



RIPPLEVALE  
SCHOOL

## Rochester

# Attendance Policy and Admissions Register

Date of issue: 01.02.24

Review Cycle: Annual

Next Review Date: 01.02.25

Ripplevale School Rochester and College is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these other policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

***Ripplevale School Rochester provides a caring learning environment where our students make meaningful progress, relative to their individual starting points. Our aim is to encourage them to develop appropriate personal, social and employable skills enabling them to become confident, independent and aspiring young people***

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

Central to raising standards in education and ensuring all students can fulfill their potential is an assumption so widely understood that it is insufficiently stated – students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children and young people with poor attendance tend to achieve less in both primary, secondary school and college. Ripplevale has adopted the approach that attendance is everyone's responsibility and therefore it is an expectation that all staff and parents will work together to support good attendance.

Good attendance is recognised and celebrated in assemblies.

The government expects Ripplevale Rochester to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Liaise with parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure that all students are punctual to their lessons.

We know that events come along in life, children become unwell, medical appointments need to take place. The DfE suggests good attendance is 95%, this allows for these life events. In a school year this is around 10 days of absence. Attendance that falls below 95% becomes a concern, because it can easily slip to 90% with just another 9 days absence. This is the equivalent to 1 day every 2 weeks. Some students face greater barriers to attendance than their peers. These include those with long term medical conditions or those with SEND.

At Ripplevale Rochester, attendance of below 95% is a concern, 95% is considered good and over 97% is considered excellent. Where a student's attendance slips below 95%, a stage attendance management process will be triggered as detailed below:

### Attendance Management Process

Attendance monitored by the student's form tutor
<p style="text-align: center;"><b>Stage 1</b></p> <p style="text-align: center;">Attendance which falls <b>below 95%</b> - <b>Initial attendance concern</b> letter sent home by tutor and the safeguarding team are alerted.</p>
<p style="text-align: center;"><b>Stage 2</b></p> <p style="text-align: center;">Attendance which falls <b>below 90%</b> - <b>Attendance meeting</b> called by tutor between form tutor, student and parent/carer and targets set. This outcome is reported to the Designated Safeguarding Lead.</p>
<p style="text-align: center;"><b>Stage 3</b></p> <p style="text-align: center;">Attendance which falls <b>below 85%</b> - <b>Attendance meeting</b> called by tutor between form tutor, wellbeing team, student and parent/carer. Attendance challenge set with appropriate reward. This outcome is reported to the Designated Safeguarding Lead.</p>
<p style="text-align: center;"><b>Stage 4</b></p> <p style="text-align: center;">Attendance which falls <b>below 70%</b> - Depending on the reason for the low absence an <b>Education disruption meeting</b> could be called by Designated Safeguarding Lead with Head of school/ college, wellbeing team, student and parent/carer. Outcome reported to the safeguarding team.</p>

### Reporting Absence

It is the responsibility of parents to inform Ripplevale Rochester by 9:00am on each day of absence why their child or young person will be absent that day. To report that a student will be absent, parents must:

Telephone: 01634 812233 (answer phone in operation before 8am)

Or

School: [office@ripplevaleschoolrochester.co.uk](mailto:office@ripplevaleschoolrochester.co.uk) College: [college@ripplevaleschoolrochester.co.uk](mailto:college@ripplevaleschoolrochester.co.uk)

It is the responsibility of parents, carers and guardians to inform Ripplevale Rochester of any absence and to inform us of any changes to contact details.

Ripplevale Rochester will normally not authorise absence, other than for medical appointments.

### **Medical Appointments**

Where possible, Ripplevale Rochester must be informed of upcoming medical appointments and must be provided with an appointment letter for the absence to be authorised. Students must attend before and after the appointment wherever possible. If the appointment requires the student to leave during the day, they must be signed out by an adult listed on the student's record or authorised by prior arrangement with the headteacher. Should a student arrive late following an appointment, they should report to the school or college office to be signed in.

Examples of acceptable medical evidence:

- Medical card with one appointment entered with the student's name and surgery stamp included, signed by the receptionist
- Letter from a professional such as a hospital consultant
- Evidence of consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes / call log

## **The Admission and Attendance Registers**

Ripplevale Rochester maintains an admissions and attendance register and all students are placed on both registers

### **Contents of Admission Register**

The admission register contains the personal details of every student in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended. Students are entered from the beginning of the first day on which Ripplevale Rochester has agreed, or been notified, that the student will attend.

For many of our students these admission dates may fall throughout the academic year and do not necessarily coincide with term dates. This is because of the nature of the fractured education which they may have experienced and the subsequent need to adjust our admissions times to alleviate difficulties of anxiety, school phobia and parental concerns about prolonged absence.

If a student fails to attend on the agreed or notified date, Ripplevale Rochester will establish the reason for the absence and mark the attendance register accordingly.

### **Deletions from the Admission Register**

A student may be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Student Registration) (England) Regulations 2006, the key points of which are summarised below:

- *Where another school is substituted by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.*
- *When the child no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered*
- *Both school and the local education authority have failed, after reasonable enquiry, to ascertain where the student is and the school does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause.*
- *If he is certified as unlikely to be in a fit state of health to attend school*

### **Preservation of the Admission Register and Attendance Register**

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

### **Children at Risk of Missing Education**

Ripplevale Rochester informs their local authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children); Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the student 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; or,
- Have been permanently excluded.

The local authority will be notified in advance of the deletion, when we become aware that the deletion will be made. Ripplevale Rochester will inform the Local Authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

Ripplevale Rochester has procedures in place when students are absent for planned reasons (hospital stays, medical appointments, medical recovery) or unplanned absence (illness eg. cough, cold or other illness/infection). These procedures, shown on page 7 ensure that students not on site are safe and well and should be read in conjunction with our safeguarding policy.

**Absent student monitoring procedure (internal) - planned and unplanned**

Planned Absence		Unplanned Absence
<p>The Emotional Wellbeing Team will speak with the student via telephone and document the call on the Schoolbase Communication log. A discussion will be had around any work that has previously been set it appropriate. The Office will update the register and record why the student is absent.</p>	<p><b>DAY 1</b></p>	<p>The Office will make contact home (if none has been received by 9:00am) and document this call on the Schoolbase Communication log as well as adding a note to the register as to why the student is off.</p>
	<p><b>DAY 2</b></p>	<p>The Office will make contact home (if none has been received) and document this call on the Schoolbase Communication log as well as adding a note to the register as to why the student is off. If the Office has been unable to make contact with home for 2 days, a My Concern safeguarding team alert will be made.</p>
<p>The form tutor will call and set and discuss work if appropriate and document the call on the Schoolbase Communication log. The Office will update the register and record why the student is absent.</p>	<p><b>DAY 3</b></p>	<p>The Office will make contact home (if none has been received and there is no new information from safeguarding) and document this call on the Schoolbase Communication log as well as adding a note to the register as to why the student is off. The safeguarding team will continue to make contact with the home and if unsuccessful, may</p>

		decide to take actions such as: home visits, referrals to social services or contact with Police.
	<b>DAY 4</b>	The Office will make contact home (if none has been received and there is no new information from safeguarding) and document this call on the Schoolbase Communication log as well as adding a note to the register as to why the student is off. The office will notify the safeguarding team on day 4. The safeguarding team will continue to make contact with the home and if unsuccessful, may decide to take actions such as: home visits, referrals to social services or contact with Police.
The Emotional Wellbeing Team will call the student and document this call on the Schoolbase Communication log. The Office will update the register and record why the student is absent.	<b>DAY 5</b>	Safeguarding will continue to take appropriate action dependent on previous actions.
(Process to repeat weekly. Home visits may be required for welfare checks)		Safeguarding will continue to take appropriate action dependent on previous actions

### Strategies and actions

Our ethos is to work with students and the families to enable full access to education and the curriculum on offer. In instances where attendance levels are low or fall, without explicable reason we will employ strategies to support the student and parent/carer accessing education and raising attendance levels. Strategies may include;

- Telephone calls to parents/carers
- Home visits to parents and students
- Meetings with parents/other agencies
- Reward and incentive programmes for good attendance
- Collecting students from home to bring them to school
- Liaising with local authority transport and taxi companies
- Referrals to social services
- Referrals to CAMHS
- Liaising with the school liaison team
- Providing specialised timetables for students
- Giving students designated trusted staff to talk too
- Reduced timetables if needed
- Access to the wellbeing team
- Staff Resources list for parents for support groups
- Referrals to other support agencies
- Sending staff to tutor at the students home where appropriate
- Short term goal setting
- Involvement and requests for support from provision evaluation officers and the relevant local authority

## **Contents of Attendance Register**

Ripplevale Rochester takes the attendance register at the start of the first session of each school day and once during the second session. On each occasion we record whether every student is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances.

We will follow up any absences to:

- Ascertain the reason of absence and obtain evidence of medical appointments where appropriate
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not

## **Present at School**

Students must not be marked present during the taking of the AM/PM register if they were not in school during registration. If a student were to leave the school premises after registration or arrive after registration they would still be counted as present for statistical purposes with a note added to the register stating the reason for leaving the site or arriving late.

### **Registration Code / \: Present in school / = am \ = pm**

Present in school during registration.

### **Code L: Late arrival**

Our policy is that registration is kept open during tutor period.

## **Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. The activity must be of a nature approved by us and supervised by someone authorised by Ripplevale Rochester.

## **Authorised Absence from School**

Authorised absence means that Ripplevale Rochester has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence. Where a medical appointment is cited as the reason for absence, this will only be an authorised absence once an appointment letter or slip has been received by the



school or college.

### **Unauthorised Absence from School**

Unauthorised absence is where Ripplevale Rochester is not satisfied with the reasons given for the absence. Students taking holidays during term time will, under normal circumstances, be unauthorised by the school unless circumstances are exceptional. Parents are encouraged to book holidays during school holiday periods to ensure that a student's education is not interrupted during term time.

## Appendix 1

The following codes are taken from [the DfE's current guidance on school attendance](#).

In any case of uncertainty about which code to use, the responsible staff member should always consult [the DfE's current guidance on school attendance](#).

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
J	Interview	At a job interview, or interviewing with another educational establishment.
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Only exceptional circumstances warrant an authorised leave of absence.
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.

H	Family Holiday (Agreed)	A leave of absence for a family holiday is granted entirely at the head teacher's discretion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.

U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y	Unable to attend due to exceptional circumstances	The school is closed due to an unavoidable cause or the student is unable to travel to the school. It can also be used where the pupil is in custody (for less than four months). This code is collected for statistical purposes but does not contribute to your attendance figures.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.