



Attendance Policy

June 2023

Contents:	Page no:
Important contacts	3
Our school, culture, ethos and values	4
1. Rationale	5
2. Absence from school	5
3. Timings of the school days and registration periods	8
4. Arriving late / leaving school early	8
5. Daily absence procedure	9
6. Review	10
7. Links to other policies and procedures	10
Appendix A: Registration Codes	11

Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Rebekah Dennett	Rebekah.dennett@rocnorthwest.co.uk 01772 957062 07776 528079
Deputy DSL	Sean Di Sora	Sean.disora@lintonschool.co.uk 01772 957062 07840 803896
Deputy DSL	Paul Barton	Paul.barton@lintonschool.co.uk 01772 957062
Regional Lead	Declan Tuer	Declan.tuer@caretech-uk.com 07827 302334
Local authority designated officer (LADO) for Lancashire County Council	Tim Booth	Tim.booth@lancashire.gov.uk 01772 536694
Lancashire County Council – Multi-Agency Safeguarding Hub (MASH)		0300 123 6720 0300 123 6722 (out of office hours)
Local authority designated officer (LADO) for Blackpool Council	Amanda Quirke	Amanda.quirke@blackpool.gov.uk 01253 477541
Blackpool Council – Multi-Agency Safeguarding Hub (MASH)		01253 477299
Channel helpline		020 7340 7264

If the child is at immediate risk, please call the police on 999.

Our School

Linton School is an independent special school for young people with Social, Emotional and Mental Health difficulties for both boys and girls aged 8-18 years old. The school is registered for up to 12 learners and consists of 4 small classes to provide a nurturing environment to develop and progress throughout their learning journey. We are a trauma informed school that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning. Located in rural Preston we therefore benefit from some amazing outdoor space where we develop our outdoor, equestrian and horticulture skills. All the staff at Linton School are committed to creating a setting which not only focuses on academic success, but also provides our learners opportunities to develop their social, communication and independent skills.

Culture and Ethos

We are committed to providing a nurturing, safe and ambitious learning environment that supports every young person to achieve lifelong skills through a diverse learner centered curriculum. Respectful and supportive relationships are at the heart of all we do; we value every member of the school community equally. Through bespoke curriculums tailored towards each individual pupil's needs, experiences, interests and strengths we foster a love for learning and support our young people to achieve their full potential. As an educational setting our main aim is to prepare our pupils to make a positive contribution towards society by giving our students the skills they need to be successful, resilient and inspirational young adults. Linton schools purpose is to improve the quality of life for our young people both now, and in the future, 'building our futures together'.

The Vision

Linton School provides a safe, nurturing learning environment to provide skills for lifelong opportunities, which gives the young people an ambitious outlook towards their future.

The vision drives everything we do and will be achieved through:

- Outdoor enrichment activities to promote life skills through play, nurture and teamwork.
- Promoting independence, patience and listening skills through Equestrian lessons.
- Multi-disciplinary links from both internal and external companies to provide a bespoke, broad and balanced curriculum that develops the education of our pupils.
- Empowering each learner to achieve their personal goals and develop a lifelong love of learning.
- A positive and ambitious school environment that promotes learning for all.
- Offering a broad range of learning experiences within the curriculum that values academic attainment as well as developing social skills, experiences and resilience.

More information about the school can be found in the school Prospectus.

1. Rationale

Regular attendance at school is essential to ensure uninterrupted progress and to enable pupils to meet their potential.

The purpose of this document is to establish our expectation that all students attend school every day. It outlines the steps we take to promote good attendance at school and tackle absence.

The Government sets a clear expectation of at least 95% attendance for all students in all schools. At Linton School we believe every lesson and every school day counts. We expect children to attend school every day and on time, unless absence is authorised by the Head Teacher. Parents/carers have a legal duty to ensure that their children attend full-time.

2. Absence from school

Whilst schools are required to consider parental requests for absence from school in term time, it remains the legal duty of parents/carers to ensure the regular attendance of a child of compulsory school age. Therefore, every session of unauthorised absence could constitute a criminal offence.

Authorised and unauthorised absence

An 'authorised absence' is one that has been approved by the Head Teacher.

'Unauthorised absences' are those which the school does not consider reasonable and for which no authorisation has been given. Examples include:

- Parents/carers keeping children off school unnecessarily e.g. to go shopping, to care for a sibling, a pupil's/parent's/sibling's/relative's birthday
- Truancy/refusal to attend
- Absences that have not been properly explained
- Illness without medical evidence
- Holidays in term-time
- Arriving late after the register has closed without adequate explanation
- If an absence has been authorised and subsequently parents/carers keep their child away in excess of the agreed period, the extra time will be treated as an unauthorised absence.
- Removing a child from school without the permission of the Head Teacher

Consideration of Absence from School requests

DfE guidelines clearly state that absence from school can be taken in exceptional circumstances and this means that the parent/carer must make a strong case for taking a child out of school in an academic year. Exceptional circumstances must be explained fully to the school who will then consider the request. Any medical appointments/procedures during school time are always authorised but school does require evidence such as appointment cards or letters.

Parents/carers should not expect that schools would automatically agree to an absence from school during term time. All requests are at the discretion of the Head Teacher and can only be authorised by her or member of staff with designated authority in her absence.

An absence request for a holiday can only be made by the parent/carer with whom the child lives or by the person with parental responsibility. In some circumstances this person may have to request an absence on behalf of other adults. This safeguards against an estranged parent or other adult making a request without the knowledge of the parent/carer who has care and control.

The Head Teacher will treat each application individually and will consider the following factors when making a decision:

- The reason given for the absence
- The child's overall attendance record
- Whether the absence falls during a year when public examinations are due
- The effect on the child's continuity of learning
- The family circumstances

What happens if a child goes missing from school?

Linton School will immediately inform the parents/carers if a child goes missing from school. The school holds an emergency contact number for more than one person. This goes beyond the legal requirement but is good practice. This provides the school with additional options for making contact with a responsible adult when a child is missing school and is identified as a welfare and/or safeguarding concern. Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated. Depending on the individual risk assessment for each young person Linton School may contact external agencies to support when a child is missing e.g. Police on 101/999.

Children Missing Education (CME) and removing a child from the school roll ('off-rolling')

All children, regardless of age, ability or Special Educational Needs, are entitled to an appropriate and full-time education. However, there are many factors in the life of a child or that of their family that can affect school attendance.

Children Missing in Education (CME) is defined as those who are of a compulsory school age, but are either not registered at a school or else not receiving suitable education in place of a school setting.

CME may be at a significant risk of:

- not meeting their academic potential and underachieving
- becoming NEET (Not in Employment, Education or Training) in later life
- being victims of harm, abuse or exploitation
- involvement in criminal or gang-related activity.

Parents/carers have a responsibility to:

- ensure that their children, of school age, are receiving a suitable full-time education
- notify a school where a decision is made to home-educate a child
- if home educating a child with an Education, Health and Care (EHC) plan, provide suitable education that meets the special educational needs of the child.

Linton School's have a responsibility to:

- follow our safeguarding duty in promoting the welfare of children and investigating any unexplained absences
- maintain an accurate register of student admissions and enter students onto it on the date agreed for them to attend the school
- notify the Local Authority within five days of adding a child's name to the admission register and provide the information held on the register about the child
- where a child fails to attend school on the agreed date, make reasonable enquiries to establish the whereabouts of the child and consider notifying the Local Authority
- monitor student attendance through daily registers and take steps to address poor attendance
- inform the Local Authority of any students that fail to attend school regularly, or miss 10 school days or more without permission
- inform the Local Authority when a child's name is going to be removed from the admission register for any of the grounds set-out in [Regulation 8](#) of the [Education \(Pupil Registration\) \(England\) Regulations \(2006\)](#)
- arrange full-time education for students who are excluded, from the sixth day of fixed-term exclusion.

Linton School will notify the placing LA when we are about to remove a pupil's name from the school admission register. This includes when the pupil has completed the final year of education normally provided by that school. When removing a pupil's name, the notification will include: (a) the full name of the pupil, (b) the full name and address of any parent with

whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable.

Local Authorities have a responsibility to:

- have arrangements in place to be able to identify children in the area who are not registered at a school or being otherwise suitably educated
- act promptly to support a child who is not in suitable education to return to full-time education or access an alternative provision
- appoint a person whom schools and other agencies can contact to make a referral about a child who is missing education
- consider the reasons for CME and how to promote effective safeguarding of children
- have arrangements for sharing information with other agencies to ensure effective joint working and contribute to wider work designed to improve outcomes of children
- work with schools to make reasonable joint enquiries into the whereabouts of a child who is missing from education
- make a referral to children's social care (and the police where it is suspected that a crime has been committed) where there is a concern for a child's welfare.

Additional information is available at [Stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/what-to-do-if-your-child-is-missing-from-school)

3. Timings of the school day and registration period

The school day starts at 8.45am morning registration is between 8.45am and 9.00am. The register will stay open until 9.30am – any pupil arriving without good reason between 9.00am and 9.30am will be marked 'L'. This means they have arrived late in school before the register has closed. Their time of arrival and the reason for lateness will be noted in the register. Any pupil arriving in school after 9.30am without good reason will be marked 'U'. Their time of arrival and the reason for lateness will be noted. The 'U' code means that a pupil is in school but has arrived after the register closed. This counts as unauthorised absence.

Afternoon registration period is between 12.45pm and 1:00pm.

4. Arriving late / leaving school early

It is the responsibility of parents/carers to ensure their child or young person arrive at school on time and ready to learn. When a child is transported to school, parents/carers must ensure that their child or young person is ready on time to access this. Pupils should not have to arrive late or leave early in order to access transport.

Parents/carers should try to make medical appointments outside school hours.

All children arriving late must be signed in to the main school office and provide a reason as to why they are late. Failure to provide an adequate explanation for a late arrival may be recorded as an unauthorised absence. All reasons are recorded and monitored regularly as

part of our normal school practice. The school may inform the social worker and or other relevant agencies when a child has a pattern of late arrivals.

In some exceptional circumstances, children may have to be collected early from school; parents/carers who wish to do this must inform the school by telephone or in writing, stating clearly the reason why the child is leaving school.

If there are other arrangements for the child to leave the school premises, such as another adult will collect the child, the school must be informed. It is the responsibility of the parents/carers to keep the school fully aware of contact details of named and responsible adults. When the child is collected, they must be signed out. This allows the school to protect the child and to ensure robust procedures for health and safety and wellbeing as well as safeguarding against an estranged parent/carer making a request without the knowledge of the parent/carer who has care and control.

5. Daily absence procedure

When a pupil is absent, the Head Teacher will record the absence in the register, using the national attendance and absence codes, see Appendix A.

It is the responsibility of the parents/carers to inform the school if their child is unable to attend school. This should be done before the start of the school day and can be done by telephoning the school. As part of our safeguarding procedures, when a child is absent without explanation, the Head Teacher or tutor will contact the parents/carers to ascertain the reason why the child is absent.

The school has a duty of care to all pupils and will make first day absence contact for all children for whom no explanation has been received and every subsequent day until a reason is obtained. If school is not able to ascertain the reason for the child's absence the tutor or Head Teacher may visit the child's home to find out the reason for their absence.

Every effort will be made to know the whereabouts of the child (including contact with external agencies) and, if necessary, school will refer the child to the Local Authority as Missing in Education in conjunction with statutory guidance.

Parents/carers are expected to keep the school informed when they have received advice that their child will be absent for a prolonged period for example due to illness or changes in personal circumstances. In these cases the school will work closely with the parents/carers to support the child back into school and if appropriate provide work for them to complete at home during the absence.

The school monitors patterns of absence and works with the parents/carers, external agencies and the placing LA when absence falls below government expectations.

A failure to provide an adequate explanation for absence will be recorded as unauthorised. The school has a duty to monitor patterns of absence and reasons for absence. The school reserves the right to request medical evidence (this can be a label from prescribed

medication, or a signed appointment card for the GP/ dental surgery etc) in order to authorise an absence from school.

6. Review

This policy will be reviewed by the Head Teacher every 12 months. The date of next review will be **June 2024**.

7. Links to other policies and procedures

For further information on aspects of this policy please refer to:

- Safeguarding and Child Protection Policy
- Admissions Policy
- Curriculum Policy
- Post-16 Educational Provision Policy

Appendix A: Registration Codes

Register Code	Description
/	Present AM **
\	Present PM **
L	Late (before registers closed) marked as present **
I	Authorised absence due to illness (NOT medical or dental etc. appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
H	Authorised absence due to agreed family holiday
E	Authorised absence as pupil is excluded, with no alternative provision made
C	Authorised absence as pupil is absent due to other authorised circumstances
B	Approved education activity as pupil being educated off site (NOT dual registration) **
D	Dual registered (at another establishment) - NOT counted in possible attendances **
J	Approved education activity as pupil is attending interview **
P	Approved education activity as pupil is attending an approved sporting activity **
V	Approved education activity as pupil is away on an educational visit or trip **
W	Approved education activity as pupil is attending work experience **
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
U	Unauthorised absence as pupil arrived after registers closed
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances **
#	Planned whole or partial school closure - NOT counted in possible attendances **
X	Pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)'