

Pulse and Water College

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Attendance Policy			
Date	Review Date	Head of School	Proprietor
13/09/2022	Sept 2024	Ms Vicky Semakula	Dr Temi Ladenika

Attendance is a significant aspect of education. At Pulse and Water College we recognise the opportunity that regular attendance at school provides for individual development. Also, its necessity for consistent engagement with the curriculum and its potential for fostering lifelong learning and positive work habits after compulsory education.

Aims

- To create an inclusive, nurturing and welcoming ethos in which pupils are stimulated, grow self-esteem and experience success.
- To encourage the educational development of all pupils by promoting the importance of school attendance.
- To contribute to the culture of the environment by giving pupil attendance a high profile with clear procedures and expectations.
- To ensure that the curriculum meets the needs of the individual pupils and positively encourages them to attend.
- To work with the Attendance Advisory Service (AAS), parents and carers, the Education Welfare Service and other professionals to support pupils in achieving optimum attendance at school.
- To promote good attendance and reduce absence, including persistent absence;
- To ensure every pupil has access to full time education to which they are entitled; and,
- To act early to address patterns of absence.

- For parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- For all pupils to be punctual to their lessons.

Objectives

- To identify good punctuality as a central feature of the school's reward system and make all staff and families feel responsible for its improvement.
- To make sure that all pupils know their presence is important
- To raise attendance issues with parents through referral meetings, on website prior to children joining the school.
- To inform parents promptly over concerns about pupil absence and give them an opportunity to discuss difficulties with a member of staff.
- To employ a range of strategies to encourage good attendance and punctuality and promptly investigate all absences, liaising closely with parents

Message from Head Teacher

At Pulse and Water, we want all our children to obtain the best education possible. To benefit from lessons children, need to attend school regularly and be on time. Missing lessons leaves children vulnerable to falling behind and impacts also on friendship circles and self-esteem.

Our attendance policy is designed to encourage parents and carers and support the value of the importance of good attendance.

Purpose of this Policy and Legislation

To ensure that parents/carers are aware of the legislation relating to attendance and that process/measures are in place which encourage and support children's attendance at school when they are fit and healthy. The policy is designed with a view that adherence to it will promote regular attendance and punctuality, and as such offer all pupils equal access to learning.

Legal Requirements

The law requires that children of compulsory school age attend school every day on which it is open.

The school attendance policy adheres to the acts and regulations below. More comprehensive information and updates can be located on the Department for Education's Website (search under attendance) and Greenwich local authority website:

- The Education Act 1996
- The Education Act 2002
- The Education (Pupil Registration) (England) Regulations 2006 and amendments
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007 and amendments
- The Education and Inspections Act 2006
- Working together to improve school attendance. Guidance for maintained schools, academies, independent schools, and local authorities May 2022

Responsibilities

School:

- Have an attendance policy in place which is widely communicated and understood
- Maintain attendance data and report to AAS, the local authority and the Department of Education
- Ensure registers are taken twice daily; at the start of the morning and the afternoon sessions
- Share and discuss attendance data at academic review days
- Follow up with parents/carers concerns relating to attendance and/or punctuality at the appropriate time.
- Initiate contact if absence/lateness has not been communicated with the school, with the first day absence call, and follow up with appropriate action where required.
- Refer to AAS and support their activities
- Promote and encourage good attendance

Parents/Carers:

- Perform their legal duty by ensuring their children of compulsory education age who are registered at school, attend regularly and are punctual.
- Have their child in school by 9am each day (Note this is the official start time of class, however, the school encourages children to come in at 8:55am so they are ready to commence the day promptly)

- Notify the school by 9am on **every** day of absence by email at admin@pulseandwatercollege.co.uk
- Work in partnership with the school and AAS to improve lateness and attendance.
- Where possible obtain medical/dental appointment outside of the school day.
- Where this is not possible to give advance notification of pre-booked appointments
- Raise any concerns they may have in relation to their child's attendance
- Refrain from bringing a child into school for 48 hours following a bout of vomiting and or/diarrhoea

Attendance Advisory Service

Absence Reporting

Parents/Carers should contact the school on the first day of any absence. This should be done by ringing the school office and leaving a message if the call is not answered. It is important to leave full details of the absence, particularly if the child is unwell. If parents/carers have contacted the school as advised and have left appropriate details of the absence, they will not need to send a letter in on the child's return to school. However, where this is not done a letter setting out the reasons for absence will be needed.

If parents/carers are asked for further clarification for the reason of absence, please ensure that this information is handed directly to the school office either in person or by the student.

If the school has not received a reason for the absence, the office will send out a reminder to the parent/carer either via a phone call, email or a letter.

If the school has not received a reason for absence, the office will send another reminder to the parent/carer either via phone, email or letter. If there is no response, then the absence will be recorded as unauthorised.

Lateness

The school believes it is important for children to learn from an early age that punctuality is both important and polite.

Being late not only influences a child's own learning, self-esteem and confidence, but it is also disruptive to the class teacher and other children.

The registers will be taken at 9am; and afternoon session no later than 1:30pm Children entering the class after the register has been taken will be marked late (L).

Children who arrive 30 minutes after the register has officially closed will receive a 'U' code which will reflect absence for the morning for the morning, although the school is aware of the pupil is on school premises in accordance to health and safety requirements.

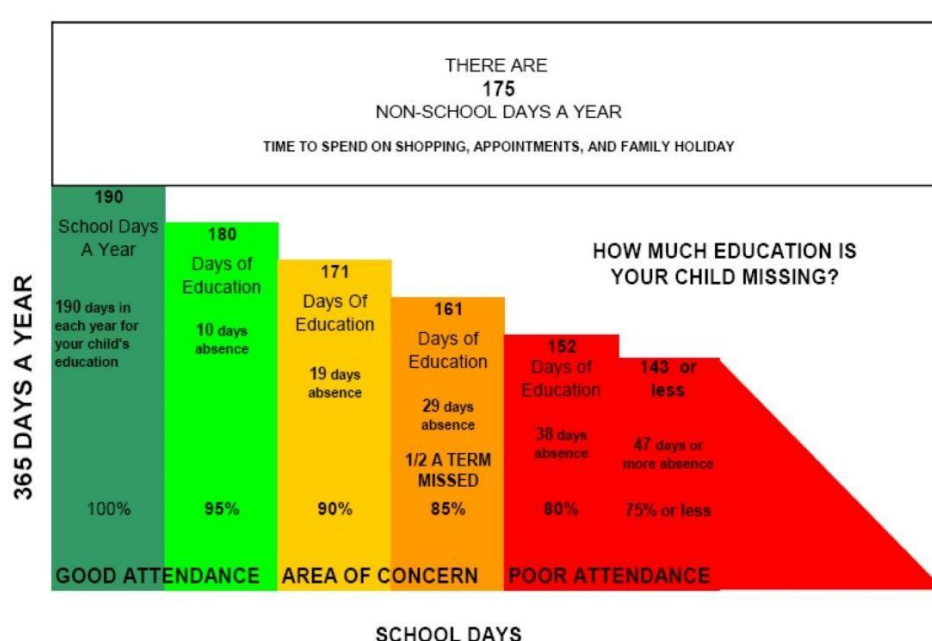
Children who enter late will have sign in and must advise of the reason for the late arrival. This will be recorded.

The school's attendance officer and head teacher will monitor and review lateness and bring this to the attention of the referring school if dual registered and AA service and initiate appropriate action.

Holiday during term time

Statutory guidance from the Department of Education states that 'Head Teachers should not grant leave of absence unless in exceptional circumstances'. Parents/carers should help by observing this directive and not applying for holidays in term time.

Leave taken without authorisation from the Head Teacher may be referred to the Education Welfare Service. In extreme circumstances, this may result in prosecution proceedings or a fixed penalty notice. As at 1st September 2013 the rate per parent per child will be £60 if paid within 21 days. This will rise to £120 if paid within 22 and 28 days. Non-payment may lead to each parent/carer being prosecuted at the Magistrates Court, and if proved, each parent may receive a criminal conviction and/or fine to the maximum of £1,000 plus costs.



Authorised/Unauthorised Absences

Authorised Absence

Acceptable reasons for absence include illness, unavoidable medical/dental appointments (which should be made outside of school time, wherever possible), family bereavement,

traveller absence and religious observances. The school are entitled to ask for documents to support absence.

Unauthorised Absence

Holidays during term time (refer to holiday information in point ** of this policy) shopping trips, illness of a parent, day trips or long weekends, unexplained absence from school, birthdays arrival after registration has closed (see point **)

The codes used to record absences on the school system, and explanations are on Appendix 1. Details of each child's absence will be provided with the end of year report or on request, or provided in attend review meetings if your child is on an attendance report.

Role of Attendance Advisory Officer (AAO)

The AAO will support schools in investigating and dealing with persistent absence. They may be present at a school attendance meeting with parents. If there is no improvement in attendance they will instigate the legal process for parental fines or court proceedings.

The school is required to make automatic referrals Greenwich Education Services where specific criteria have been met. This includes:

- A child who has accumulated a **minimum of 15% unauthorised** A minimum of 12 sessions of unauthorised absence in the last **6** school weeks
- **10** consecutive days of absence with No reason provided and no contact from the parent/carer and where leave of absence has been refused absence at any time.
- Where a child is absent and subject to a Child Protection Plan

Reward systems

Good school attendance is promoted and celebrated throughout school by

- Awarding termly certificates to individual children who have 100% attendance (this includes punctuality)
- Awarding certificates and/or small reward to individual children who get 100% attendance for the whole academic year (September to July)

Poor Attendance Process

The National Attendance target is 95%. Attendance figures will be monitored and reviewed regularly by the attendance officer and the Head Teacher. Where there are concerns about attendance and punctuality, or patterns of absence e.g. regular broken weeks of at least one day's absence, or regular absences from Monday/Fridays, regular absence immediately prior to or following school holidays or unauthorised holidays in term time, various actions will take place. These consist of:

- Verbal contact made with parent/carer
- Written communication with parent/carer
- Meeting between parent/carer, attendance officer and where appropriate Attendance Advisory Officer (AAO)
- A referral to the AAO where a decision will be made regarding legal action
- Issuing of penalty notices/fines
- Parent/Carer notices for example:

1. A formal but voluntary contract between parent/carer and school which sets out attendance objectives

OR

2. Parenting Order (PO) which is imposed by the court, without parent/carer consent. PO's are generally appropriate following a successful prosecution by the local authority or School for irregular attendance. In these instances, parents/carers are required to comply with the requirements specified in the order.

Attendance Reports/Analysis

The school has its own in house register which records and analyse attendance. The attendance percentages are communicated to the Head Teacher and put on display for students to see on the school notice board. This information is also provided to the attendance officer for the referring school and the borough. This information is also provided to the parent/carer on each child's academic report.

Further information

Further information can be obtained from the school office in the first instance.

'Our school has due regard to eliminate discrimination, advance equality of opportunity and foster good relations between all parties'.

Principal	Dr Temi Ladenika	Date	
Head of School	Vicky Semakula	Date	
Reviewer	Lidia Bhaskar	Date	13/09/2022

Appendix 1

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present in School AM	
\	Present in School PM	
B	Off Site Educational Activity	
C	Leave of Absence Authorised by School	
D	Duel registered at another educational establishment	
E	Excluded but no alternative provision made	Not counted as possible attendance
G	Holiday not authorised by school or in excess of the period determined by the head teacher	
H	Holiday authorised by the school	
I	Illness not medical or dental appointments	
J	At an interview with perspective employers, or another educational establishment	
L	Late arrival before the register is closed.	
M	Medical or dental appointment	
N	Reason for absence not yet provided	
O	Absent from school without authorisation	
P	Participating in a supervised sporting activity	
S	Study Leave	
T	Gypsy Roma and Traveller Absence	

U	Arrived in School After Registration Closed	
V	Educational Visit of Trip	
W	Work Experience	
X	Not Required to be in school	Not counted in possible attendance
Y	Unable to attend due to exceptional circumstances	
Z	Pupil not on roll	Not counted in possible attendance
#	Planned whole or part school closure	Not counted in possible attendance
?	No Mark Recorded	

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Name	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Attendance Policy		✓	✓	✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓		✓				

Question	Equality Groups															Conclusion										
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓				✓				✓				✓				✓				✓			Yes	No
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓					No
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓				Yes	No

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
			13/09/2022

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	Y			See date on policy
• Policy in line with current legislation	Y			
• Coordinator in place	Y			School Administrator
• Coordinator carries out role effectively	Y			Attendance Register and proceedings are maintained
• Headteacher and coordinator work closely	Y			Meetings at least once a term
• Policy endorsed by Proprietor	Y			
• Policy regularly discussed at meetings	Y			Staff , SMT, Coordinator and Senior management meetings
• School personnel aware of this policy	Y			365 one drive
• School personnel comply with this policy	Y			Daily checklist
• Pupils aware of this policy	Y			Ongoing assessment sheets
• Parents aware of this policy	Y			Policy on website
• Visitors aware of this policy	Y			Policy on website
• Local community aware of this policy			N/A	
• Funding in place			N/A	
• Policy complies with the Equality Act	Y			
• Equality Impact Assessment undertaken	Y			
• Policy referred to the School Handbook	Y			See prospectus
• Policy available from the school office	Y			A copy provided on request
• Policy available from the school website	Y			
• Student Voice involved with policy development	Y			With respect to positive reinforcement
• All stakeholders take part in questionnaires and surveys			N/A	
• All associated training in place	Y			Staff training
• All outlined procedures complied with				
• Linked policies in place and up to date	Y			
• Associated policies in place and up to date			N/A	
A statement outlining the overall effectiveness of this policy				

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Policy Approval Form

							Date when written:	13/09/2022
Policy written by:	Lidia Bhaskar				New Policy (✓ or x)	<input type="checkbox"/> x	Revised Policy (✓ or x)	<input checked="" type="checkbox"/>
Stakeholders consulted in policy production: (✓ or x)	Senior Leadership Team	Teaching Personnel	Support Personnel	Administrative Personnel	Parents	Pupils	Local Community	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Date when approved by Proprietor:	13/09/2022		Date when presented to stakeholders:	13/09/22		Date when implemented:	13/09/2022	
Published on: (✓ or x)	School Website			School Prospectus			Staff Comms	
	<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	

