



RISHWORTH
SCHOOL

ISI Policy Number :7g

Reviewed by: DB

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CHILD ABSENT FROM EDUCATION POLICY

Children who are absent from education for prolonged periods and/or repeated occasions

Distribution: School website, School Policy Drive.

Note: This policy should be read in conjunction with all other relevant policies and procedures relating to child protection and registration.

Rishworth is committed to the promotion of the welfare of all children and recognises the primary importance of maintaining a safe environment for all children and adults. The school will safeguard and promote the welfare of children who are students at the school, in compliance with the Department for Children, Schools and Families (DCSF) Guidance *Safeguarding Children and Safer Recruitment in Education* [\(see hyperlink\)](#). For this reason, health and safety is of paramount importance and should be an integral part of all processes. In the event of a student not being collected, it is vitally important that all adults use professional and personal judgement in order to ensure the safety and well-being of that young person.

Policy

The School aims to keep all students safe and secure at all times.

School Procedures ensure that up-to-date information and contact numbers are held centrally, and can also be accessed by all staff. Colleagues are able to access and use the centralised computer record system, currently iSAMS. In addition, parents are supplied with contact numbers for the School on hard copy literature and on the website: <https://www.rishworth-school.co.uk/>

Available to staff via School's Internal Policy Library and Staff Handbook

1.0 Purpose

- 1.1. This policy outlines the requirements which the School must meet in any cases where there is continued absence from school without previously agreed rationale.

Central to this policy is that students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary.

- 1.2. Through this policy, the School aims to:

- promote excellent student attendance and reduce absence, including persistent absence;

- ensure every student has access to full-time education to which they are entitled; and
- act early to address patterns of absence
- engage in effective child protection and safeguarding

1.3 Parents are expected, at all times, to perform their legal duty by ensuring their children of compulsory school age who are registered at Rishworth attend regularly.

2.0 Unexplained Absence

2.1 The school has a duty to follow up any unexplained absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on the school's electronic register, or management information system which is used to download data to the School Census.

2.3 Where a student has not returned to school for **10** days after an authorised absence or is absent from school without authorisation for **20** consecutive school days (28 days in the case of exclusion for non payment of fees for UK resident students, 10 days in the case of any student where the School sponsor their TIER 4 visa in order to comply with immigration rules as per Clause 9.10 of the Terms & Conditions), the student can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

2.4 The School has a legal duty to report certain attendance issues to its local authority: 10 days unauthorised absence (other than for reasons of sickness or leave of absence); failure to attend regularly, and deletion from the school register when the next school is not known. In the last-mentioned case, the School is required to report the circumstances as soon as possible to the local authority in which the student lives.

2.5 The School will inform the local authority (where the child is a UK resident) when a student's name is to be deleted from the admissions register on certain grounds, namely (i) when the child has been taken out of school to be home educated; (ii) when the family has apparently moved away; (iii) when the child has been certified as medically unfit to attend; (iv) when a child is in custody for more than four months; or (v) the child has been permanently excluded. (It may be necessary to make, as appropriate within any existing rules and guidelines, an additional report to the Immigration Authorities where the child is an international student.)

3.0 Procedure

3.1 First Day Calling Procedure

If a day student has failed to arrive by 9.20 am, and no explanation for non-attendance has been received from the parents or guardian, the School Office will make reasonable enquiries of the parents, guardian or other stakeholders as to the reason for the student's non-attendance and record we have completed these procedures (see below). It will, as soon as possible, make the same enquiries of boarding staff in respect of any boarder whose non-attendance at registration has been marked with the symbol 'N'. The School Office will amend the electronic register when information about a student's absence has been obtained or verified. In any event the School Office will keep a list of printed absence; this information can then be used for fire procedures.

Procedure:

- Registers saved by 8.50am.
- Late children checked and registered.
- Absence emails and answer machine messages listened to.
- Check lessons to see if student has arrived but not signed in at Reception.
- First phone call to parents by 9.40am asking for a response.
- If no reply a second phone call, text or email is sent requesting a response.
- By 10.20am the Head or DSL should be informed of any child still unaccounted for.
- If still no response, start calling, ringing down all contacts on our system until a reply is received including social workers etc.
- Continue throughout day to try to make contact using contact list and if known, child's own phone number.
- If child does not present in school on second day, there has been no information received from any of the contacts and the child's whereabouts are unknown, the Police should be contacted. This should be done using the 101 number.

3.2 On the day that a student returns to school, he/she should provide explanation for their absence from a parent or guardian. This can be in the form of a letter, email or telephone call and is submitted to the School Office and added to the student's file. If explanation has not been received by the second day after a student's return from absence, the parent/guardian concerned is phoned and informed that the absence will be counted as an unauthorised absence unless communication is received the next day; any such communication, once received, should be dealt with in the manner above.

3.3 It is a tutor's responsibility to monitor the attendance of their tutees. Where there is a concern, the matter should be discussed with the appropriate Head of Year or member

of the SLT. Where an attendance problem is identified in that conversation, and as the first line of contact with parents, the Form Tutor will liaise with parents about the matter in the first instance. It is important that any contact is recorded in writing so that a full record of any dialogue can be kept should the matter need to escalate. As a guide, we expect students to have full attendance. However, there will be occasions when, for example, a tutee is unwell and kept off school. Tutors should raise the matter as a potential attendance issue where absence becomes significant in scale or appears to be following a pattern. Letters are sent home if attendance falls below 90% without a valid previously notified reason.