stay the same.

Support Systems

Liminal recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance

and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.
Liminal also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.
Liminal will implement a range of strategies to support improved attendance.
Strategies used will include:

- Discussion with parents/carers and students
- Attendance action plans which are regularly reviewed
- Changing/reviewing transport arrangements
- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities
- Friendship groups
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents/carers, students and host schools.
Where parents fail or refuse to engage with the support offered and further persistent unauthorised absence occurs, host schools may consider the use of legal sanctions.

Legal Sanctions
Prosecution: Where intervention fails to bring about an improvement in attendance, the host school may notify the local authority and legal action may be taken.
Parents/carers should contact their child's host school for more information around

Appendix One – Register codes

Register Codes

code	Full name	Description
The student is counted as present.		
**/ or **	**Present am or pm**	**Present in school during registration.**
L	**Late**	**Late arrival before the register has closed**
The student is counted as present, at an Approved Educational Activity.		
B	**Educated off Site**	**The student is at an off-site supervised educational activity approved by the school.**
K	**Education provision provided by LA**	**Education provision arranged by a local authority, rather than the school**
P	**Sporting Activity (Approved)**	**Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.**
V	**Educational trip**	**A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.**

W	**Work Experience**	**A student in the final two years of compulsory education is attending work experience.**
The student is counted as absent, authorised.		
C	**Other Authorised Absence**	**Leave of absence for exceptional circumstance**
C1	**Other Authorised Absence**	**Absence for a regulated performance or employment abroad**
C2	**Other Authorised Absence**	**Pupils on part-time timetables**
J1	**Interview**	**Leave of absence to attend an interview for employment or admission into another educational institution**
E	**Excluded**	**If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.**
M	**Medical/Dental Appointments**	**The student is absent due to a medical or dental appointment that could not be made outside of school hours.**
R	**Religious Observance**	**The student is absent for religious observance on a day designated by the religious body.**
S	**Study Leave**	**Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.**

T	**Traveller Absence**	**Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.**
I	**Illness**	**This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.**
I01	**Illness**	**This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.**
I02	**Confirmed case of Covid-19**	**This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.**
The student is counted as absent, unauthorised.		
G	**Family Holiday (Not Agreed)**	**The Holiday was not authorised by the school or in excess of the period determined by the headteacher.**
N	**No Reason**	**The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.**
O	**Unauthorised Absence**	**If the school is not satisfied with the reason given for absence they should record it as unauthorised.**
U	**Late (After Register Closes)**	**Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.**

These codes are not counted so will not affect attendance figures.		
D	**Dual Registration**	**The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.**
X	**Non-statutory school age absence**	**Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.**
Y1	**Unable to attend**	**Absence due to transport normally provided not being available.**
Y2	**Unable to attend**	**Widespread disruption to travel**
Y3	**Unable to attend**	**Part of school closed.**
Y4	**Unable to attend**	**Unexpected whole school closure (different from # for planned closures).**
Y5	**Unable to attend**	**Pupils in the criminal justice system.**
Y6	**Unable to attend**	**Absence due to public health guidance or law.**
Y7	**Unable to attend**	**Any other unavoidable cause.**
Z	**Pupil Not On Roll**	**This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.**

#	**School Closed To Pupils**	**This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.**
Q	**Unable to attend the provisions because of lack of access arrangements**	**Only used where a pupil is absent because the local authority has a legal duty to arrange home to school travel and they have not done so.**