



NANPANTAN HALL
Nurture Centre

ATTENDANCE POLICY

ATTENDANCE

POLICY

POLICY REVIEW STATEMENT

This policy will be reviewed Bi-annually or earlier should legislative change or other event require it.

SIGNED:.....

POSITION: DIRECTOR

DATE: 16th August 2023

REVIEW DATE: 21st August 2025

FOR & ON BEHALF OF SERENITY EDUCATION



Nanpantan Hall Nurture Centre

ATTENDANCE POLICY

AIMS

As a Nurture Centre, we aim to:

- Maintain parents' and pupils' awareness of the importance of regular attendance
- Raise attendance
- Improve punctuality
- Raise level of achievement
- Maximise opportunities, both within the Nurture Centre; and for later life.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and schoolwork easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to Secondary Education

Registers are legal documents - it is the responsibility of each and every member of staff to ensure that all registers are completed accurately and on time and returned to the Reception Desk as soon as they are completed. Registers must not, under any circumstances, be completed by pupils.

ROLE OF THE HEAD TEACHER

- Actively promote the importance and value of good attendance to pupils and their parents/carers
- Form positive relationships with pupils and parents/carers
- Ensure that there is a Nurture Centre approach which reinforces good attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and are adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named member of staff from SLT to lead on attendance and allocate sufficient time and resource
- Return school attendance data as required, and on time, to Children's Services
- Report on attendance and related issues through the Nurture Centre's newsletter and website.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Ensure that any interventions used are documented to a standard required by the Local Authority, should legal proceedings be instigated.

Nanpantan Hall Nurture Centre

ROLE OF NURTURE CENTRE STAFF

- Actively promote the importance and value of good attendance to pupils and their parents/carers.
- Form positive relationships with pupils and parents/carers.
- Contribute to a Nurture Centre approach which reinforces good attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation.
- Contribute to the evaluation of Nurture Centre strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.
- Ensure that any interventions used are documented to a standard required by the Local Authority, should legal proceedings be instigated.
- Ensure that the Attendance Officer, who is the member of staff responsible for overseeing attendance, is alerted to all attendance concerns.
- Ensure the attendance officer is aware of any conversations that have taken place with the parents about the student's attendance.

ROLE OF THE ATTENDANCE OFFICER

- Keep track of attendance and, where there is cause for concern, work closely with parents and pupils to improve poor attendance.
- Make referrals to other agencies where appropriate.
- Liaise with Nurture Centre staff to agree and implement strategies to re-engage pupils with emerging attendance problems.
- Support the reintegration program for pupils who have been absent for a period.
- Keep staff informed of any actions taken regarding attendance issues.
- Deliver interventions to support the improvement of attendance.

ROLE OF PARENTS/CARERS

Throughout this policy the term 'parent' represents one parent, both parents, or career with whom the child resides.

Parents are informed of their responsibility to ensure that pupils attend regularly, in the Nurture Centre Parent Pack. Attendance is discussed with each parent at parents' evenings/reviews, with the current percentage attendance being reported. Parents have a legal obligation to ensure that pupils receive a full-time education. This is achieved by regular attendance at school.

- Ringing on the first morning of all absences (before 9.00am), with the reason for absence; and saying when the young person is expected to return.
- Arranging dental and doctor's appointments out of hours, during holidays or on Friday afternoons, wherever possible.
- Bringing the young person to the Nurture Centre before and returning them after a hospital or other medical appointment, where appropriate and will not dysregulate them further.
- Keeping the Nurture Centre staff updated by telephone or letter if the young person has an extended period of absence due to illness.

FIRST DAY CALLING PROTOCOL

Nanpantan Hall Nurture Centre shall take various measures in order to safeguard young people by:

- Following up unexplained absences after registration with a phone call on the first morning
- Reminding parents of the importance of regular attendance and punctuality - in

Nanpantan Hall Nurture Centre

newsletters, and the Home-School agreement.

- Acknowledging and rewarding good attendance.
- Letting parents know if there are concerns regarding their young person's attendance.
- Contacting the Local Authority if there is continued cause for concern over a student's absence levels.

AUTHORISED ABSENCE

Some absences are allowed by law and are known as "authorised absences". For example: if a young person is ill, family bereavement, or religious observance.

We realise that there are rare occasions when there might be a particular problem that causes the young person to be absent. Staff at the Nurture Centre should be informed of this, and it will be dealt with sympathetically.

UNAUTHORISED ABSENCE

There are times when young people are absent for reasons which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting on a delivery.
- Going shopping or for a haircut.
- Going for a family day out.
- Someone's birthday.
- Sleeping in after a late night.
- Unapproved Holidays.
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Parents are unwell.

Supporting such absences is against our Nurture Centre's ethos. Unauthorised absences have to be reported to the Local Authority. Nanpantan Hall Nurture Centre may contact you and consider taking legal action against you if a pupil has repeated unauthorised absences.

PROCEDURE FOR MEDICAL/OTHER APPOINTMENT DURING THE SCHOOL DAY

Parents are requested to try where possible to arrange medical/other appointments outside of the school day. The Directors do understand that this is not always possible; in these isolated cases please follow the procedure outlined below;

1. Notification/proof of appointment, including the **Date, Time, and Purpose** to be shared with the school office at least **2 weeks in advance**. (If an appointment is secluded towards the end of the school day and it is your intention to not return your son/daughter back to school; please specify this in the notification so this can be recorded)
2. On the day of the appointment collect your son/daughter from the school office at an agreed time. A director or senior teacher will sign them out; please be prepared to specify an estimated time that they will be returning to the Nurture Centre/ or if they will not be returning that day.
3. After the appointment is completed, please return your son/daughter to the school office without delay, if possible, a director or senior teacher will sign them back into school.
4. If the appointment overruns please notify the school office at your earliest convenience in order to comply with safeguarding policies and practices.

Nanpantan Hall Nurture Centre

HOLIDAYS AND TERM TIME LEAVE OF ABSENCE

Nanpantan Hall Nurture Centre supports the view that every lesson counts and strongly discourages parents from taking holidays in term time. We are always concerned about the amount of learning time pupils miss as a result of family holidays. There is no entitlement to time off in term time. Leave of absence is only allowed at the discretion of the Directors of Nanpantan Hall Nurture Centre, taking into consideration the amount of previous absence.

It is our policy that:

- Only in exceptional circumstances will holidays be allowed in term time, and then only up to a maximum of two weeks
- Parents wishing to apply for leave of absence for term-time holidays need to fill in an application form well in advance and before booking their holiday. Please ask the Nurture Centre for a form – Nanpantan Hall Nurture Centre will consider your request and advise you of the decision.
- Parents should try to minimise term-time absences by timing holidays at either the beginning or end of a holiday period. The exception to this should be at the start of September as it is very unsettling for a young person to miss the start of the academic year.
- No holiday requests will be granted during exam weeks, for pupils taking SAT's. Notification of the dates of these will be given to parents as early as possible in the academic year.
- If a student is absent from the Nurture Centre for a term-time holiday without the authorisation of Nanpantan Hall Nurture Centre, the absence will be recorded as unauthorised and reported to the Local Authority.

NANPANTAN HALL NURTURE CENTRE'S OUTINGS / VISITS

Opportunities for pupils to attend these activities are regularly provided. If they do not go, the pupils are expected to attend the Nurture Centre, where alternative arrangements will be made for them.

Nanpantan Hall Nurture Centre's Head Teacher will not authorise absence if the young person does not attend during this time, unless there is a valid medical reason or medical certificate provided; or there are exceptional family circumstances.

We value your support in helping us to maintain high standards.

STRATEGIES FOR IMPROVEMENT & TO PROMOTE GOOD ATTENDANCE

The roles and responsibility of staff as outlined in the policy and the Nurture Centre approach to attendance is the first steps in ensuring good attendance. However, where pupils are in danger of dropping below the Nurture Centre's attendance target, the following escalated steps will be followed (Appendix 1):

- Pupils whose attendance drops below 95% for the first time will be identified.
- Where appropriate, parents will be contacted by letter to explain the impact on learning and offer support (Letter 1)
- If attendance continues to dip, a letter to parents will be sent in order to set an attendance target (Letter 2)
- Parents and pupils will meet with Nurture Centre staff and a contract will be agreed (Letter 3)
- If parents do not attend the meeting, Letter 4 will be sent to establish a further target.
- Attendance Challenge Report will be implemented for pupils with low attendance, promoting a positive attitude to attending school every day.
- Attendance % will be documented on the Nurture Centre website each term.

Nanpantan Hall Nurture Centre

- An agreed incentive for 100% attendance will be identified each term, meaningful to the pupils.

N.B. A copy of all letters can be found in Appendix 2.

RAISING AWARENESS OF THIS POLICY

Nanpantan Hall Nurture Centre will raise awareness of this policy via:

- The Parent Pack
- The Nurture Centre website
- The Staff Handbook
- Meetings with parents such as introductory, transition, parent-teacher consultations.
- Nurture Centre events
- Meetings with Nurture Centre personnel
- Communications with home such as newsletters
- Reports such annual report to parents
- Information displays in the Nurture Centre
- Staff 'Attendance' training (refer to the "Training Policy" for specific timescales)

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APPENDIX 1 - ESCALATION OF ATTENDANCE INTERVENTIONS

The SLT will analysis data to show use of intervention and outcomes - this information will be shared with staff.

The SLT will monitor the effectiveness of interventions. This will be used to review and inform Nurture Centre strategies and will also have links to performance management.

GREEN - pupils with attendance between 100% and 95%

- Parent/carers will receive a letter home congratulating them on their child's good/excellent attendance.
- Pupils will be rewarded using a reward system identified as being meaningful to each individual.
- Good attendance will be acknowledged and celebrated on the Nurture Centre website and on displays within the Learning Centre.

AMBER – Pupils with attendance between 94.9% and 85.1%

SECTION ONE

Nurture Centre staff will speak to the parents/carers to:

- Inform them that their child/ren have fallen into the amber group
- Offer support to parents/carers to improve attendance
- Discuss with the parents/carers the consequences of becoming a persistently absent pupil
- In cases of persistent lateness, advise parents/carers of possible consequences if there is no improvement
- Agree a review date

In addition, where further unauthorised absence has occurred or attendance has not improved following the review with parent/carer, a letter will be sent to parents/carers reminding them of their responsibility to ensure their child receives an appropriate education.

AMBER – Pupils with attendance between 94.9% and 85.1%

SECTION TWO

Where improvement has not occurred following this intervention, the following interventions will be used:

- Identify underlying home/school issues that may be causing the pupil's absence
- Put in place specific intervention to support
- Review the pupil's academic progress and make links to the pupil's attendance transparent e.g. If you attended all your classes, you could achieve...
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date

Where this intervention has been implemented with no satisfactory impact, the parents/carers will be invited into school where the possible outcomes will be:

- To agree a parents/carers contract
- To discuss the consequences of being on track to becoming a persistently absent pupil
- Agree a review date

The SLT will be responsible for all action at this level and will record all intervention and

Nanpantan Hall Nurture Centre

outcomes. Records will be kept on the student's file by the SLT.

RED - pupils with attendance below 85%

Pupils who have attendance below 85% are considered to be persistently absent from school. To ensure that intervention is focused it will be important to consider student's individual situations and needs.

For example:

- Pupil Premium Pupils
- Looked After Children and Children on the Child Protection Register
- Parental support/needs e.g. parental drug use, young carers, domestic violence
- School issues e.g. bullying, poor teacher/student relationship, curriculum issues
- English as an Additional Language
- Ethnic minority
- Mid-Year Admissions

Pupils who fall into this category will be overseen by the Attendance Officer (the member of Nurture Centre staff with responsibility for attendance) and the Head Teacher.

They will:

- Ensure that the parent/carers have already spoken to a member of staff at the stages proceeding RED intervention.
- Obtain records of previous contact and interventions.
- Ensure weekly contact with the parent/carer to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the student that will see them move to the band above.
- Review existing plans and co-ordinate school resources to support the student's attendance and any additional needs
- Be the key contact person for any external agency working with the student
- Input into Nurture Centre strategies to address the needs of each student.

The Attendance Officer will record all intervention and outcomes. Records will be kept by the SLT.

Nanpantan Hall Nurture Centre

APPENDIX 2 LETTER 1



NANPANTAN HALL
Nurture Centre

Ref Stage 1/U95%

Dear

Nanpantan Hall Nurture Centre is committed to improving achievement through attendance and monitors the attendance of all its pupils. Any student whose attendance falls below 95% will be monitored, and as a parent I am sure you will agree that your child must attend the Nurture Centre regularly to ensure that they can achieve the best possible outcome from their time with us.

I enclose a copy of **Name's** attendance record. You will see that their attendance is now #% which we feel is a cause for concern.

We will be in contact over the next 7 days to offer some support.

I will continue to monitor **Name's** attendance and, with your co-operation, I anticipate an improvement.

Should **Name** have any further absences they will remain unauthorised unless the Nurture Centre receives supporting evidence.

Yours sincerely

John Furborough
Head Teacher

Nanpantan Hall Nurture Centre

LETTER 2



NANPANTAN HALL
Nurture Centre

Ref – Stage 2/U90%

Dear

RE: «**Student's Name**»

Nanpantan Hall Nurture Centre is committed to improving achievement through attendance and monitors the attendance of its pupils. Any student whose attendance falls below 90% will be monitored, and as a parent I am sure you will agree that your child must attend the Nurture Centre regularly to ensure that they can achieve the best possible outcome from their time with us.

I enclose a copy of **Name's** attendance record. You will see that the attendance is now #%, which I am sure you will agree, is a cause for concern.

A member of our SLT will be contacting you to discuss any problems affecting **Name's** attendance and to set an achievable target.

I will continue to monitor **Name's** attendance and, with your co-operation, I anticipate an improvement.

Should **Name** have any further absences they will remain unauthorised unless the Nurture Centre receives supporting evidence.

Yours sincerely

John Furborough
Head Teacher

Nanpantan Hall Nurture Centre

LETTER 3



NANPANTAN HALL
Nurture Centre

Ref - Stage 3/U90%

Dear

RE: «**Student's Name**»

I wrote to you on **(DATE)** expressing my concerns about **Name's** level of attendance.

Due to the lack of significant improvement in **Name's** attendance, I would like to invite you to a meeting at Nanpantan Hall Nurture Centre on **(DATE)** at **(TIME)**, to discuss how working together could enable **Name's** attendance to improve which in turn would have an impact on his/her attainment.

It is important that you attend this meeting. However, if this date and time is not convenient, please contact me on the above number to rearrange.

Please be aware that future absences will not be authorised unless the Nurture Centre receives supporting evidence.

Yours sincerely

John Furborough
Head Teacher

Nanpantan Hall Nurture Centre

LETTER 4



NANPANTAN HALL
Nurture Centre

Ref - Stage 4/U90%

Dear

Nurture Centre Attendance Enforcement Procedure

RE - «**Student's name**»

I am writing in regard to my letter dated **(DATE)**, requesting you to attend a meeting held at Nanpantan Hall Nurture Centre on **(DATE)**, to discuss **Name's** poor attendance.

As you did not attend, or respond to the letter issued, an attendance target for **Name** was set in your absence.

This target is for **Name** to achieve an overall target of #% by the end of this four week period **(DATE FROM and TO)** and will be reviewed on **(DATE)**.

At the review, if **Name** has met the targets set, these will be reviewed and extended and you will be informed of the new target. However, if **Name** has not met the targets, this case will be referred to the Local Authority.

Please be aware that future absences will not be authorised unless the Nurture Centre receives supporting evidence.

I must remind you that you have a legal responsibility, as a parent, to ensure your child attends the Nurture Centre regularly.

Please make every effort to ensure that **Name** does so in the future, otherwise we will have no other choice than to refer this case to the Local Authority.

Yours sincerely

John Furborough
Head Teacher