POD81

Attendance Policy

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This *Attendance Policy* is consistent with the following Pod81 policies:

- *Admissions Policy*
- *Anti-bullying Policy*
- *Child protection and Safeguarding Policy*

Introduction

Pod81's Attendance Policy meets the requirements of the School Attendance Guidance from the (DfE).

In addition, Pod81 aims to practise legislation and duties, governing Pod81 attendance:
Part 6 of The Education Act 1996
Part 3 of The Education Act 2002
Part 7 of The Education and Inspections Act 2006
The Education (student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016)

All students at Pod81 have a right to full-time education. We are committed to ensure students attend regularly and enjoy attending Pod81. In addition, we aim for students to understand and practise daily the importance of punctuality.

Through attendance and punctuality, students will be better prepared for learning and achieving grades to their highest standards.

We understand that every child and their parents/carers have individual circumstances affecting a student's attendance at Pod81. Staff endeavour to work with students and parents to overcome these attendance barriers.

It is the responsibility of Pod81 to provide a caring and trusting atmosphere where students are welcomed and listened to. We aim to provide a curriculum that not only educates but provides enjoyment in learning for all our students. Our motto is:

"Do not train a child to learn by force or harshness; but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of genius in each child."

At Pod81, staff are aware that a complementary curriculum is one of the keys to promoting excellent attendance and punctuality in our students.

Good Attendance

Students who practise higher levels of attendance are more likely to achieve higher levels of attainment.

Roles and Responsibilities

Responsibilities of the Student's Referral School

- The student's referral school is responsible for monitoring attendance statistics for all its students attending Pod81.
- All attendance statistics are readily available online and are updated automatically every five minutes.
- Any issues or concerns arising out of a student's attendance or punctuality can be raised with the Centre Manager at Pod81.
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Responsibilities of Pod81 Centre Manager

Pod81 Centre Manager will coordinate all aspects of recording and improving student attendance and ensuring practices are compliant with this *Pod81 Attendance Policy*.

There are times when a student is generally sick and cannot attend Pod81. However, there are a number of grey areas, where a child could, with necessary support, attend Pod81 whilst sick, such as sore arms etc.

It is the discretion of Pod81 as to whether a student's absence can be defined as authorised or unauthorised.

In the case of a child frequently missing education, the Centre Manager will discuss with parents/carers and students ways in which to improve attendance and punctuality. *Attendance and Punctuality Support Plan* will be implemented in such matters.

Responsibilities of Classroom/Support Staff

- Ensure that all students are registered accurately and that details are entered digitally online for referring schools to view
- Utilise every opportunity to reward good attendance and punctuality
- Liaise with Pod81 Centre Manager on matters of attendance and punctuality
- Communicate ASAP any concerns accounting for a student's poor absence or bad punctuality
- Support students with absence issues at all times

Responsibilities of Students

- Attend on time every day unless the student is ill or has an authorised absence
- Be on time and ready for learning for all Pod81 classes
- Ensure the Centre Manager is aware of any intending absence during Pod81 day, such as doctors or dentist appointments.

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Responsibilities of Parents/Carers

A parent/carer has the legal responsibility to ensure their child's regular attendance.*(Section 444 of the 1996 Education Act).* A parent/carer allowing their child to simply take time off Pod81 with not justifiable reason is committing an offence.

Parents/Carers will:

- inform Pod81on the first day of absence by phoning, texting, or by letter
- discuss with Pod81 Centre Manager any planned absences well in advance
- support Pod81 in achieving 100% attendance with their child
- avoid taking their child out of Pod81 for non-urgent medical or dental appointments. Such appointments should be booked outside Pod81 school hours
- Are aware that leave of absence will only be granted in exceptional circumstances. This will include liaison with the referring school and any other relevant body.

Recording Attendance

Pod81 will open between the hours 9am-2pm. Student should arrive between 9:30am-9:55am

Dinner time will be 11:15am-11:45pm

Pod81 will:

- Keep an am/pm attendance register for all students
- Keep a lesson register for all students, taken at the start of each lesson
- Each student will have one of the following SIMS codes recorded against their name:

School Attendance Codes 2024

Present Codes	
/ \	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made

I	illness (both physical and mental health related; not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absences	
G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets and polling station days)

Any amendment to the attendance register will include the:

- original entry
- amended entry
- reason for the amendment
- date and time on which the amendment was made
- name of the person who made the amendment

Pod81will keep all student attendance entries on the attendance register for 3 years after the date on which the entry was made.

Attendance Register

A young person is expected to attend all sessions (morning and afternoon) at Pod81, unless the absence has been authorised.

Although the parent/carer can provide a reason for the absence, the decision as to whether it is authorised can only be made by Pod81 or the student's referral school.

[Please see above for the types of authorised and unauthorised absence]

Holiday – A decision as to whether a holiday during term time is authorised should come from the student's referral school rather than be made by Pod81 staff.

Attendance type must be recorded on the system at the start of each session (morning and afternoon).

Whenever students are absent, and their parents/carers have not told Pod81 the reason for their child's absence, the student is marked as an unauthorised absence for that session.

Staff can change this mark later if the parents/carers provide a sufficient reason for their student's absence.

Each morning, one member of staff will contact the parents/carers of any students who are absent to obtain a reason why. This should be entered into the online register if a good reason is given.

If an unauthorised reason is given or contact cannot be made, the mark remains unauthorised. Staff should inform the student's referral school or agency of absent students, along with the reasons given, so that they have the correct attendance information for their students.

Schools will only assume a student is present at Pod81 if they are informed otherwise.

Reporting Absence Procedure for Parents/Carers

First-Day-Absence

A student not attending Pod81 is considered a safeguarding matter. Because of this, all student absences must be accounted for.

Contact Pod81 by phone or by text, as soon as possible, on your child's first day of absence.

On your child's first day returning to Pod81, the child must bring with them a letter, explaining their absence. In the event a letter cannot be written, an email or message on Class dojo from the parent/carer will be sufficient.

If your child is absent, Pod81 will:

- telephone or text you or message via class Dojo on the first day of your child's absence if Pod81 has not heard from you. *(Where a student is on a student in need plan or looked after, Pod81 will make contact with the student's referral school on day 1.)*
- invite you in to discuss the situation with our Centre Manager if absences persist

Third-Day-Absence

If Pod81 has not seen, or contact has not been made with parent/carer, after three days of absence, Pod81 will take all reasonable actions to determine the absence, including contacting the student's friends, the student's referral school, education agencies etc. to determine the reason for the absence.

Tenth-Day-Absence

After ten days of absence, Pod81 has a legal obligation to report a student's unexplained absence.

Pod81 will notify both the student's referring school and the LA and notify both if the student is at risk of missing. The student's referral school and/or the LA will then carry out due investigation.

Continued or Ongoing Absence

Students missing 10% of schooling, both at Pod81 and the student's referral school will be defined as persistent absentees.

Pod81 will monitor all absence and attendance and share this data with the student's referral school, the LA, another relevant body, and the DofE.

Students at Pod81 who are persistently absent will have an Attendance Support Plan put in place.

The Attendance Support Plan aims to support both parents/carers and includes:

- Agreeing an Attendance Support Plan
- Signing a Pod81 Attendance Support Plan
- Signposting to outside agencies

In situations of persistent unexplained absence or truanting, a parent / carer may be fined.

Punctuality

Pod81 believes punctuality is a sign of reliability, responsibility and commitment. To this end, the time of arrival will be recorded for all learners, and reasons for lateness will be expected and recorded.

Persistent lateness will be flagged and recorded in Pod81's online register. Chronic lateness, without authorised justification, is considered as **unauthorised absence and will be subject to legal action.**

Parents/Carers of students who have patterns of lateness without reasonable justification, will be contacted by the Pod81 Centre Manager to discuss ways in which attendance can be improved.

If Pod81 support is declined, Pod81 will have no other option to refer the matter back to the student's referral school.

Pod81 accepts that sometimes, punctuality can be affected by circumstances outside our control. However, it is the expectation that the student will be on time for all scheduled sessions.

If the student is going to be late for any reason, then Pod81 will need to be informed immediately.

Pod81 school day begins at 9.30am.

All students are expected to be in Pod81 shortly before this time: 9.25am – 9.55am, so that lessons can start on time.

All lateness is recorded daily for legal purposes.
Students should be marked absent for late arrival:

N	No reason yet provided for absence	Unauthorised Absence

After late arrival, the teacher should amend the entry to:

L	Late (before registers closed)	Present	Late for Lesson

Late amendments to the attendance register should include the:

- original entry
- amended entry
- reason for the amendment
- date on which the amendment was made
- name and position of the person who made the amendment.

If a student is late due to a medical appointment, they will receive an authorised absence, coded (*M*).

M	Medical/Dental appointments	Authorised Absence

Parents/Carers should avoid taking their child out of Pod81 for non-urgent medical or dental appointments.

Such appointments should be booked outside Pod81 school hours.

Supporting Attendance

Promoting Good Attendance and Punctuality

Through attendance and punctuality, students will be better prepared for learning and achieving grades to their highest standards.

We understand that every child and their parents/carers have individual circumstances affecting a student's attendance at Pod81. Staff endeavour to work with students and parents to overcome these attendance barriers.

It is the responsibility of Pod81 to provide a caring and trusting atmosphere where students are welcomed and listened to. We aim to provide a curriculum that not only educates but provides enjoyment in learning for all our students.

To help us all to focus on attendance, Pod81 will:

- report to you regularly on how your child is performing at Pod81, what their attendance and punctuality rate is and how this relates to their attainments
- to share current attendance through automatic five minute online update
- celebrate good attendance by rewarding and displaying student achievements
- set targets for Pod81 and display these in classrooms at Pod81

My child is trying to avoid coming to Pod81. What should I do?

There may be the occasion when a student is reluctant to attend Pod81. There could be a host of reasons behind the student's reluctance from work being too hard or problems with peers etc.

Staff at Pod81 are committed to uncovering the cause behind the reluctance and trying every available strategy to remove that cause.

What can I do to encourage my child to attend school?

Getting a good night's sleep is hugely important for a student getting up each morning and being ready to attend Pod81.

Make sure your child gets to bed on time, and before your child sets off to Pod81, give them lots of positive encouragement.

Pod81 Strategies for Supporting Attendance

At Pod81, we encourage excellent standards of attendance and punctuality. Staff adopt a range of strategies to help students and parents/carers with achieving high standards of education:

- Contact to parents to stress the importance of good attendance
- Student certificates to celebrate excellent attendance
- In classroom rewards for excellent levels of attendance
- Attendance League challenges

Understanding Types of Absence

Students are expected to attend Pod81 every day for the entire day duration.

There are two main categories of absences:

- **authorised absence:** is when Pod81 has accepted the explanation offered for the absence. If no explanation is received, absences cannot be authorised. *(See SIMS Codes above)*
- **unauthorised absence:** is when Pod81 has not received a reason for absence or has not approved a student's leave absence from school after a parent's request. This includes:

  - parents/carers giving their child permission to be take time off school unnecessarily *(see SIMS Codes above)*
  - truancy at any time of the Pod81 school day
  - absences which have not been explained.

If Pod81 deems it necessary, due to receiving new information, it can change an authorised mark to an unauthorised mark and vice-versa.

The Pod81 Centre Manager will communicate any amendments to parents/carers and offer an explanation of why they have amended the mark.

If Pod81 has doubts regarding a student's illness, they can ask the parent/carer to provide medical evidence, such as a dental appointment etc.

Other Types of Absence

Religious Observance

Pod 81 will seek advice from the student's referral school and the student's family regarding absence due to religious observance.

Removal of a Student from Pod81

If you are planning to move home and your child attending Pod81 is no longer practicable, you need to let Pod81 know as soon as possible. Pod81 will then liaise with the student's referring school for the necessary support.

In addition to contact details, parent/carer will need to provide details of the date of the move, the new address, your child's new school, and a start date if known.

Absence Due to a Student Taking Part in Public Performances

If the student is taking part in such activities as theatre, film, television work, or modelling, the parent can apply for a leave of absence.

Parents must let Pod81 as soon as possible in each of the matters. Pod81 will then pass over the information with the student's referral school, and the Headteacher of that school will make a decision of whether to grant the leave of absence.

Absence Due to Sporting Competition

If a student is competing at regional, or national/international level for sport, the parent/carer can apply for a leave of absence.

Parents must let Pod81 as soon as possible in each of the matters. Pod81 will then pass over the information with the student's referral school, and the Headteacher of that school will make a decision of whether to grant the leave of absence.

Gypsy, Roma, Traveller and Showman Families

Traveller family parents can apply for a leave of absence for their child if the absence is due to work commitments and the family intends to return.

Parents must let Pod81 as soon as possible in each of the matters. Pod81 will then pass over the information with the student's referral school, and the Headteacher of that school will make a decision of whether to grant the leave of absence.

Teenage Pregnancy

Should a girl become pregnant whilst attending Pod81, Pod81 will liaise with the girl's referring school regarding the girl's education during and after the pregnancy.

Authorised absence of eighteen weeks will be given before and after the birth of the child. After this time, the girl will be expected to return to education.

Requesting a Leave of Absence

Parents/carers need to check the SIMS Codes in this policy to determine what constitutes authorised absence from school before making any request for a child's leave of absence.

Amendments to school attendance regulations were updated and enforced from September 2013: The Education (Pupil Registration) (England) Regulations state that:

"…..headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all.

The fundamental principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family.

There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form (available from: [Pod81 – school to insert detail]) in advance and before making any travel arrangements.

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds the parents/carers will be issued with a fixed-penalty fine or other legal action in accordance with the code."

Children Missing from Education

A child going missing from education (e.g. unexplained absences, absconders) can be a potential indicator of a child protection concern.

Staff should consider that where students are missing from education, particularly on repeat occasions, action may need to be taken to help identify any risk of abuse and neglect, including sexual and/or criminal exploitation, and to help prevent the risks of their going missing in future.

Where such concerns exist, staff should follow the procedures for reporting concerns outlined in the *Safeguarding & Child Protection Policies.*

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage or signs and triggers concerning *'county lines'.*

Persistent Absence or Lateness – The Legal Side

Penalty Notices for Non-Attendance and Other Legal Measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at Pod81 at which the child is registered, unless the absence has been authorised by Pod81.

Pod81 will use every available method and strategy to help students and help achieve high levels of attendance. However, if the families are not willing to accept the support to improve a student's attendance, Pod81 will have no other choice than to refer the student and parents to the student's referral school, who may pursue legal action(s).

Legal action when there is unauthorised absence and:

1. The child or family do not require the support from any agency to improve the attendance
2. The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

The following legal measures may be used for pupils of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Penalty Notices 15
- Education Supervision Orders
- Prosecution

The decision on whether to issue a penalty notice ultimately rests with the Headteacher of the referring school. The Headteacher of the referring school will take guidance from the LA for issuing penalties.

Pod81 recognises that this *Attendance Policy* is interconnected with other key policies and should comply with them:

- Anti-bullying
- Safeguarding Policy
- Curriculum
- Absconsion Policy
- Equality and Diversity
- Health and Safety
- Online Safety
- Teaching and learning.

Attendance Support Plan

Staff Name	Position	Discussion Date

Parent/Carer Name	
Present at Attendance Support Plan Meeting	Yes/No

Student Name	Authorised Attendance	Unauthorised Attendance

Reasons given by student for non-attendance

Reasons given by parent/carer for non-attendance

Points for possible discussion:

1. Attendance and achievement
2. Attendance and developing resilience and good habits
3. Attendance and developing social skills for life
4. Consequences of worsening attendance

Targets agreed to improve attendance:

-
-
-
-
-
-

	Signature
Pod81 Centre Manager	
Parent/Carer	
Student	

Review Date	
Targets met	Yes/No

Any additional information