



## Attendance Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school is committed to helping all pupils attend school continuously and successfully in order for them to achieve the best possible outcomes.

I don't care how you get here, just get here if you can - Oletta Adams

Owner: JN/WAA/KLF/6AA

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 16	March 17	October 16	2	October 17
		October 17	3	October 18
		January 19	4	January 20
		November 19	5	November 20
	EMERGENCY REVIEW	May 20	6	May 21
	GRK Review	January 21		
	GRW Review	January 21		
	GR6 Review	January 21		
	Overall Review	January 21	7	January 22
	GRK Review	January 22		
	GRW Review	January 22		
	GR6 Review	January 22		
	Overall Review	January 22	8	January 23

## Introduction

At The Green Room, we understand the issues that stop pupils feeling they can attend school, be it physical or online. These can include issues arising from behavioural or mental health difficulties, or bullying, or a 'chaotic lifestyle', and when they come to our school we put in place a raft of support, including cultural, practical and therapeutic measures to help every pupil attend continuously and successfully, and to help their parents/carers to support them appropriately.

Each pupil is assisted in accordance with their needs to facilitate their transition from their previous education to The Green Room School, and all our staff work together with the pupils to achieve their goals. We consistently offer encouragement and support throughout the pupil's time at The Green Room, and if attendance drops for some reason after transitioning to The Green Room, we aim to eliminate all barriers stopping a pupil attending school and provide a tailored plan to get the pupil back on track.

Like all schools, there are rules and procedures imposed on us by law which we have to comply with. These are explained below. Additionally, if our approach does not work with a pupil we are obliged to carry out our 5-step sanction programme, which is also explained below and in the attached flowchart.

Our aim is to be proactive as opposed to reactive in regards to attendance. If we see attendance issues arising we will do our best to keep them on track. Similarly if at home there are any hints of future attendance being a problem, it is essential to keep us informed. Our first option is communication.

## Why is Attendance Important?

Regular attendance at school, either physical or online, is about far more than just turning up everyday 'because I have to'. Attending school regularly enables a pupil to develop many attributes. Only through regular and consistent attendance can a pupil hope to realise their own innate abilities and interests. Only through regular and consistent attendance can a pupil hope to discover what is unique about themselves and to be able to focus on that in a supportive and caring environment. Only through regular and consistent attendance can a pupil develop a truly inquisitive nature, gain access to previously un-encountered and unimagined ideas and receive the information necessary to absorb and retain as wide ranging and as relevant a knowledge-base as is possible. Only through regular attendance can a pupil hope to build character, to find themselves inspired, to learn how to be kind, brave and honest but above all else be happy. In short, regular attendance is about far more than turning up 'because I have to' - it's about finding the purpose and drive to achieve and better oneself every single day.

Ultimately, regular attendance will enable a pupil to gain what is required in order to confidently take the next step in life. 'What is required' may be the grades necessary to move on to a chosen college course, apprenticeship or employment but it also means the relationship building skills and respect for routine and responsibility which is undeniably needed for success in a life beyond school.

Any absence affects the pattern of a pupil's schooling and regular absence will seriously affect development. Pupils can only benefit from and make the most of their educational journey if they attend school regularly and on time. The Green Room goal is 100% attendance. 90% attendance, for instance, may sound acceptable but it is not, as it would mean that a pupil misses:

- One half day, per week.
- Four weeks per school year.
- One whole school year in a school career.

## Our Registration Process

- The Green Room's Pupil Roll includes the names of all pupils on single or dual roll with The Green Room from the first day of the academic year.
- As pupils come on roll, their names are added.
- A pupil's name is not removed from roll without the permission of the Head of School.
- A pupil's presence or absence is registered in both the morning and the afternoon.
- The registration process conforms to Department for Education regulations.

### Morning Session Registration:

- All pupils are to arrive at their respective school site by 9:45am, when they are registered subject to attendance codes (including those for the coronavirus) detailed in government guidance: <https://www.gov.uk/government/publications/school-attendance>
- Temperatures are checked on arrival during Covid pandemic. Pupils with a temperature above 37.5 celsius or are displaying symptoms are sent home and should follow government guidance.
- Pupils arriving after this time should follow the procedures as in the 'Lateness' section.
- All pupils are registered for a second time at afternoon registration.
- When the circumstances relating to an absence are not known initially, the registrar should enter an N in the register. Once the reason for absence becomes known, the correct reason is subsequently added.
- If a pupil does not attend a registration a member of staff will attempt to locate them as soon as possible. If it is morning registration, the parents/carers will be phoned, and texted to record the interaction. It is a priority to ensure The Green Room knows the whereabouts of every pupil.
- A staff member should make every effort to locate the pupil before initiating the 'Missing Pupil Procedure'.

Pupils are in the duty of care of The Green Room from when they arrive to when they leave, unless they are travelling in a Council-funded taxi. In which case, the taxi is considered an extension of school and thus duty of care does not end until the taxi journey arrives at its predetermined destination. If a pupil refuses a taxi, changes the taxis destination themselves or cancels a taxi themselves, it will be viewed as absconding and the appropriate sanction will be applied.

The Green Room can alter taxis (via the council transport departments) and subsequently inform parents/guardians, and vice versa. Pupils may never alter taxis.

## Lateness

Pupils are late if they arrive after Circle Time (Morning Briefing for GR6 and WINGS) has started. Pupils will be marked as late unless there is an unavoidable reason. Pupils arriving at physical school after the morning registration must sign-in at the school office, giving the time of their arrival and the reason for their lateness. Pupils' lateness for Virtual School will be noted by staff.

## Authorised Absence

Authorised absence will be granted at the discretion of The Green Room School's senior management team.

The school must be informed on the first day of absence, by telephone call to the relevant Green Room office before 9:00am, even though the absence may continue. Each day a pupil is away from school, parents/carers should ring the relevant office to inform the school of the pupil's absence and the reason behind it, between 8.30-9.00am in person rather than leaving a message.

Absences that may be Authorised:

- Illness
- Emergency situation of a family member e.g. sudden illness
- Transport problems
- Emergency dental/doctor's appointments

If any provision is running virtual school, self-isolating will not be considered authorised absence as pupils can join virtual school, unless they are ill with Covid.

If a pupil is present but needs to leave school during the day, for an authorised reason, it is the responsibility of parents/guardians to inform the school office of the date and time at least 1 day in advance, providing supporting documentation where appropriate. This process relieves The Green Room School of their duty of care towards the child for that particular day. If this process is not followed, The Green Room School will still consider that pupil under its duty of care, and thus the pupil will be considered to be absconding.

## Unauthorised Absence

'Unauthorised absence' is where The Green Room School has not given approval in advance or has not accepted an explanation offered afterwards.

The Green Room School will treat the following absences as unauthorised:

- Holidays
- Part-time work
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Routine check-ups at dentist/doctor
- Persistent lateness
- Visiting relatives within term time
- Unofficial study leave to prepare for public examinations
- Sitting public examinations for which the school has not prepared the pupil, or which the school has not supported

Every half-day (equivalent to one session) absence from school has to be classified as either 'Authorised' or 'Unauthorised'. This is why the cause of any absence is always required from a parent/carer.

By not authorising an absence, The Green Room School is stating that either a reason has not been provided, or the reason provided is not acceptable.

## Illness

In most cases a telephone call from the parent or guardian informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, etc. If the illness is a positive case or a suspected case of Covid, parents/guardians must follow government guidance. See Appendix B. Self-isolating and shielding are not illness.

## Persistent Absence

A pupil is deemed to be a persistent absentee when they miss 80% or more of their potential attendance across a half term of school. Absence at this level will do considerable damage to a pupil's potential for development. All absence is monitored and parents/carers will be notified if their son or daughter is identified as being at risk of becoming a persistent absentee.

## Rewards

The Green Room School rewards 100% attendance. As with all our behaviour policies, a positive approach to good attendance is more vital than placing sanctions on poor attendance.

## Sanctions

If attendance does become a problem, we will pursue the following steps. Please read the process below. You may also find the Sanctions within Attendance flowchart useful - see Appendix A

STEP 1: If it becomes clear that absence is an issue, The Green Room Schools' Senior Management team will conduct an informal meeting with the identified pupil. The purpose of which will be to determine the reasons for absence and to agree a tailored bespoke plan to support the pupil returning to school. This plan will include an agreed timescale for significant improvement.

STEP 2: If attendance does not improve significantly within the timescale agreed with the pupil in Step 1, The Green Room School will request and conduct a meeting with the Parents/Carers of the identified pupil. The purpose of which will be to improve communication between the school and home regarding absence. Reasons for absence and measures for improving it will also be discussed, and a tailored bespoke plan of support for the pupil will be agreed between all parties. This plan will include an agreed timescale for significant improvement.

STEP 3: If attendance does not improve significantly, a Pupil Contract will be formalised with the pupil. This contract will include an agreed timescale for significant improvement.

STEP 4: If attendance still does not improve significantly a Parenting Contract will be formalised with the relevant parent/carer. A parenting contract is a formal written signed agreement between parents and either the local authority or the governing body of a school and should contain:

- A statement by the parents that they agree to comply for a specified period with whatever requirements are set out in the contract.
- A statement by the local authority or governing body agreeing to provide support to the parents for the purpose of complying with the contract.

The Parent Contract will include an agreed timescale for significant improvement. A copy of the contract can be shared with the local authority concerned.

STEP 5: In the result of attendance not improving after all the above measures have been exhausted, the Senior Management team of the relevant school will discuss the following two options:

A managed move from The Green Room School to another educational facility.

The issue of a Local Authority supported Penalty Notice, which is followed by a fine (please refer to The Law section with regard to Penalty Notices and Fines).

## The Law

The law requires all schools to have an admission register (which details which pupils are on the school roll) and an attendance register (which details pupils' daily attendance at the school). All pupils (regardless of their age) must be placed on both registers.

## Expected First Day of Attendance

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which it is agreed that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year, however, with the nature of admissions at The Green Room Schools, this may not always be the case.

## Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

## Pupils at Risk of Missing Education

All schools 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 the school by their parents and are being educated outside the school system e.g. home education.
- Have ceased to attend school and no longer live within a reasonable distance of the school at which they are registered.
- Have a medical condition certified by the school that the pupil is unlikely to be in a fit state of health to attend school.
- 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 should be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

All schools must agree to inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

If a registered pupil of compulsory school age fails to attend school regularly, the parent could be guilty of an offence under section 444 Education Act 1996.

There are 2 offences:

1. Section 444(1) Education Act 2011 – If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1,000.

2. Section 444(1A) Education Act 2011 – an aggravated offence. If the child is absent without authorisation and the parent knew about the child’s absence and failed to act then the parent is guilty of an offence. Sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months.

Section 444, Subsections 1-8 of The Education Act [2011] sets out the offence of failure to secure regular attendance at school of registered pupil. [link here](#)

The Education (Penalty Notices) Regulations 2007 set out the details of how the penalty notice scheme must operate if an offence is committed. [link here](#)

Specifically please note that parents can be issued a Fixed Penalty Notice by the Local Authority for their child’s non-attendance. The penalty is currently £60 and this rises to £120 if paid after 21 days but within 28 days. The School’s headteacher decides if they wish to fine unauthorised absences from school by issuing a Fixed Penalty Notice. The headteacher then requests a referral to the Local Authority to issue a fixed Penalty Notice on his or her behalf.

There is no right of appeal against a Fixed Penalty Notice. If this is not paid, the Local Authority can proceed to prosecution or withdraw the notice. The Local Authority can also prosecute parents for non-attendance without issuing a Fixed Penalty Notice. Only the Local Authority can prosecute parents and they must fund all associated costs. Local authorities must conduct its investigations in line with the Police and Criminal Evidence Act 1984 (PACE).

Parents can also be prosecuted by Local Authorities under section 103 Education and Inspections Act 2006, where a pupil of compulsory school age who remains on the Admissions Register is found in a public place during school hours, after being excluded from school. Sanctions can include a fine of up to £1,000.

Parents can seek advice from [childlawadvice.org.uk](http://childlawadvice.org.uk) [link here](#)

School attendance and absence government guidance for parents [link here](#)

Relevant Legislation (as at August 2020) [link here](#)

This policy is approved by the Co-CEO of The Green Room Foundation

Date

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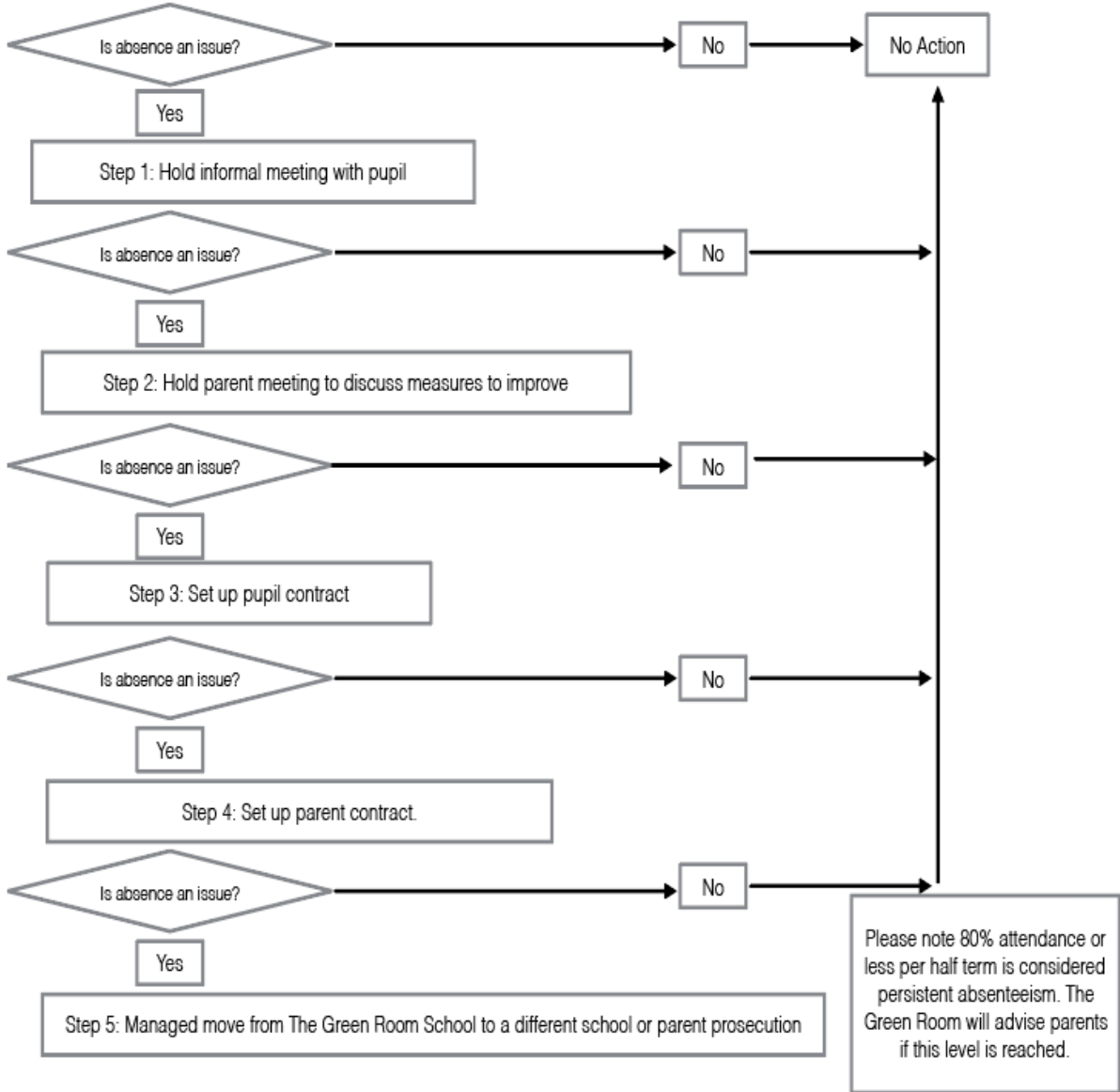
Co-CEO

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# The Green Room School Sanctions within Attendance Policy



Appendix B

