



## ATTENDANCE POLICY

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<b>Person responsible for policy:</b>	Emma Shaw
<b>Date approved:</b>	September 2024
<b>Review date:</b>	September 2025

### Contextual Information

Park Lane School caters for pupils aged 2-19 that have severe and complex disabilities. Some of the pupils have additional difficulties including visual and hearing impairment, Autism, physical, behavioural and medical needs. The school forms part of the special education provision for the east of Cheshire and takes pupils from Wilmslow, Knutsford, Poynton and Congleton.

### Rationale

Park Lane School believes that good attendance is vital for all our pupils if they are to achieve their full potential through the education provided, and therefore encourages parents, staff, head teacher and Governors to work together to ensure good attendance in order to make sure that every child gains the maximum opportunity to benefit from an education that meets their needs.

### Aims of the Policy

The aims of the policy are:

To outline the importance Park Lane School places on good attendance.

To clearly outline the roles of parents, staff and Governors in ensuring good attendance.

To outline procedures should the attendance of any child give cause for concern.

### Registration

The school day starts at 8.50am. The registers will remain open until 9.30am This is to support pupils who are travelling to school on Local Authority transport from areas outside of Macclesfield and who may be delayed. Some parents have to transport children to more than 1 school and this may result in a child arriving in Park Lane after 8.50am

The registers are retaken at 1.30pm.

Registers are taken twice daily.

## **Absence**

If a child is absent due to illness please ring school before 8.50am The phone number is 01625 801964.

If you are unable to ring to report your child's illness please email either:

- [admin@parklane.cheshire.sch.uk](mailto:admin@parklane.cheshire.sch.uk) or
- [head@parklane.cheshire.sch.uk](mailto:head@parklane.cheshire.sch.uk)

You can also use School Spider to notify school of your child's absence.

If parents wish to take their child out of school for a specific reason, for example a family celebration, please put your request in writing to the Head Teacher to request the time off for their child.

## **Term Time Holidays**

From September 2013 amendments to the Education (Pupil Registration) Regulations 2006 remove any reference to the right of Head Teachers to grant pupils leave for family holidays or extended leave during term time. Therefore, from 1<sup>st</sup> September 2013 the following was put in place for pupils aged 5 and over.

Parents no longer have an entitlement to take their child out of school on holiday during term time except in exceptional circumstances which may include

Recovery from surgery or a long term illness.

Family event which involves travelling.

The specific requirements related to their son/daughter's disabilities, foreexample, the availability of suitable accommodation

Holidays funded through a charity with stipulated holiday dates.

If you have a son/daughter at a different school who has different holiday dates.

Fixed periods of parental leave which are during term time and which cannot be changed.

Religious grounds.

Travelling to see close family who live in other countries, for example a parent and/or Grandparent.

Other exceptional circumstances will be considered individually by the Head Teacher.

Please be aware that failure to request leave in term time will result in a child's absence being unauthorised.

In compliance with the amendments the Local Authority will be monitoring pupil absences across its schools.

## **Pupils with Health Needs that prevent them from attending School.**

A very small number of children may be unable to attend school on a full time basis due to their significant and complex health needs including mental health difficulties. In these circumstances the school offers:

- Bespoke timetables where pupils come into school for specific lessons or to use specific equipment which they will benefit from for short periods of time during a week.
- Reduced timetables which may involve reducing the number of hours or days the pupil will attend school. This is agreed by discussion with parents and health professionals.
- Pupils are accompanied in school by staff from the Complex Care Team based with the child in class and who support the pupil's medical and health needs. They will also travel with the pupil on local authority transport where this is provided. If this health care support is not available the child cannot come into school.
- Outreach support in the home when the pupil is well enough to participate in lessons

but is unable to travel into school.

### **Role of Head Teacher and Senior Leaders**

The Head Teacher clearly demonstrates a commitment to good attendance by:

- Regular monitoring of pupil attendance through regularly reviewing attendance registers, which are maintained by the office staff who note reasons given for pupil absence when notified by parents and carers.
- Liaising with Clerical staff regarding unexplained pupil absence. Clerical staff will contact parents or carers by 10.30 am regarding an unexplained pupil absence. Failure to make contact with a parent or carer will be passed on to the Senior Leader who is on duty that day to follow up on the pupil absence using phone, email and school text service. Senior Leaders can also contact the school of siblings, if appropriate, to see if they are in school. If there is no contact with the parents then the senior leader should ring CHECS for further advice.
- Following up any concerns regarding a pupil's attendance through discussion either by phone call or, if deemed necessary, in person by inviting the parent into school.
- Being available to parents who wish to discuss matters concerning attendance..
- Personally responding to letters from parents requesting their child is given authorised absence from school to go on holiday in order to demonstrate their awareness of pupil's attendance and how seriously taking pupils out of school on holiday during term time is viewed by the school.
- To seek advice and guidance from the designated Local Authority Attendance Officer. The Head Teacher is supported in this role by the Senior Leadership Team who should all provide good role models for attendance to both pupils and staff.
- To inform designated social workers if any pupil is on a Child in Need/Child Protection Plan/ Looked After Child if their attendance is causing concern.

### **Role of Class Teachers**

- To build good relationships with pupils and their parents to promote good attendance and be able to use their knowledge of family circumstances to raise concerns about a pupil's attendance in a supportive and sensitive way.
- To maintain support for families where a pupil is absent due to a long term illness.
- To make arrangements in preparation for a pupil returning from a long term absence.
- To bring concerns about a pupil's attendance to the Head Teacher or Senior Leadership Team immediately.
- To inform the school clerical staff of an unexplained absence so that this can be followed up by them in the first instance.
- To provide good role models for attendance.

### **Role of School Support Staff**

- To support class teachers in ensuring good attendance.
- To provide good role models for attendance.
- To bring concerns about a pupil's attendance to the attention of the Head Teacher or a member of the Senior Leadership Team, in the class teacher's absence.

### **Role of Governors**

- To support staff in the development of a whole school approach to promoting good

attendance.

- To delegate responsibility for authorising absence to the Head Teacher and Senior Leadership Team on their behalf.
- To be kept informed of long term pupil absence due to ill health or other reasons through the termly governors' reports.
- To be kept informed of pupil attendance through the termly governors' reports.

### **Role of Clerical Staff**

- To maintain the Admissions Register.
- To pass information regarding pupil absence to the class staff in an agreed and consistent way.
- To send out standard letters about a pupil's absence as requested by the Head Teacher.
- Make changes in the register due to lateness or illness as directed by school procedures.
- To complete the record book recording the time a pupil has arrived and the reason for their lateness.
- To prepare, update and publish statistical data regarding attendance from class registers.

### **Role of Parents**

- To avoid taking their child out of school during term time except in exceptional circumstances. To put any requests for holidays in writing before the holiday commences.
- Ensure their child attends school daily as far as possible.
- Notify school on a child's first day of absence.
- To attend any meetings and respond to any correspondence regarding concerns about their child's attendance.
- Try to ensure their child is in school before or after a medical appointment unless they are attending a hospital that is some distance from their home.

### **Role of Drivers and Escorts**

- To ensure pupils arrive at school promptly.
- To ensure they inform the Senior Leader on duty of any absences reported to them.
- To report to the office when they arrive late.
- Report to the school any breakdowns or delay as soon as possible.

### **Review of Policy**

This policy will be reviewed annually. Copies of this policy are available in the Office and on the website.

This policy meets the requirements of Working together to improve school attendance. (DFE).

### **Relevant Legislation and Guidance Documents.**

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

School Attendance. 2018.

Keeping Children Safe in Education 2024

Summary table of responsibilities for school attendance. September 2022.  
Working Together to Improve School Attendance March 2024

