

School Attendance Policy 2022/2023
For all
Havering Schools and Academies including
Independent Schools

This policy reflects the Local Authorities responsibility for safeguarding and promoting the welfare of children and their educational attainment and achievement

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1. Vision

1.1 Havering’s School Attendance Policy is focused on the new duty that has been placed on Local Authorities to ‘Work together to Improve Attendance’. It will adopt a strategic approach to school attendance to maximise the life chances and choices for all children attending Havering schools by providing:

- a. School Attendance Support Team (EWS)
- b. Communications and Advice
- c. Targeting Support Meetings
- d. Multi-disciplinary support for families
- e. Legal Intervention

2. Introduction

2.1 The Department for Education requires all Local Authorities to have in place a legal framework that enables the strategic oversight of its schools and academies, including independent schools, attendance to assist with adopting whole school approaches to early help and interventions to promote and support School Attendance in line with:

- *DfE Guidance 2022 ‘Working together to improve school attendance’*

2.2 Working together to improve attendance is based around successfully treating the root causes of absence and removing barriers to attendance, at home and in school. More broadly it requires schools and local partners to work collaboratively with families.

All partners should work together to ensure the following:

MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

3. The importance of school attendance

- 3.1 Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.
- 3.2 The Local Authority in collaboration with schools and partner agencies will work together to remove barriers and encourage early intervention where required to promote high levels of attendance across every school in Havering.
- 3.3 Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.
- 3.4 The law entitles every child of compulsory school age to have an efficient, full time education suitable to their age, aptitude, ability and any special educational need they may have.

4. The expectations of schools

- 4.1 To manage and improve attendance effectively, all schools are expected to:
- a. Develop and maintain a whole school culture that promotes the benefits of high attendance in line with the schools attendance policy.
 - b. Have a clear school attendance policy which all staff, pupils and parents understand.
 - c. Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence in line with DfE legal guidance.
 - d. Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
 - e. Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
 - f. Work collaboratively with other schools in the area, sharing good practice and strategies and involve the local authority, and other partners when absence is at risk of becoming persistent or severe.
 - g. Share data and information electronically with the local authority, using schools MIS to ensure pupils who are not attending are monitored and tracked for safeguarding purposes.
 - h. Schools not accessing the electronic download **MUST** send the LA an attendance data spreadsheet **weekly** by e-mail to EWS@havering.gov.uk.

5. Expectations of the LA's Education Welfare Officers and other Council Services

- 5.1 Allocate an Education Welfare Officers to each school
- 5.2 Support communication and provide advice
- 5.3 Work with schools using data to identify barriers and approaches
- 5.4 Arrange and deliver targeted support meetings
- 5.5 Lead on multi-disciplinary support for families
- 5.6 The local authority to rigorously collect, analyse and track local attendance data from schools to devise a strategic approach to improving attendance and set out an attendance plan of action for schools based on the:
 - Analysis of whole school attendance
 - Targeting those schools who are most vulnerable

5.7 All Havering head teachers will be contacted termly where the local authority will share data analysis findings that fall within the key themes outlined below:

I. Local area themes (identify barriers)

- Staff Training
- Attendance Network
- School to school collaboration

II. Multiagency work

- Education (Inclusions Gateway Referral Form - IGRF)
- Virtual School
- Adolescent Safeguarding Service
- Health (CAMHS)
- Early Help (MARF)
- Social Care (MARF)
- Police
- Youth Justice Service

III. Attendance legal Interventions

- Parent Contracts
- Education Supervision Orders
- Attendance Prosecution
- Parenting Orders
- Fixed Penalty Notices

IV. Contribute to other multi agency legal plans

- Personal Education Plan (PEP's for LAC)
- Education Health Care Plan (EHCP) Annual Review
- Early Help (Outcome Star & Plan)
- Child in Need (CIN)
- Child Protection (CP)
- Youth Justice Service (Court Order)

V. Attendance support for groups to address wider poor attendance

- Identifying themes to deliver interventions across Havering

6. Adding and deleting pupils from School and Academies register

- 6.1 All schools must comply with the Education (Pupil Registration) (England) Regulations 2006 to notify the Local Authority when adding and deleting pupils from their school registers.
- 6.2 The Local Authority coordinates the admissions of children transferring into Havering schools, where our systems automatically track and record all joiners.

- 6.3 For pupils being deleted from school registers the Local Authority automatically obtains this information from schools who have a data sharing agreement in place with the LA.
- 6.4 Schools who do not have a data sharing agreement will need to advise the Local Authority each time they remove a pupil from the school register via the on line form www.havering.gov.uk/DeletionFromSchoolRegister

7. Adding and deleting pupils from Independent School registers

- 7.1 Independent schools must inform the LA within 1 schools day each time a child is added or deleted from their school register using the link below:
www.havering.gov.uk/Independentschoolsreturn

8. Attendance Traded Service

- 8.1 In addition to the LA's duty to operate a strategic attendance approach, they offer packages of support that enable and promote good attendance.
For more information please visit www.hes.org.uk