



The Grange Therapeutic School

THE GRANGE THERAPEUTIC SCHOOL ATTENDANCE POLICY

GP45

Schools are places of learning, and it is important that attendance is managed so that the aims of the school can be achieved. The purpose of this policy is to support this process.

Reviewed Date: October 24	1	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

ATTENDANCE POLICY

At The Grange Therapeutic School, we pride ourselves on offering a broad and balanced curriculum which is adapted to meet the individual needs of each learner. By creating a blend of vocational and nonvocational learning opportunities, as well as an enriched curriculum of cultural and life-skills opportunities, we strive to ensure that each learner achieves success, regardless of what form it may take.

The Grange Therapeutic School embraces the concept of equal opportunities for all and aims to provide an environment where all learners feel safe, valued and welcome, by adhering to a trauma-informed model of practice and following the Ask, Accept, Develop neurodiversity framework. We have a robust learner-voice model in place and endeavour to support learners to find their own way to communicate and overcome barriers they face.

We believe that for a learner to reach their full educational achievement a high level of school attendance is important. Many of our learners have poor attendance prior to joining The Grange Therapeutic School, and some have not been in an educational setting for a period of time. As a team, we work with parents/carers and students to improve this with pastoral support, communication and a clear approach to attendance expectations.

As part of our high standards and commitment to quality attendance, we expect pupils' attendance to be 95% or above. If a pupil's attendance drops below 90%, this will then be monitored on a weekly basis by the Pupil Administrator, Assistant Headteacher, Family Liaison Outreach Workers and SLT, to look at patterns of absences. If there is not a specific reason or attendance continues to fall, then support will be put in place to support this. Attendance data is also analysed on a half-term basis.

Every opportunity will be used to convey to pupils and their parents /carers the importance of regular and punctual attendance (**Appendix 1 and 2**).

The Grange Therapeutic School has adopted the ISAMS system for recording and monitoring school attendance and follow the national codes to record attendance information (**Appendix 3**).

School attendance is subject to Education law and The Grange Therapeutic School attendance policy is written to reflect this law and the guidance produced by the Department for Education (**Appendix 4**).

Each half term the leadership team will examine its attendance figures and act accordingly. Low attendance is also a safeguarding issue, with low attenders and school refusers discussed weekly at the DSL meetings and with the Family Liaison Outreach Workers, with appropriate action plans put in place to improve attendance and check on the welfare of the pupil. The Grange Therapeutic School will review its procedures for improving attendance at regular intervals to ensure that it is achieving its set goals.

Reviewed Date: October 24	2	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

Daily Absence Procedure

The procedure for recording absence daily is outlined in The Grange Therapeutic School's Pupil Attendance Flowchart (**Appendix 5**). Any pupil who is absent from school 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 school]. Only the Principal, Head of Education 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 school at 8.50am. The registers will remain open for 30 minutes. Any Day pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation, i.e., 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 13:15pm and the registers will close at 13.45pm. Pupils arriving after the start of school 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.

Y Codes

These codes are used in circumstances such as school closure or transport issues. Although these codes are recorded for statistical purposes, they will have no adverse effect on pupil attendance.

First Day Absence

The School Administrator/Family Liaison Officers will be informed by form tutors, SLT or pastoral staff that a pupil is absent. The School Administrator or Family Liaison Officers will then contact parents/carers by telephone to ascertain the reason for absence; this information will be electronically recorded on ISAMS with the appropriate absence code. The response will be recorded for the pupil's file. If relevant, CYPS, Social Workers, etc. will be informed as necessary for those pupils who have involvement. The placing Local Authority will also be informed of any prolonged absence or immediately, if part of a PEP plan.

Second Day Absence

For pupils without authorised absence the Pupil Administrator will again telephone parents/carers requesting them to contact the school. Social workers and placing Local Authority will also be informed.

Continuing Absence

In the first instance, a Family Liaison Outreach Worker will contact parents/carers to offer support and agree targets/strategies to support attendance. Family Liaison Outreach Workers will work with staff to help identify reasons for absence. If low attendance continues, a home visit or a request for parents/carers and pupil to attend school for a meeting, to discuss targets and strategies to return to school will be agreed.

Reviewed Date: October 24	3	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

Ten Days Absence

For any pupil who is absent without an explanation for 10 consecutive days the Pupil Administrator/Family Liaison Officer will notify the Local Authority on behalf of the Head of School. If needed a professionals meeting will be arranged with the Local Authority SEN Officer, parents/carers and other relevant agencies.

Frequent Absence

It is the responsibility of the Family Liaison Officers and DSL to be aware of, and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, The Grange Therapeutic School will try to resolve the problem with the parents/carers. Once medical concerns have been eliminated, the same procedure as 'Ten days of absence' will be followed.

Whole school attendance is analysed every half term. At the end of the October half term is the first instance at which parents/carers will be informed of any attendance concerns. In communicating with parents or carers the school will differentiate where there are attendance concerns caused by parental inaction compared to situations outside of a parent's control. Examples of this might be a staggered start at school for a pupil who has not attended school previously for several years or a pupil who is experiencing a mental health crisis.

In the first instance, if attendance falls below 90% a stage 1 attendance letter (**Appendix 6**) will be sent home informing parents of the pupil's low attendance and the concerns the school has.

If the low attendance persists, a stage 2 attendance letter (**Appendix 7**) will be sent, and the Form Tutor or Family Liaison Outreach Worker will contact parents/carers to offer support and agree targets/strategies to support attendance. The Form Tutor or Family Liaison Outreach Worker will also work with staff to help identify reasons for absence.

If low attendance continues, a stage 3 attendance letter (**Appendix 8**) and a home visit or a request for parents/carers and pupil to attend a meeting to discuss targets, strategies and a return to school to be agreed.

A Welcome Back

It is important on return from an absence that all pupils are made to feel welcome. Where appropriate a reintegration meeting is held, and a contract of attendance agreed by parents/carers and pupil. This will include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other students.

Absence notes / emails

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

Promoting attendance

The Grange Therapeutic School will use interim reports, annual reviews and as they arise, opportunities to remind parents/carers that it is their responsibility to ensure that their child receives his education.

Reviewed Date: October 24	4	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

Holidays in term time

Holidays during term time are not allowed. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The Grange Therapeutic School will not consider any holidays in term time unless there are very exceptional circumstances. If parents/carers wish to take their child on holiday during term time, then you must write a letter to Jonathan Sleath, Principal, and give a full explanation of your reasons why you wish to do so.

Attendance Awards

High attenders are rewarded at the end of every term during the awards assembly. Awards are given to pupils achieving 95% attendance and above. There are also further awards for 100% attenders.

Along with this, each pupil has the opportunity to work towards achieving credits each day and this system encourages attendance by transferring credit points into extracurricular activities.

Pupils who attend ADL

Pupils who attend Acorn Digital Learning (ADL) use this platform to support their education, whilst they are struggling to attend school. The aim is always to try and re-engage the pupils back into the school. Where this is not possible, then ADL can continue. Their absence can be for many reasons such as their SEMH needs or because they are refusing to attend school. If a pupil does attend ADL, then their attendance should be recorded as follows:

- Pupils should be recorded as Educated Off-Site (B) if they attend their first lesson (English or Maths).
- Pupils should be recorded as Educated Off-Site (B) if they attend their afternoon lesson (Science).

Also, a review meeting will be organised termly, to assess whether ADL is working for each pupil that attends this provision.

Reviewed Date: October 24	5	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

Safeguarding Children in Education

Child Missing from Education

A child going missing from education is a potential indicator of abuse or neglect. The school Safeguarding policy gives clear guidelines on how the school should deal with children who go missing from education. Staff should follow the procedures for dealing with children that go missing from education or home, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of them going missing in future.

The Grange Therapeutic School's safeguarding policies and procedures are in place for children who go missing from education and care, particularly on repeat occasions. 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. The Law requires all schools to have an admission register and with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

The Grange Therapeutic School must inform their Local Authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school systems, e.g., home education.
- have ceased to attend school and no longer live within reasonable distance of the school which they are registered.
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period.
- have been permanently excluded.

The Local Authority must be notified when a school is to remove a pupil from its register under the above circumstances. This should be done as soon as the grounds for removal are met, but no later than removing the pupil's name from the register. It is essential that schools comply with this duty, so that the authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect. The Grange Therapeutic School must inform the local authority of any pupil who fails to attend school regularly or have been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State).

Jonathan Sleath
Principal

Reviewed Date: October 24	6	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

Appendix 1 – Student Absence Procedure Letter

Dear Parent/Carer,

Student Absence Procedures

School Absence

Under Government guidelines for school attendance, less than 90% will be classed as ‘persistent absence’ which can lead to Fixed Penalty Notice fines. Please let us all work together to ensure your child’s attendance is the required minimum level of 95% or above (10 days absence per academic year equates to 94.7% attendance) Good attendance ensures students reach their full potential, both academically and socially, leading to positive life chances in the future.

If your child is absent?

Please telephone the school office (01664 454264) or email (attendancegrange@knossington.rutland.sch.uk) as soon as possible. You can contact the office at any time during your child’s absence to keep the school updated.

If your child has an appointment?

Please send evidence of your appointment to attendancegrange@knossington.rutland.sch.uk as soon as possible so that this can be recorded in the school diary. Please try to keep appointments outside of school hours wherever possible. However, if this is unavoidable try to book them for early morning, lunchtime or as close to the end of the school day as possible. Always return your child to school as soon as possible after an appointment.

Holidays

The school’s policy is **not** to authorise any holiday time during term time unless there are very exceptional circumstances. Our policy is based on guidance from the Local Authority, to reduce absenteeism (particularly due to holidays taken in term time), and the effect that missing lessons has on academic achievement. If you wish to take your child on holiday during term time, then you must write a letter to Jonathan Sleath, Principal, and give a full explanation of your reasons why you wish to do so.

We appreciate your continued support in this matter.

Reviewed Date: October 24	7	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson



What's Your Attendance?

97%

Less than 6 days absence

Excellent attendance! Well done. You are aiming to get the best outcomes. Good attendance ensures you reach your full potential, both academically and socially, leading to positive life chances in the future.

10 days absence

You are likely to achieve good outcomes and ensure you reach your full potential, both academically and socially, leading to positive life chances in the future. However, you could improve your attendance.

95%

90%

19 days absence

You are missing almost four weeks of school. This is equal to half a day's absence each week. It is going to be difficult for you to achieve your best and reach your full potential.

29 days absence

You are missing six weeks of school. It will be very difficult for you to keep up with your work and you are unlikely to achieve your best. We will be in contact with your Parent/Carer to monitor your attendance.

85%

80%

38 days absence

You are missing eight weeks of school. To help you reach your full potential we will work with your Parent/Carer and the Local Authority to increase your attendance. Failure to increase your attendance may result in the school contacting the Education Welfare Officer.

The Grange Therapeutic School

Appendix 3 - Registration Codes

The Grange Therapeutic School uses iSAMS to maintain student attendance. The following codes are used to record attendance information.

Attendance Code Changes - effective 19th August 2024

Blue – nature of absence needs to be recorded

Red – New or replacement codes

Code	Code Name	Description of Code
/	Present	AM session - present at school when attendance register is taken
\	Present	PM session - present at school when attendance register is taken
B	Educated off site	Offsite supervised activity approved by the school (not at home). <i>(Nature of the educational activity must be recorded in the Nature of Absence area)</i>
C	Absent with permission - other	Authorised by the school - other circumstances
C1	Absent with permission - performance	Leave of absence for regulated performance or employment abroad
C2	Absent with permission - part time timetable	Leave of absence for period of temporary part time education
D	Dual registered	Scheduled to attend another school at which they are registered
E	Suspension/Exclusion	Suspension or exclusion (but no alternative provision made)
G	Unauthorised holiday	Holiday not authorised by the school
I	Illness	Illness - not medical or dental
J1	Interview	Interview for employment or other educational institution
K	Other education provision	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by the LA. <i>(Nature of the educational activity must be recorded in the Nature of Absence area)</i>
L	Late (before register close)	Late arrival before the register has closed
M	Medical or dental	Attending a medical or dental appointment (should not be used for periods of illness)
N	Reason for absence not yet provided	Temporary code to be used when not aware of the reason for absence. Code should be amended once the reason has been established
O	Unauthorised absence	Absent from school without authorisation
P	Supervised sporting activity	Supervised and approved activity by the school
Q	No access arrangements	Local authority not provided access arrangements
R	Religious observance	Authorised absence for religious observance
S	Study leave	Study leave to be granted to Year 11 pupils for public examinations. Provision should still be made available for those students who wish to attend school to revise
T	Traveller absence	To be used when traveller families are known to be travelling for occupational purposes and have agreed this with the schools, but it is not known whether the pupil is attending educational provision
U	Late (after register close)	Arrived after registration has closed. Schools should be alert to patterns of late arrival and seek an explanation
V	Education visit	Attendance at an organised trip or visit (including residential trips organised by the school or supervised trip of an educational nature by an organisation approved by the school)

Reviewed Date: October 24	9	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

W	Work experience	Work experience for pupils in the final two years of compulsory education. Failure to attend work experience placement must be recorded using the appropriate code.
X	Not required to be in school	Non-compulsory age children not expected to attend school
Y1	Transport not available	Transport normally provided not available and not within walking distance to school
Y2	Widespread travel disruption	Widespread disruption to travel caused by a local, national or international emergency
Y3	Partial school premise closure	Part of school premises is unavoidably out of use
Y4	Whole school unexpected closure	School is unexpectedly closed (for example - adverse weather)
Y5	Criminal justice detention	Pupil in criminal justice detention
Y6	Public health guidance or law	Attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Other unavoidable cause	Other unavoidable cause (not covered by any other Y code above). (Nature of the educational activity must be recorded in the Nature of Absence area)
Z	Pupil not on admission register	For enablement of registers in advance of pupils joining the school. Schools must put pupils on the admission register from the first day that it has been agreed that the pupils will attend
#	Planned whole school closure	Planned whole school closure (school holiday, bank holiday, INSET)

Appendix 4

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable:

- To their age, ability and aptitude
- To any special needs they may have

Either by regular attendance at school or otherwise. For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day-to-day care of the child. The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act. Part V1 Section

Reviewed Date: October 24	10	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

444 contains the details of when an offence is committed if a child fails to attend school. Register and Admission Roll keeping, the legal requirements are found in:

The Education [Student Registration] (England) Regulations 2006

Categorisation of Absence

Any student who is on roll but not present in the school must be recorded within one of these categories.

- Unauthorised Absence
- Authorised Absence
- Approved Educational Activity

Unauthorised absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

Authorised absence

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996.

Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of The Grange Therapeutic School.

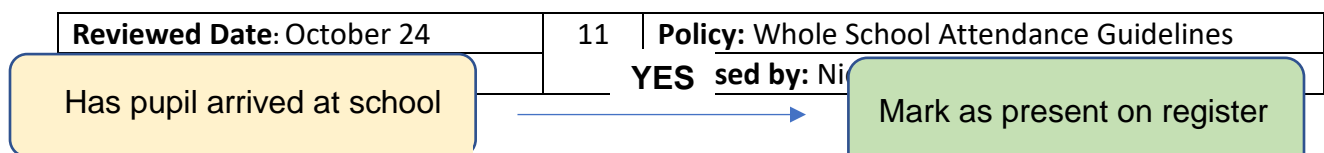
Note: Students recorded in this category are deemed to be present for attendance returns purposes. This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Dual registration will be recorded as such

Appendix 5 – Pupil Attendance Flowchart



Pupil Attendance Flowchart



NO

**NO
RESPONSE**



Appendix 6 – Stage 1 Attendance Letter

Dear (parent/carer's name),

Reviewed Date: October 24	12	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

As part of our commitment to improving the attainment of our pupils we monitor attendance on a half-termly basis. We are therefore writing to you as (pupil's name) attendance for the (Spring/Summer/Autumn Term 1) is (number) %; this is below the required minimum level of 90% or above due to mainly unauthorised attendance and has started stage 1 of our attendance policy procedures.

Whilst any child may be absent from school due to illness, we recognise that sometimes they can be reluctant to attend school for a variety of reasons. We wish to support you and assist your child in establishing a regular attendance pattern at school. You can contact your child's tutor or one of our Family Liaison Team to discuss any strategies or support you may require.

Please find enclosed guidelines on **Student Absence** and **What's Your Attendance** for your information.

At this stage, we will not be looking to take this further, and this letter is purely to make you aware. We look forward to working together to improve (pupil's name) attendance.

Appendix 7 – Stage 2 Attendance Letter

Dear (parent/carer's name)

As part of our commitment to improving the attainment of our pupils we monitor attendance on a half-termly basis. We are therefore writing to you as (pupil's name) attendance for the (Spring/Summer/Autumn Term 2 is (number)%; this has continued to be below the required level of 90% or above, which has started stage 2 of our attendance policy procedures.

Reviewed Date: October 24	13	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

Attendance is now at risk or impacting on (pupil name) outcomes. As a school, we are committed to ensuring the best possible opportunities for all our pupils and attendance is one of the key factors in ensuring this happens.

If (pupil name) is still reluctant to attend due to any specific reasons, please can you contact the school and either ask for their form tutor or a Family Liaison Outreach Worker, to discuss further.

Please be aware that should your child's attendance deteriorate further, we will pass this on to the Local Authority Attendance Officer who may visit you at home or consider taking enforcement proceedings. We will also organise either a school meeting or home visit to discuss any concerns.

Please find enclosed guidelines on **Student Absence** and **What's Your Attendance** for your information.

We look forward to working together to improve (pupil's name) attendance.

Appendix 3 – Stage 3 Attendance Letter

Dear (parent/carer name)

Upon further analysis of our school attendance, (pupil's name) attendance has not improved/deteriorated further. We are therefore beginning stage 3 of our attendance policy procedure and writing to inform you that we want to organise a school meeting/home visit to identify and address any issues. Can I please take this opportunity to highlight that this is a supportive tool which aims to improve their attendance.

Reviewed Date: October 24	14	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson

Continued low attendance for an extended period of time, will have a detrimental effect on the outcomes that (pupil's name) could achieve. It is therefore paramount that we formalise our approach to your child's attendance moving forward.

(Pupil's name) form tutor will contact you shortly to organise a meeting. There will also be a member of SLT present during this meeting. As before, please contact one of our Family Liaison Outreach Workers at the school on 01664 454264 if you require any additional information or support.

Please be aware that should your child's attendance deteriorate further, we will pass this on to the Local Authority Attendance Officer who may visit you at home or consider taking enforcement proceedings.

We look forward to working together to improve (pupil name's) attendance.

Reviewed Date: October 24	15	Policy: Whole School Attendance Guidelines
Next Review: October 24		Revised by: Nichola Johnson