

The Charter School Attendance and Punctuality Policy

Our Goal:

All students will develop the knowledge, skills and character so that they can be happy in life, and be successful in higher education or the inspiring career pathway of their choice.

Principles

Regular school attendance has always been important. Without it the efforts of the best teachers and the best school will come to nothing. Education provides a means of advancement for all young people. At The Charter School, pupils need to attend regularly to take full advantage of the educational opportunities available to them. We believe that irregular attendance undermines the educational process and leads to disadvantages.

All schools are instructed by the government to raise safeguarding concerns if a pupil has poor attendance.

The aim and objective of this policy is to:

1. Ensure the highest possible attendance of all students
2. Reduce the level of unauthorised absence
3. Improve levels of punctuality on a daily basis
4. Ensure that poor attendance is challenged to ensure pupils are kept safe

The whole school community has a responsibility for promoting excellent attendance

Parents' and carers' responsibilities

LAW:

The Education Act 1996 (section 7) states that 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 and to any special education needs they may have, either by regular attendance at school or otherwise. Any parent who fails to ensure their child attends school regularly is guilty of an offence under the Education Act 1996. A more serious offence has also existed since 2001, whereby a parent, knowing that their child is failing to attend school regularly, fails to take reasonable steps to make them attend (Education Act 1996, as amended by the Criminal Justice and Court Service Act 2000). This is a serious offence and can in rare cases lead to the imprisonment of the parent.

Responsibilities

Parents and Carers should:

- ✓ Ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible, preferably on the first morning of absence. This may be done by phone, email, through the VLE, by letter or in person.
- ✓ Not authorise their child's absence as only the school can do this on the explanation provided by the parents. **Parents need to be aware that a letter containing a written explanation does not in itself authorise an absence.** Should a parent fail to provide a satisfactory reason for their child's absences the school will record such absence as unauthorised.
- ✓ Wherever possible avoid making medical/dental appointments for their children during school hours. Any appointment made during school hours will only be authorised with a medical appointment card / letter from the medical practitioner.

- ✓ Ensure that their child arrives at school by 8.25am every morning.
- ✓ Avoid booking family holidays during term-time. The school reserves the right to request that the Local Authority issues a fixed penalty notice in such cases.

A GUIDE FOR PARENTS/CARERS

1. When do pupils need to be at school?

Pupils should arrive at school by 8.25am. The morning register will be called promptly at 8.30am and the afternoon register at 2.00pm at the start of period 5.

2. What happens if pupils are late?

Morning Registration

The Charter School opens to pupils at 8am every morning. Pupils are greeted by the Headship Team and checks are made for uniform and equipment.

All pupils should be inside the school entrance by 8.25am.

Morning registration takes place at 8.30am in tutor rooms or in assembly.

If pupils arrive at the school entrance after 8.25am and before 10am for the morning session, they will be marked **late** by the attendance officer and have a late mark stamped in their planner. The time they arrive in school is noted and this will be used when generating report to discuss pupils who are persistently late and in meetings with parents and the Education Welfare Officer (EWO).

If pupils arrive any time after 10am they must report to reception and will be marked **U** (late after the close of registration). This indicates that they have missed the morning session, **and will count as a half day absence.**

Pupils whose are late to school will be given a Red Card and a text will be sent home informing parents that the student has a 30-minute late detention at lunch time or after school that day. Any student with a U mark will also be kept for 1 hour after school on the Friday by their Year Leader. Year Leaders will also contact the home to discuss the U mark.

Any student who is persistently late to school will be referred to the EWO.

Afternoon registration

At the end of lunch pupils are expected to make their way quickly and quietly to their lesson. Afternoon registrations is taken at 2:00pm. If a pupil registers with their period 5 teacher after 2pm, he/she will be marked **late** for the afternoon session and will be issued a Red Card. If a pupil does not register with his/her period 5 teachers, then an absent mark will be recorded for the afternoon session. All lessons start promptly and registers are taken at the start of each lesson. Any student late to lesson will receive a Red Card. Subject teachers will deal with lateness to lessons, will contact parents/carers and will sanction pupils for lateness to their lessons.

3. Does the school need letters explaining absence or will a phone call do?

We expect a parent/carer to telephone the school on the first day of absence preferably by 9.00am. If you do not telephone us, the attendance officer will send a text message asking for the reasons for absence and in some cases will aim to

telephone you, usually on the second day of absence. If we are unable to reach you or leave a message, we will write to you. If you are unable to contact us we will need a written explanation on the pupil's return to school. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be kept on the pupil's record.

4. What does an unauthorised absence mean?

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable.

5. What reasons will the school accept for absences?

- Illness - in cases of recurring absences a medical certificate from the family G.P. or medical specialist will be required. For long term issues a letter from a hospital consultant will be required and this must be updated at least every 6 months.
- The EWO may also ask parents of students whose attendance is less than 90% for permission to contact the G.P. to ascertain reasons for poor absence to school.
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays). An appointment card or letter from the G.P. / medical professional explaining the date and time of the appointment must be provided for this to be authorised. Please ask your G.P. or dentist to provide this for you so that it can be given to our Attendance Officer
- Day of religious observance
- Exceptional family circumstances, such as bereavement
- Attending an interview for job, a new school or university (6th form only) – please note that all Year 11 college/6th form interviews will have to take place outside of school hours
- Family holiday (only under exceptional circumstances and where prior approval has been given – see question 9)
- Extended family visits abroad (only under exceptional circumstances and where prior approval has been given – see question 10)

6. What is unacceptable?

Absence will not be authorised in the following circumstances:

- No explanation is offered by the parent/carer;
- The explanation offered is unsatisfactory (e.g. shopping, minding the house, etc);
- Family holidays (which are taken without the school's prior consent or knowledge and/or are in excess of any time agreed by the school);
- Lateness when the child arrives after the register has closed and fails to offer a satisfactory explanation. Persistent lateness of this type can result in a referral to the Education Welfare Service
- 'Special' occasions (when the school does not agree that leave should be given).

In addition, persistent illness will not be authorised unless a medical certificate or consultant letter is provided. In instances where the school has concerns a referral to our EWO or Children's Services (Safeguarding) may be made.

7. What is persistent absence?

Persistent absence (PA) is absence of 10% or more. An individual child is deemed to be a persistent absentee, therefore, if his/her attendance is less than 90% (regardless of whether or not the absences have been authorised).

8. Will the school contact me if the pupil is absent?

The school operates a first day response to absences. We aim to text or telephone you if we have not heard from you. This is because we believe it is our responsibility to ensure pupil's safety as well as their regular school attendance.

If we are concerned about aspects of the pupil's attendance or punctuality, we will contact you to discuss the best way forward.

9. Can we take family holidays during term-time?

Family holidays should, wherever possible, be taken during school holidays. If, in exceptional circumstances, you need to request permission for the pupil to accompany you on a family holiday during term time, you must write to inform us at least three weeks in advance, stating the reason why the holiday must be taken in term time.

The Headteacher has been instructed by the government to only authorise family holidays in exceptional circumstances.

In cases of unauthorised absence with regards to such holidays the school reserves the right to request that the Local Authority issues a penalty notice.

10. I am thinking about sending my child on an extended trip overseas to visit relatives. What should I do?

The school recognises that such trips can, in specific circumstances, be important and help children to keep in touch with their extended family. Contact the pupil's Year Leader as soon as possible to discuss the best time for such a visit.

The school would strongly recommend that such visits do not take place during the pupil's GCSE course (Years 10 and 11). You need to complete an application form for extended leave of absence and if the Headteacher then approves the visit, the school will set work for the pupil to complete while away.

In cases of unauthorised absence with regards to such trips the school reserves the right to request that the Local Authority issues a penalty notice.

11. What can I do to encourage my child to attend school?

Parents and carers should:

- Make sure your child gets enough sleep and gets up in plenty of time each morning
- Ensure that he/she leaves home in **full school uniform**
- Ensure that your child is properly equipped with books, a pencil case, PE kit (if appropriate on that day) and their planner in a sturdy bag
- Show your child, by your interest, that you value his/her education
- Ensure that you check and sign your child's planner each night ready for the next day
- Ensure that your child goes to school having either already eaten breakfast, or with instructions to purchase breakfast from the restaurant between 8am and 8.25am.

12. My child is trying to avoid coming to school. What should I do?

It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. Contact your child's Form Tutor or Year Leader immediately and discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with schoolwork, friendship problems or family difficulties. A collaborative and supporting approach could make the difference.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with our Education Welfare Service who works with staff and families if difficulties with attendance arise.

VSE Learning

Tel 020 8670 3178

Kingswood House, Kingswood Estate, Seeley Drive SE21 8QR

The Southwark Education Welfare Service can be contacted at:

Education Welfare and Attendance Services

Southwark Education

Tel: 020 7525 2714

John Smith House

144-152 Walworth Road

London SE17 1JL

Opening hours: 1pm to 4.30pm, Monday to Friday

Please note that any child who has less than 90% attendance will automatically become a cause for concern, and The Charter School / Local Authority attendance procedures will begin.

Penalty Notices

In some cases the Headteacher will request the Local Authority to issue a fixed penalty notice.

The issuing of a Penalty Notice may be considered appropriate in the following circumstances:

- Unauthorised term-time leave including the deliberate taking of a holiday in term time without school permission and/or deliberately delaying the return from an extended holiday without prior school agreement
- When a parent/carer has made it clear that they are unwilling to co-operate or work with the Early Help Service or school staff to improve a child's non-attendance.
- When a student who has been excluded is stopped on the streets during the first five days of their exclusion period.
- When a student has been stopped on more than one occasion by a truancy patrol.
- When a young person who is out of school is also known to be involved in offending behaviours or anti-social behaviour.
- For a Year 11 student during the Spring/Summer terms, as an intervention when it is felt that the issuing of a PN would re-engage a family, and/or re-focus them upon matters of the student's education.

For further information about this please contact Southwark Local Authority.

Early Help Service Duty Desk - 0207 525 2714

http://www.southwark.gov.uk/info/200334/behaviour_attendance_and_truancy/3582/penalty_notices

Pupils' responsibilities

LAW:

If a child of compulsory school age who is a registered pupil at a school fail to attend regularly at school, their parent/s are guilty of an offence (Section 444 of Education Act 1996)

Regular attendance will help you to make the most of the opportunities here at The Charter School.

It will help you:

- to keep up with your school work and get the best results you can;
- to build positive relationships with pupils and staff
- to get a job or college/university place
- in your preparation to be responsible adults

Repeated lateness at the beginning of a school session (or during) can amount to failure to attend regularly and could result in your parents being found guilty of an offence (Section 444 of the Education Act 1996)

Responsibilities

Pupils should:

- ✓ Ensure that they attend school regularly
- ✓ Ensure that they attend school on time (arrive before 8.25am)
- ✓ Attend all lessons punctually
- ✓ Not leave the school without permission
- ✓ Have their attendance and punctuality acknowledged by the school

All pupils should be aware of the importance of regular school attendance. If they are having difficulties that might prevent them from attending school regularly, they should speak to their Form Tutor.

Remember, your attendance at school is shown in your Record of Achievement and all codes are recorded

A GUIDE FOR PUPILS

1. What to do if I am late?

- If you arrive at the school after 8.25am and before 10am you are late and you will have your planner stamped by the attendance officer. If you do not have your planner, you will receive a daily report sheet and your Form Tutor will be notified.
- The time you have arrived will be noted and recorded to your name on the school's monitoring systems.
- If you are late to school, you will receive a red card and have a lunch time detention that day
- If you continue to be persistently late to school then a letter is sent inviting your parents or carers in for a formal meeting with you, and the Education Welfare Service. At this meeting a formal warning will be given and targets for improvements you're your punctuality will be monitored.
- If you continue to be persistently late that a referral is made to the Education Welfare Service. In this instance, a home visit will be conducted and your parents could be found guilty of an offence and could be imprisoned or fined.

2. What to do if I am late after the close of registers?

If you arrive any time after 10am you must report to reception, where you will be marked U (late after the close of registers). This mark indicates that you have missed the morning session and will work against your overall attendance as this counts as a half day of school missed.

Persistent lateness after 10am can result in a referral being made to the Education Welfare Services. In this instance a home visit will be conducted and your parents could be found guilty of an offence and could be imprisoned or fined.

3. What to do if I am absent from school?

Acceptable reasons for absences include:

- Illness
- Emergency dental/medical appointments (please make routine appointments after school or during the holidays)
- Day of religious observance
- Exceptional Family circumstances, such as Family bereavement
- Attending an interview for a job, new school, university (6th form only), please note that all Year 11 college/6th form interviews will have to take place outside of school hours
- Authorised Family holiday (an application must be made to the school in advance)
- Extended family visits abroad (an application must be made to the school in advance)

The school will not authorise absence for day trips, visiting relatives, shopping, minding the house, birthdays or looking after brothers or sisters etc.

You will need a note from your parents to explain absences from school unless they have contacted us already to give a reason for your absence. If you do not bring a note or your parent fail to provide a satisfactory reason, the absence will count as unauthorised (O) and will be shown on your school record and annual report.

A letter containing a written explanation (from parents or carers) does not in itself authorise a period of absence as **all absences are only authorised by the school.**

In instances where an application for authorised absence has been made and has not been approved then, the period of absence will be marked (G) unauthorised holiday.

4. Will I be rewarded for good attendance?

Attendance and Punctuality is reported to parents and carers and is recorded on each module report. Your annual report will demonstrate the impact of your attendance on your learning and achievement. House points will be awarded for excellent or improved attendance and certificates will be awarded in assemblies.

NEED HELP?

Are you having problems with your schoolwork? Are you being bullied? Are your friends giving you a hard time? Are things difficult at school? Are things difficult at home?

You may feel that missing school is the answer.

It is not – it may even make things worse. **TALK TO SOMEONE** – Form Tutor, another member of staff, your parents, whomever you feel comfortable.

We will do everything we can to help you to get over the problem.

Some useful numbers to help you:

Southwark Early Help Service	020 7525 4780
Childline	0800 1111
The NSPCC	0808 800 5000
Kidscape	020 7730 3300
Relate	0300 100 1234
Samaritans	0845 790 9090

School's responsibilities

LAW:

Schools are required by law to call attendance registers twice a daily-once at the start of the morning session and at some stage during the afternoon session. Registers are a legal document. Should a parent of a persistent non-attendeer be prosecuted by the Local Authority under Section 444 of The Education Act 1996, then the information which the registers contain will be the main source of evidence presented to the court. Further regulatory information can be found in Education (Pupil Registration Regulations 2006)

All the staff at The Charter School will provide an ethos that places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Responsibilities

School staff should:

- ✓ Record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- ✓ Ensure that registers are called twice daily.
- ✓ Ensure that the registers close at 9:30am. Any pupil arriving after the close of registers will be recorded as 'U' (late after the close of registers) for that session.
- ✓ Complete registers in accordance with the guidance contained in the staff handbook
- ✓ Differentiate appropriately between authorised and unauthorised absence (a letter or message from a parent does not in itself authorise an absence - only the school can decide whether the parent's explanation justifies authorising the absence);
- ✓ Contact the parents by telephone on the first day of the absence (this is done by the Attendance Officer)
- ✓ Respond to absenteeism firmly, consistently and with care
- ✓ Contact parents/carers when they are concerned about a pupil's absence
- ✓ Consult with the Education Welfare Service if a pupil's attendance continues to give cause for concern
- ✓ Promote regular school attendance
- ✓ Acknowledge good or improved attendance of individual pupils, classes or tutor groups
- ✓ Follow up any absences from lessons in order to deal with truancy that might occur after morning or afternoon registration.

The Charter School has a written home-school agreement that includes clear statements about attendance and punctuality.

A GUIDE FOR STAFF

Responsibilities of the PASD (form) Tutor

As the first point of contact with pupils, tutors are vital in promoting good attendance and punctuality.

PASD Tutors should:

- Have a formal routine for registers being taken accurately each morning
- Acquire explanations of absences required from pupils on their return from school.
- Make enquires about unexplained absences and follow up with pupil to ensure that an explanation has been formally given to the school
- Look out for trends or patterns in a pupil's attendance and inform the Year Leader of any specific concerns
- Inform the attendance Officer of any known future absences for pupils
- Discuss pupils attendance as part of the review of The Charter Standard
- Ensure that pupils set realistic targets as part of their review of The Charter Standard
- Discuss lateness with pupils and parents (where possible) and the importance of punctuality emphasised
- Acknowledge and encourage pupils on their return after holidays to catch up on the worked missed

Responsibilities of Classroom Teachers

The main duties of all classroom teachers are to ensure that registers are called at the start in their lesson so that pupil's attendance can be logged and tracked.

Staff should welcome and value the presence of all pupils who attend their lesson.

Classroom teachers should:

- Set an example of punctuality by arriving for lessons on time
- Follow up any absences or suspected truanting from their respective lessons
- Deal with lateness to lessons consistently and promptly. Sanction pupils who arrive late to any lesson. If a pupil is more than 5 minutes for the start of any lesson, this must be recorded as late.
- To liaison with the Form Tutor and Year Leader regarding pupils whose attendance to their respective lessons is unsatisfactory
- To maintain an accurate record of pupils attendance to their respective lessons

Responsibilities of Year Leader

Year Leaders should:

- Make attendance a high profile issue regularly by visiting tutor groups, individual conversations and in assemblies
- Monitor the attendance of the Year group (individual and target groups)
- Meet fortnightly with the Education Welfare Officer to discuss individuals who se attendance is of concerns
- Investigate the cause of absence and plan strategies with tutors, parents or carers, EWO and other agencies
- Contact parents or carers regarding truanting
- Congratulate and reward pupils on good or improved attendance and punctuality as appropriate
- Arrange meetings with parents or carers regarding pupil's attendance
- Effectively liaise with other senior staff on attendance related matters
- Consult, when appropriate, with other agencies - Social Services, Child and Family Clinic, CAHMS etc.
- Refer pupils to the EWO if after support and strategies absences continue
- Co-ordinate and plan for return of long term absences or truants, liaising with pupils, parents or carers, teachers, DOL, Attendance Officer, Inclusion Manager, SENCO, EWO.

Responsibilities of Attendance Officer

The main duty of the Attendance Officer is to monitor and track pupil's attendance. In addition to this, there are a number of other responsibilities listed below:

- Text or telephone parents or carers on the **first day of absence where possible**
- Contact parents or carers on the third day of absence by letter or email where no satisfactory explanation has been received
- Liaise daily with tutors and Assistant Headteacher about communication of absences or lates
- Meet with the EWO and to provided appropriate and necessary information regarding attendance when requested
- Contact staff who have not taken their registers and follow this up with the Deputy Headteacher if this becomes a regular concern
- Manage the 'Late Gate' and ensure that pupils times of arrival is recorded on SIMS
- To maintain appropriate records regarding pupils absences
- To mark in those pupils who arrive at the school entrance after 8.25am and before 10am as late (L). Those arriving after 10am must report to reception and will be marked (U) for the am session.

Responsibilities of the Education Welfare and Attendance Services (EWAS)

The school has a named Education Welfare Officer (EWO). They have a very specific role to play in supporting a school to maintain high levels of attendance. The EWO's essential purposes are to support parents and carers to meet their responsibilities for ensuring that their children regularly attend the school at which they are registered and to support schools to develop effective systems for managing attendance.

The Education Welfare Officer acts in partnership with the school, supporting and reinforcing the schools own efforts.

The Education Welfare Officer will:

- Meet with Year Leaders and the Director of Learning fortnightly to discuss the attendance of pupils
- Promote partnership between pupils, parents and school over attendance and punctuality
- Monitoring and review registers for individuals causing concerns
- To work collaboratively with the school and parents attempts to improve the attendance of identified pupils
- Liaise with Year leaders, The Attendance Officer, Assistant Headteachers and The Deputy Headteacher about referrals to court attendance panels of long term absentees
- Explain the consequences of poor attendance or punctuality to pupils, parents and carers.
- Refer pupils to other agencies where appropriate being jointly agreed.
- Make home visits and feedback relevant information to the school as required
- To take the necessary steps with individuals referred for poor attendance (meeting, attendance panels or pursue prosecution)
- Annually inspect the schools registers to ensure that it adheres to the code of practice outlined in the "Absence and Attendance Codes. Guidance for Schools and Local Authorities" DCSF 2006 and the Pupil Registration Regulations 2006.

1. Who will amend the register?

Official Registers (Morning and Afternoon) will **only be amended by the Attendance Officer**. Pupils who arrive after the end of registration time should report to reception and complete a signing-in slip indicating time of arrival. In this case a member of the Admin Team will amend the pupil's registers and indicate the time of their arrival.

2. What codes should I use?

Classroom Teachers should only use the **/ N or L** code.

Form tutors should only use the **/ or N** codes when doing the registers in the morning

3. Who follows up on absences?

All staff members are encouraged to discuss absences with pupils and emphasis the impact this can have on their learning. Form Tutors play a vital role as they will be aware (from memory or via SIMS) which pupil was absent from school. They are the first point of contact each day and can use this opportunity to actively enquire why pupils were absent and encourage them to ensure that the appropriate procedure have been followed regarding informing the school.

When a pupil is absent and no explanation has been received, the Attendance Officer will phone home on the first day to find out why the pupil is absent. The Attendance Officer will then put the relevant mark in the register and inform the tutor. It is vital that the initial absence mark is put in by the tutor.

In cases where there is doubt about an explanation received, the Attendance Officer should alert the Form Tutor and Head of Year and contact should be made with the parent.

Monitoring Procedures

Accurate registers are important as they support and underpin the target-setting process (for individual pupils, form/year groups, identified cohorts, the whole school) in relation to overall attendance and unauthorised absence. In addition it also helps in identify individual children and particular groups of children who are or may be at risk of becoming persistent absentees; facilitate and encourage early intervention; and to identify particular types or

patterns of absenteeism (for example, time lost to term-time holidays, regular absences on Mondays and/or Fridays, etc).

- Attendance registers are analysed weekly by Year Leaders, the Attendance Officer, Key Stage Assistant Headteachers and the Deputy Headteacher
 - Attendance data is discussed at Headship Team and PASD (Personal, Academic and Social Development) Leadership Group meetings each time they convene.
- Attendance data is updated weekly and all staff can access this in the data section of RMStaff.
- The Deputy Headteacher and Year Leaders will have a fortnightly Link Meeting with the EWO to discuss attendance concerns and progress.
- Regular spot checks of pupil attendance in lessons will be made by members of the Leadership teams who will ask all subject teachers to report absent pupils and will then compare absentees with those on the attendance register.
- Attendance and punctuality to lessons is the responsibility of individual teachers and the Key Curriculum Area in which they teach. Sanctions for lateness can be done immediately at the end of the lesson for periods 2, 4 and 5.
- Registers that are not called correctly will be flagged up by the Attendance Officer to staff requesting that it be completed. The Deputy Headteacher is copied into these emails.
- Attendance is one of the four strands of The Charter Standard and this is reported on every Module. It enables Tutors, Year Leaders and Assistant Headteacher to match attendance trends with achievement trends and to set appropriate targets as well as to implement support where appropriate.
- Attendance and Punctuality is reported to parents in each end of module report.
- A report on Attendance and Punctuality is contained in the Head Teachers report to the Governing body each school term.
- Any pupil whose attendance falls below 90% will become a cause for concern and the Attendance Officer will alert the Form Tutor and Year Leader.

Promoting good school attendance

The Charter School has a positive ethos which continuously highlights and promotes good attendance. Positive acknowledgement and praise for children who improve their attendance works.

Attendance is the first of the four Charter Standards and this shows the whole school community how highly attendance is valued and can demonstrate to pupils and their families that the school values and appreciates their efforts. This is shared with all stakeholders every module.

Promoting good school attendance should be the responsibility of not just the school's pastoral staff but the whole staff team.

Excellent and improved attendance will be acknowledged by a number of ways. It will also acknowledge pupils who are excellent attendees (individually or as a Year group) in line with the 'Gold' strand of The Charter Standard.

Support for pupils who have difficulties attending school

A number of children miss long periods of school through sickness, exclusion, school refusal/phobia and may feel especially vulnerable when they do eventually return. It is vital therefore to make the transition back to full-time schooling as smooth and un-traumatic as possible.

Ideally the return of the long-term absentee will be carefully planned in advance with the pupil, parents or carers, teacher and Education Welfare Officer agreeing to a written programme or plan and where possible a phased or gradual return adopted.

To ease the return of the long-term absentee subject teachers of the pupils will be notified by email and are responsible for providing meaningful work to be sent home by reception and ensure it is marked on a regular basis.

The Year Leader together will co-ordinate, monitor and review the child's return. Consideration will also be made with respect to the pupil's timetable and determine what is immediately possible and manageable.

Reviewing the policy

The Charter School will review this policy each year with its allocated Education Welfare Officer.

REGISTERS CODE

CODE	EXPLANATION	AUTHORISED OR UNAUTHORISED
/\	Present am/pm	
B	Educated off site	<u>Approved Educational Activity</u>
C	Other authorised circumstances (including public performances licensed by the local authority, family bereavements, exceptional special occasions)	<u>Authorised Absence.</u>
D	Dual registration (i.e. pupil attending other establishment)	<u>Approved Educational Activity</u>
E	Excluded (no alternative provision made)	<u>Authorised Absence.</u>
F	Extended family holiday (agreed)	<u>Authorised Absence.</u>
G	Family holiday (not agreed or days in excess of agreement)	<u>Unauthorised Absence.</u>
H	Family holiday during term-time (formally agreed by the school)	<u>Authorised Absence.</u>
I	Illness (not medical/dental appointments)	<u>Authorised Absence.</u>
J	Interview	<u>Approved Educational Activity</u>
L	Late (before registers close)	<u>Present</u>
M	Medical/Dental appointments	<u>Authorised Absence.</u>
N	No reason yet provided for absence	<u>Unauthorised Absence.</u>
O	Unauthorised Absence	<u>Unauthorised Absence.</u>
P	Approved Sporting Activity	<u>Approved Educational Activity</u>
R	Religious Observance	<u>Authorised Absence.</u>
S	Study Leave	<u>Authorised Absence.</u>
T	Traveller child travelling	<u>Authorised Absence.</u>
U	Late after registers close without an acceptable explanation	<u>Unauthorised Absence</u>
V	Educational visit or trip	<u>Approved Educational Activity</u>
W	Work Experience	<u>Approved Educational Activity</u>
X	Non-compulsory school age absence	not counted in possible attendances
Y	Enforced closure	not counted in possible attendances
Z	Pupil not yet on school roll	not counted in possible attendances
#	School closed	not counted in possible attendance