



**Birtenshaw Education Services
Attendance Policy**

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Birtenshaw is committed to providing a full, effective and efficient education to all pupil/learners that we support (The Education Act 1996 Part 1, Section 7) and embraces the concept of equal opportunities for all. We will provide an environment where all pupil/learners feel valued and welcome.

For pupil/learners to reach their full educational achievement a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all children and adults. Every opportunity will be used to convey to pupils/learners and their parents or families; the importance of regular and punctual attendance. This includes Post 18 learners at Birtenshaw School and College who will be encouraged and supported to attend the placement in line with the agreed commissioned hours by the local authority. However, learners who have capacity and who decide not to engage in education are legally not obliged to attend.

This policy contains within it the procedures that all settings with Birtenshaw Education Services will use to meet its attendance targets.

Attendance Procedures

Any pupil or learner who is absent from School/College at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of the building]. Only the Head of Service or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

Morning registration will take place at the start of the day at 09.00. The registers will remain open until 10am and returned to reception at this time. Pupils/Learners arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at	13.30
The registers will close at	14.00

Pupils/Learners arriving after the start of the day but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

First Day Absence

Parents/Carers will be expected to contact the office and leave a message stating the name of the pupil/learner and reason for absence. If a call has not been received by 09.30 an administrator will contact the parent/carer to establish the reason for absence. This information will then be relayed to the person responsible for each class register, to record as required.

For pupils accommodated within a Birtenshaw Children's Home or Adult Support Tenancy, absence information will be contained within electronic handovers sent prior to the start of the school/college day.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil/learner, that may require further investigation, then the notes may need to be retained for a longer period.

Leave of Absence in Term Time

Requests for leave of absence during term time are not encouraged. Where a family wishes to request leave, this should be made to the Heads of Service in writing. Each request will be judged on a case by case basis.

Identified pupils/learners with specific medical, therapy or Special Educational needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Recording absence as authorised
- Working with the Local Authority to record such absences as authorised to reflect attendance as good as can be expected for these pupils/learners
- Provide home visits where appropriate
- Recognise that some pupils/learners are not ‘available for learning’ and work with the LA and other agencies to allocate appropriate provision which may not be within our school or college

A Welcome Back

It is important that on return from an absence that all pupils/learners are made to feel welcome. This should include ensuring that the pupil/learner is helped to adjust to the daily routine; catch up on missed work and brought up to date on any information that has been passed to the other pupils/learners.

Attendance Targets

Attendance targets will be set each year. A system for analysing performance towards the targets will be established and the Heads of service in each service will be responsible for overseeing this work.

Our service target is: 98% in each setting

The registration system

The education settings will use manual paper registers for keeping attendance records. The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative	Authorised absence

	provision made)	
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Registers by law must be kept for at least 3 years.

Entries in paper registers must be in ink.
All corrections must be visible (no correcting fluid)

Register Security

The registers must be safely stored when not used to record attendance.

Equal Opportunities:

Birtenshaw supports the rights of all pupils/learners to equal access and opportunities regardless of age, culture, religion, gender, ability, disability or sexuality.
Birtenshaw promotes an ethos of respect for everyone.