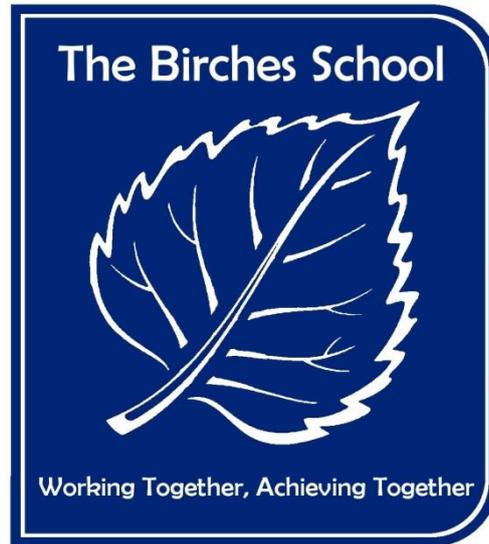


The Birches Specialist Support School

Pupil Attendance Policy



Date Reviewed: December 2021

Reviewed by: Farzana Shah Deputy Headteacher

Signed:
On behalf of the Governors

Signed:
Head teacher

Date of next review: December 2022

1. Introduction

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 The Birches School believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

1.3 The Birches School values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties in a trauma-informed, inclusive manner.

1.4 Maintaining regular school attendance for many of our pupils is a challenge due to the variety of individual needs they have. This may range from a pupil coping with physical impairments, emotional needs and chronic medical conditions. The Birches School hopes this policy will provide guidance to pupils, parents/carers striving to achieve the best possible attendance and educational outcomes.

1.5 The Birches School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Children & Families Act 2014 the Disability Discrimination Act 1995 and the Race Relations Act 2000.

2. Mental Health and Emotional Wellbeing

2.1 Children's mental health and wellbeing are vitally important to us all at The Birches School

2.2 Our children arrive to us with significant learning, health and emotional needs that require careful consideration, planning and care.

2.3 It is important to us that our children achieve the best they can as well as reaching emotional maturity with the capacity to overcome barriers to their learning and develop positive coping strategies. All children and have a right to education and children with SEND have the most to gain by attending school regularly and the access to an appropriate school setting provides specialist teaching and support.

2.4 It is vital that our children attend school every day to maximise these opportunities and get the support they need and deserve.

3. Legal Framework

3.1 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.

3.2 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

3.3 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 a) their age, ability and aptitude, and b) to any special educational needs they may have, either by regular attendance at school or otherwise.

3.4 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.

3.5 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.

3.6 The Education (Pupil Registration) (England) Regulations 2013, 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. This requirement must be adhered to for all pupils in the official school register and must accurately record pupils' absence and attendance using the correct codes.

3.7 The official register will be maintained in line with regulations. The Birches School does not currently use a disaggregated register. The Birches School will report to Governors on whole school attendance as well as whole school attendance taking into account Complex Medical Needs (CMN). Here at The Birches, we define pupils with Complex Medical Needs as those whose disability or condition will affect their attendance due to the nature of their care plan or pattern of hospital appointments e.g. children under palliative care or with unpredictable patterns of illness. A list of these pupils is drawn up in consultation with the school nurse (see this year's document on CMN).

3.8 The Birches School will draw up a disaggregated register if needed in consultation with key professionals involved in supporting the individual children. Since this is currently not used these sections are greyed out. The criteria for disaggregation will be complex medical conditions / special educational needs, including Social Emotional and Mental Health.

3.9 The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

3.10 The disaggregated register will reflect the agreed present and absence of a pupil in line with their individual education, health and care plan.

4. Categorising absence using the disaggregated register (DR)

4.1 Criteria for using disaggregated register for individual pupils

- Receiving regular medical / therapy intervention
- Where pupils of compulsory school age are recorded as absent from their agreed sessions the DR must show whether the absence is authorised or unauthorised using the correct codes. The register must show whether the absence is authorised or unauthorised.
- Where it has been agreed a pupil is not required to attend a session the DR can be recorded using the code X. This will not affect the pupil's record of attendance and if there are no absences where a pupil is expected to attend, the pupil will achieve 100% attendance.
- Absence can only be authorised by the head teacher and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received or it has been agreed by the school that the specific reason for absence falls within the criteria of the DR.
- Parents/carers must advise the school by telephone on the first day of absence and provide the school with an expected date of return for those sessions they are required to attend. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate

4.2 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

4.3 Absence can only be authorised by the headteacher/principal/principal/principal and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

4.4 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

4.5 Absence will be categorised as follows:

4.5.1 Illness Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

4.5.2 Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents must show the appointment card to school.

4.5.3 Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.

4.5.4 Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for work to be sent home.

4.5.5 Pupil is absent due to circumstances related to COVID-19 This category must be used to record sessions that take place in the 2021 to 2022 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

4.5.6 Religious Observance The Birches School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence.

4.5.7 Study Leave Study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

4.5.8 Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in the year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits.

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

The Birches School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at The Birches School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

The Birches School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

The Birches School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

4.5.9 Late Arrival

- School starts at 9.00am with the arrival of pupils and buses (8.50am on the back car park for parents and carers' arrival).
- The register opens at 9.15am and the register will close at 9.45am.
- Teachers will complete the register between 9.15-9.30 am.
- Any pupil arriving after 9.30am and before 9.45am will be recorded as late by the school office. Pupils arriving after the close of the register will also be recorded as late (either unauthorised or authorised late).
- The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause and will count as an absence for that school session.
- The absence will only be authorised if a satisfactory explanation for the late arrival can be provided. Afternoon registration opens at 1.15pm and closes at 1.45pm, with class staff completing electronic registers between 1.15-1.30pm. Depending on staffing, class staff can start completing PM registers from 1pm onward.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause.

4.5.10 Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher/principal.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"

- Illness where the child is considered well enough to attend school
- Family holidays
- Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the head teacher. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**.

4.6 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

4.6.1 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

4.6.2 If the permission to take leave is not granted and the parent takes their child out of school the absence will be **unauthorised**. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

5. Safeguarding

5.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

5.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

5.3 Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

5.4 More information on safeguarding and the protection of children can be found in the school's Safeguarding and Child Protection Policy.

5.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.

5.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

6. Roles and Responsibilities

6.1 The Birches School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

6.2 The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve

- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

6.3 Class Teachers will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2013 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions

- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

6.4 Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instill the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a written explanation.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head Teacher.

7. Using Attendance Data

7.1 The Birches School will monitor and report pupils attendance from the official register with the LA and both registers (DR) should be shared with other relevant agencies if a pupil's attendance is a cause for concern.

7.2 Every fortnight/three weeks The Attendance Administrator/Manager will provide all form tutors/class teachers with attendance data for the previous four weeks for each pupil within their form group/class. The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

GREEN	pupils with attendance between 100% and 97%
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AMBER - GREEN	pupils with attendance between 96% and 94%
RED - AMBER	pupils with attendance between 93% and 91%
RED	pupils with attendance below 90%

7.3 An arrow next to the pupil's name will indicate if their attendance has improved, stayed the same or deteriorated.

7.4 The Senior Leadership Team and Department Heads will receive a complete set of data.

7.5 Heads of Year will receive a complete set of data for their year groups.

7.6 This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1).

7.7 Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

7.8 The Birches School will share attendance data with the Department for Education and the local authority as required.

7.9 All information shared will be done so in accordance with the Data Protection Act 1998.

8. Support Systems

8.1 School 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/carers 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.

8.2 The Birches School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

8.3 The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Attendance panels
- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities

- Friendship groups
- PSHE
- Anxiety-based attendance avoidance materials
- Trauma-informed approaches
- Early help referral options
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion resources
- Reintegration support packages

8.4 Support offered to families will be child centred, trauma-informed and inclusive; planned in discussion and agreement with both parents and pupils.

8.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, The Birches School will consider the use of legal sanctions.

9. Legal Interventions

9.1 For statutory action the official register would be used. However, as part of any court case reference to the DR will be shown as evidence of how the school supported a pupil during a period of time. If the parent fails to comply with the reduced timetable The Birches School may inform the parent that the pupils official school register maybe submitted to the local authority to consider statutory action.

9.2 Prosecution Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

9.2.1 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

9.2.2 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of up to three months.

9.2.3 Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

9.3 Parenting Contracts (Anti Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

9.3.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

9.3.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

9.3.3 Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.

9.4 Penalty Notices (Anti Social Behaviour Act 2003) Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school
- A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the headteacher/principal.

9.4.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.

9.4.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

9.4.3 Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

10. Procedure for Late Collection

10.1 If a child has not been collected, the school should make every possible attempt to contact the parent(s)/carer(s). On some occasions another parent may offer to take a child home with them. School should never release a child into the care of another adult without the consent of the parent(s)/ carer(s) and without prior arrangement with the head teacher or deputy head in her absence. Children will not be released into the care of another adult without stating the individual's specific password which has been agreed beforehand with parent/carers. Staff will not take, or drive, children to their home.

10.2 Initial attempt to contact parents/carers should be made at 3.10 and then at regular intervals thereafter.

10.3 If there is no answer from the parents numbers listed, school staff will contact all other emergency numbers supplied by the family.

10.4 If no contact has been made and no one has arrived to collect the child after one hour of school closing time has elapsed, then the school should contact Children's Social Care on (Contact centre) 0161 234 5001 and provide the child's name and date of birth

10.5 The Duty Social Worker will make arrangements for the child until the parent(s)/carer(s) can be traced. Please wait with the child in school until the social worker arrives, or, in exceptional circumstances, it is agreed that the school will bring the child to the Social Care Office. Every attempt will be made to ensure that the child remains calm and feels safe.

10.6 These arrangements can also be implemented in the following circumstances:

Where the person calling to collect the child is;

- Not considered an appropriate adult, e.g. is under age,
- Appears intoxicated, and it has not been possible to contact the parent/carers or the emergency contact.
- When an unfamiliar adult comes to collect the child and does not know the password

10.7 Once the child is in the care of Social Care, they will take the responsibility for tracing the parent(s)/carer(s). All the above must be recorded in the child's safeguarding folder.

Appendix 1

Escalation of Attendance Interventions

This escalation of intervention may be used for pupils on the official register and the DR. Both registers should be used to assess a pupil's progress and the impact of interventions used. The use of the DR should be reviewed on a regular basis.

GREEN pupils with attendance between 93.0% and 100%

Parents/carers will receive a certificate congratulating them on their child's good/excellent attendance.

Pupils with this level of termly and annual attendance will receive a certificate of achievement.

The class teacher will be responsible for all actions at this level and will record all interventions and outcomes. Records will be copied to a member of the Senior Leadership Team every fortnight/three weeks.

A member of the Senior Leadership Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

AMBER - pupils with attendance between 90.1% and 92.9%

Class teacher will speak to the parent/carer to:

- Welcome the pupil back to school
- Confirm with the parent/carer the reason for absence and offer any support that may be required
- Update the pupil on other work they have missed and support any catch up required
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents/carers advising of concern and outlining the parents'/carers' responsibilities

Where improvement has not occurred following this intervention, parents/carers will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date

Where parents/carers fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

The class teacher will be responsible for all actions at this level and will record all interventions and outcomes. Records will be copied to a member of the Senior Leadership Team every fortnight/three weeks.

A member of the Senior Leadership Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

RED pupils with attendance at 90% or below

Pupils who have attendance below 90% are considered to be persistently absent from school. To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs and or Disability
- School age parents/carers/expectant parents/carers
- Long term non attendance
- Parental support/needs eg parental drug use, young carers, domestic violence
- School issues eg bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti Social Behaviour Order
- English as an Additional Language
- Ethnic minority
- Mid Year Admissions
- Gifted and Talented
- Other

Each grouping will have an identified member of staff who will:

- Ensure that the pupil has already spoken to a member of staff at the stages preceding RED intervention (RED - AMBER intervention will occur in cases where the pupil has immediately fallen from GREEN into RED)
- Obtain records of previous contact and interventions as set out in RED - AMBER and escalate accordingly

- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues. This contact should also include the use of SEAL materials.
- Ensure that weekly contact with the parents/carers to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Be the key contact person for any external agency working with the pupil
- Input into whole school strategies to address the needs of pupils within their group

Each identified member of staff will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team and head teacher every fortnight/three weeks.

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

The head teacher will report to the Chair of Governors/Governor for Attendance each half term and will report termly to the Governing Body.

Manchester City Council Attendance & Exclusion Team School Attendance Guidance 2021/22

The summary guidance below should be used in conjunction with full government guidance available at <https://www.gov.uk/government/publications/school-attendance>.

<input type="checkbox"/> School attendance is mandatory and the usual rules on attendance will apply, including: <ul style="list-style-type: none"> <input checked="" type="radio"/> parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil <input checked="" type="radio"/> schools' responsibilities to record attendance and follow up absence <input checked="" type="radio"/> the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct; <input checked="" type="radio"/> the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education
<input type="checkbox"/> The attendance category of ' <i>not attending in circumstances related to coronavirus (COVID-19)</i> ' will continue to be in use.
<input type="checkbox"/> This category must be used to record sessions that take place in the 2021 to 2022 academic year where a pupil does not attend because their travel to, or attendance at, school would be: <ul style="list-style-type: none"> <input checked="" type="radio"/> contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC) <input checked="" type="radio"/> prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19
<input type="checkbox"/> This category should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19.
<input type="checkbox"/> If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, schools are expected to offer them access to remote education.
<input type="checkbox"/> Schools should keep a record of, and monitor engagement with, this activity, but this does not need to be tracked in the attendance register.

Register Codes

The register coding below will be in use for the 2021 – 2022 academic year.

Pupil is in attendance

Student Category	Definition	Register Code
Present	<p>Pupil arrives for school for registration. If a pupil leaves school after registration, they would still be counted as present for statistical purposes.</p> <p>An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.</p>	/ am \ pm
Late	Pupil arrives for school during registration.	L

Off-site educational activity	Pupil is present at an off-site educational activity approved by the school and supervised by someone authorised by the school.	B
Dual-registered	Pupil not expected to attend the session as they are scheduled to attend another school at which they are registered.	D
Interview with prospective employers or another educational establishment	Pupil is attending an interview with prospective employers or another educational establishment.	J
Participating in a supervised sporting activity	Pupil is attending a sporting activity that has been approved by school and is supervised by someone authorised by the school.	P
Educational visit or trip	Pupil is attending an approved visit or trip including residential activity organised by the school or at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.	V
Work experience	Pupil in their final two years of compulsory education and attending school-approved work experience activity.	W

Pupil is absent for an authorised reason

Student Category	Definition	Register Code
Absence authorised by the school	Pupil is absent for an exceptional circumstance that is approved on request by the head teacher.	C
Excluded but no alternative provision made	Pupil is still on the admission register but no alternative provision has been put into place. Alternative provision must be arranged from the sixth day of any fixed or permanent exclusion.	E
Holiday authorised by the school	Pupil is absent where a holiday is considered to be an exceptional circumstance and covering an agreed period of days by the head teacher.	H
Illness – not medical or dental appointments	Pupil is absent due to an illness preventing attendance. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.	I
Medical or dental appointments	Pupil is absent due to a medical or dental appointment. Parents should be encouraged to make these appointments out of school hours. Where this is not possible, the pupil should be out of school for the minimum amount of time.	M
Religious observance	Pupil is absent due to a period of time set aside by the religious body that requires observance.	R
Study leave	Pupil is absent due to an agreed period of study leave – Year 11 pupils only.	S

Gypsy, Roma & Traveller absence	Pupil is absent due to travelling for occupational purposes and this is agreed with the school.	T
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Pupil is absent for an unauthorised reason

Student Category	Definition	Register Code
Holiday not authorised by the school in excess of any agreed period	If a school does not authorise a leave of absence for the purpose of a holiday or the child is kept away for longer than was agreed.	G
Reason for absence not yet provided	This code should not be left on a pupil's attendance record indefinitely; if a reason is provided, the register should be amended to reflect the correct code. If no reason for is provided after a reasonable amount of time it should be replaced with code O.	N
Unauthorised absence	Pupil is absent for a reason not approved.	O
Arrived for school after registration	Pupil arrives for school after the register is closed.	U

Pupil is absent due to circumstances related to COVID-19

Student Category	Definition	Register Code
Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19	Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.	<p>If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.</p> <p>If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.</p>

<p>Pupils who are a close contact of someone who has symptoms or confirmed COVID-19</p>	<p>Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive.</p> <p>Please note : the latest Government guidance will be followed e.g. as at 14/12/21 Pupils who are a close contact of someone who has tested positive for COVID-19 should take a Lateral Flow Device (LFD) test every 7 days instead of self-isolating. If they test negative, they can continue to attend School. If they test positive, they should self-isolate and order a PCR test to confirm the result. If the PCR test is positive, they must self-isolate for 10 days. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive.</p>	<p>If they do test positive, they should be recorded as code I (illness) until they are able to return to school.</p> <p>Follow the appropriate Government/DfE instruction at the time.</p>
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Pupils who are required by legislation to self-isolate as part of a period of quarantine	As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine.	If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.
Pupils who are clinically extremely vulnerable when shielding is advised	Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.	If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA should be recorded as code X.
Pupils who are self-isolating but who have not had a PCR test	In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family.	Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the school attendance: guidance for schools.

Pupil is not in attendance due to school-led reasons – these codes are not counted as a possible attendance in the School Census

Student Category	Definition	Register Code
Not required to be in-school	Used to record sessions that non-compulsory school age children are not expected to attend.	X
Unable to attend due to exceptional circumstances	<input type="checkbox"/> Unavoidable partial or full school closure; <input type="checkbox"/> transport provided by the school/LA is unavailable and school is not in walking distance; <input type="checkbox"/> a local or national emergency has resulted in widespread disruption to travel; <input type="checkbox"/> the pupil is in custody; detained for a period of less than four months (if the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B.	Y
Pupil not on admission register	This code is available to enable schools to set up registers in advance of pupils joining the school.	Z
Planned whole or partial school closure	This code should be used for whole or partial school closures that are known or planned in advance. Includes up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.	#

Policy Information and Review

Review frequency: Annually

Date	Version	Changes made	By whom (name and role)	Due date for next review	Reviewed & Ratified by SLT (sign and date)
June 2018	1	Update to late arrival/Attendance Lead	Dani March AHT	June 2019	
July 2019	1	Policy info and review table moved to back page & Dates changed for ratification purposes – policy content same	F Shah Deputy Head	July 2020	
June 2020	1	Policy reviewed, and proof read.	F Shah Deputy Head	June 2021	
December 2020	2	COVID addendum added as Appendix 3 P16-22	F Shah Deputy Head	December 2021	
December 2021	3	Latest Manchester City Council Special School Attendance Policy content used and register guidance including COVID codes for 2021-22 to replace previous version – guidance specific to The Birches amended.	F Shah Deputy Head	December 2022	