

Fair Ways School

Attendance Policy

Document Ref:	Version No:	Summary of Changes:	Author:	Release Date:	Approved By:
SC12	First	New policy	Laura Rowe	September 2020	QSGC
SC12	2	Review 2021/2022	Laura Rowe	October 2021	QSGC
SC12	3	Review 2022 / 2023	Laura Rowe	October 2022	PSC
SC12	4	Review 2023/2024	Laura Rowe	October 2022	PSC
SC12	5	Full review – wording changes	Laura Rowe	October 2024	PSC

Contributors: Victoria Adams / Emma Moore

Review Date: October 2026 (every 2 years)

Contents

1	School Attendance.....	3
2	The Admission and Attendance Register	4
3	Children at Risk of Missing Education	5
4	Holidays in term time	5
5	Reporting absence / appointments	5
6	Difficulties in getting young people to school	6
	Appendix A – Absence and Attendance Codes	7
	Appendix B – Absence Form	13
	Appendix C – Communication Flowchart	14

Fair Ways Vision, Mission and Values (2024)

Our vision

To build a community that changes lives, makes a difference to society and leaves a legacy greater than ourselves and our contributions.

Our mission

To grow a compassionate, resilient, and trauma-informed community, that embraces learning, so that we improve the lives and outcomes of individuals.

Our values

Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within Fair Ways to *play their part*:

P ROFESSIONAL	A CCEPTING	R EFLLECTIVE	T RANSSPARENT
<ul style="list-style-type: none"> We do what we say we will. We approach challenges with optimism and enthusiasm. We don't judge, we notice. We put the needs of the service before our own personal gains. 	<ul style="list-style-type: none"> We don't give up on people. We value all individuals and are willing to challenge them. We embrace each other's differences as much as our similarities. We accept responsibility for our actions. 	<ul style="list-style-type: none"> We give feedback, we invite feedback, we listen to feedback. We look inward before we look outward. We learn as much from our mistakes as from our successes. We listen to each other, learn from each other and grow together. 	<ul style="list-style-type: none"> We are always willing to explain why. We have the courage to be open and honest. We earn trust through our transparency. We live by our values even when no-one is watching.

1 School Attendance

- 1.1 This policy document sets out the guidelines followed by Fair Ways School in regard to school attendance and expectations
- 1.2 Central to raising standards in education and ensuring all the students within Fair Ways School can fulfil their potential is an assumption so widely understood that is insufficiently stated – young people need to attend school regularly to benefit their education.
- 1.3 Missing out on lessons and time at school leaves young people vulnerable to falling behind. Many of the young people who are admitted to Fair Ways have already missed substantial periods of time at school and it is Fair Ways' priority that all young people feel safe and comfortable in attending school on a regular and consistent basis.

2 The Admission and Attendance Register

- 2.1 The law (Education (Pupil Registration) (England) Regulations 2006) requires all schools including independent schools to have an admission and attendance register with all students attending school to be on both registers.
- 2.2 Admission Register – this document contains the personal details of all students in the school, along with the date of admission, information regarding parents and carers and details of the school last attended.
- 2.3 Attendance Register – the school takes an attendance register on a daily basis using information gathered by a member of the Senior Leadership Team. The administrators record whether a student is present, or the reason for non-attendance. All absences are followed up to ascertain a reason, ensure the correct safeguarding action is taken, identify whether the absence is approved or not and identify the correct code.
- 2.4 Fair Ways School use the national codes to ensure the recording and monitoring of attendance and absence is consistent and complies with relevant regulations. (Appendix A – attendance codes).
- 2.5 Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.
- 2.6 Every entry in the admission register and attendance register must be preserved for a period of six years after the date on which the entry was made.

3 Children at Risk of Missing Education

- 3.1 The Senior Leadership Team (SLT) have the highest regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.
- 3.2 Fair Ways School have in place appropriate safeguarding responses for all our students who go missing from school and are absent for periods of time. Fair Ways holds emergency contact numbers for all students, where practicable we hold two numbers.
- 3.3 If a student is absent from school, without notification, the SLT will; try to make contact with the primary parent / carer, if no response they will contact one of the emergency numbers; visit the home to complete a welfare check; make sure children's services and the local authorities special educational needs (SEN) team, where appropriate, are made aware of any steps that have had to be taken

4 Holidays in term time

- 4.1 Parents / carer's are expected to take their children on holiday during school holidays to minimise the impact of missing education and changing structure and routine. However, within Fair Ways School we understand the difficulties that can arise for young people with special educational needs, therefore holidays will be granted by the Headteacher or Head of School if the reasons are deemed necessary and appropriate.
- 4.2 Parents / carer's are expected to submit a holiday request form (Appendix B) to the school administration at least four weeks prior to the holiday or absence date.

5 Reporting absence / appointments

- 5.1 It is the parent's / carer's responsibility to notify the school or their tutor on the first day of absence at the earliest opportunity. Absence can be reported by telephoning the school office or contacting tutors.
- 5.2 It is the parent's / carer's responsibility to ensure that as far as possible, medical appointments are arranged outside of school hours. Where this is not possible, parents / carers are expected to provide evidence of the appointment in advance.
- 5.3 It is the parent's / carer's responsibility to liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness.

6 Difficulties in getting young people to school

- 6.1 Attending school can be an extremely challenging task for a lot of students, Fair Ways School recognize this and have strategies in place to support young people and their families including planned transitions, interventions, staggered start times, 1:1 support.
- 6.2 Fair Ways School will keep staff and parents informed of attendance through communication with parents / carers with tutors or SLT depending on the level of attendance. (Appendix C)
- 6.3 Fair Ways School use an incentive programme with students to encourage attendance. Students are able to gain additional point rewards for their attendance which can lead to rewards. This incentive allows the students to develop an understanding of their ownership to attend school.

Appendix A – Absence and Attendance Codes

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Present (affects % attendance)

/ or \	Present /morning session or \afternoon session	Count as attending
L	Late (after register closed)	
W	Attending work experience - please see DfE notes	Count as attending an approved educational activity
V	Attending an educational Visit or Trip	
B	Attending any other approved off-site educational Activity - please see DfE notes check with SLT before using	
K	Attending education provision arranged by the local authority - see DfE guidance check with SLT before using	

Register closes 30mins after start time e.g 10:00 for morning registration and 13:00 for afternoon registration

Authorised Absences (affects % attendance)

C	<p>Leave of absence for exceptional circumstances - please see DfE notes</p> <p><i>344. All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.</i></p> <p><i>345. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.</i></p> <p><i>346. Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).</i></p> <p><i>347. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute</i></p>	Count as authorised absence
---	--	-----------------------------

	<p><i>an exceptional circumstance.</i></p> <p><i>348. Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code.</i></p>	
C2	<p>Leave of absence for a compulsory school age pupil subject to a part-time timetable e.g medical adjustment to timetable</p> <p><i>340. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 67 – 70.</i></p> <p><i>341. Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.</i></p> <p><i>342. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.</i></p>	
J1	Attending an interview	
M	Medical/Dental Appointment	
R	Religious observance - see DfE notes (parents religious observance)	
S	Study Leave - please see DfE notes	
I	Illness (Not medical or Dental, includes physical and mental illness)	
E	Excluded	
Un-Authorised Absences (affects % attendance)		
G	<p>Holiday not granted by the school</p> <p><i>391. The school has not granted a leave of absence and the pupil is absent for the</i></p>	Count as Unauthorised

	<p><i>purpose of a holiday.</i></p> <p><i>392. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.</i></p>	
O	<p>Absent in other unknown circumstances</p> <p><i>397. Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.</i></p>	
U	<p>Arrived in school after registration closed</p> <p><i>Relevant regulation 10 (7) and (8)</i></p> <p><i>399. Where a pupil has arrived late after the register has closed but before the end of session.</i></p> <p><i>400. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.</i></p>	
Codes not impacting % attendance		
X	<p>Non-compulsory school age pupil not required to be in school.</p> <p><i>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. Or after the last Friday in June for those aged 16 by the end of the Summer holidays.</i></p>	Not a possible attendance

Q	<p>Unable to attend school because of lack of access arrangements - e.g LA had legal duty to put transport in place but it hasnt been put in place yet</p> <p><i>Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live. These circumstances are set out in law but in summary are where:</i></p> <ul style="list-style-type: none"> • <i>the local authority has a duty to arrange the pupil’s home to school travel and has not; or</i> • <i>the pupil is registered at a private school that is beyond walking distance from the pupil’s home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home; or</i> • <i>the pupil lives in Wales and a Welsh local authority has a duty to provide home to school travel and has not. 13</i> 	
Y1	<p>Unable to attend due to transport <u>normally</u> provided not being available e.g taxi broke down</p> <p><i>371. The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.</i></p> <p><i>372. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.</i></p>	
Y2	<p>Unable to attend due to widespread disruption to travel e.g roads closed due to snow fall</p> <p><i>374. The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.</i></p>	
Y3	<p>Unable to attend due to part of the school premises being closed</p> <p><i>376. Part of the school premises is unavoidably out of use and the pupil is one of those premises that remain in use.</i></p>	
Y4	<p>Unable to attend due to the whole school site being unexpectedly closed e.g unplanned closure</p>	

	<p>378. Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.</p> <p>379. This code may not be used for any planned closure such as weekends or holidays.</p>	
Y5	<p>Unable to attend as pupil is in criminal justice detention</p> <p>Relevant regulation 10(14)</p> <p>381. The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. <p>382. If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.</p> <p>383. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.</p> <p>384. Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement and therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.</p>	
Y6	<p>Unable to attend in accordance with public health guidance or law</p> <p>388. The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.</p> <p>389. Meaning, the pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales or Northern Ireland), or 	

	<ul style="list-style-type: none"> prohibited by any legislation relating to the incidence or transmission of infection or disease. 	
Y7	<p>Unable to attend because of any other unavoidable cause - use with caution and consider all other options first</p> <p>390. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.</p> <p>391. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can do to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p> <p>392. Schools must also record the nature of the unavoidable cause (regulation 10(6)), examples are:</p> <ul style="list-style-type: none"> Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated) Court attendance (where the pupil is legally required to attend Court) 	
#	<p>Planned whole school closure</p> <p>407. Whole school closures that are known and planned in advance such as:</p> <ul style="list-style-type: none"> days between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to 5 non-educational days; and use of the whole school as a polling station. 	Code not collected
Z	Prospective pupil not on admissions register	
N	Holding code whilst awaiting reason	Amend once reason known within 5 days



Appendix B – Absence Form

Student absence request form - holiday

Attendance at school every day is vital for your child’s academic and social development. However, we recognise the needs of our students and know that sometimes taking holiday in busy times of the year, can be very stressful. Therefore, we will support where this is appropriate.

If you wish to take your child out of school for a holiday during term time, please submit this form to the school administrator, at least **four** weeks prior to holiday/absence request date.

Please be aware that not all requests can be authorised absences; this will be on a case-by-case basis depending on your child’s current attendance levels at school and the notice period given to school to process the request form.

Name of student: _____ Date of Application _____

Dates requested for leave:

Reason for absence:

School use only:

Name of student: _____ Date of Response _____

Approved/not approved

Reason not approved _____

Authorised/unauthorized

Reason unauthorized _____

Appendix C – Communication Flowchart

Attendance Strategy Parent/Carer communication flowchart

**Deputy Head shares current half-termly and year-to-date attendance data weekly with Tutors.
Tutors send weekly texts home on Friday afternoons with attendance data from Week 2.**



Deputy Head raises attendance concerns in weekly SLT meetings and sends emails to individual parents/carers to discuss concerns, actions and next steps.



Deputy Head sends an attendance progress email to each parent/carers at Week 3.



Deputy Head sends attendance review email to each parent/carers at Week 6/7.



Deputy Head to complete Attendance Report for the school half-termly newsletter