



The Stable School Attendance Policy

The Stable School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school is committed to helping all pupils attend school continuously and successfully for them to achieve the best possible outcomes.

Owner: Melrose Education Limited

The Stable School Senior Leadership Team have overall responsibility for this policy.

This policy can be made available in larger print or more accessible format if required.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
June 2020	June 2021		1	
		October 2021	2	October 2022
		November 2021	3	November 2022
		April 2022	4	July 2023
		January 2023	5	January 2024

At The Stable, we understand the barriers which may stop our students feeling they can attend school. Our staff will always seek to remove any barriers to learning and/or attendance by using pro-active support approaches. Such support might include cultural, practical and therapeutic measures to help every pupil feel safe and happy to attend. Where appropriate, support might also include advice and support for parents and carers.

Every student moving to the Stable School has a carefully planned and supported transition from their previous educational provider. School will immediately seek to support and remedy any attendance difficulties that may be encountered during transition.

Once transition concludes school will provide a student with an individualised support plan and teaching package appropriate to their needs and circumstance. School will closely monitor progress and attendance and act if concerns become apparent.

Where attendance or progress concerns do become apparent school will work closely with parents/carers to find a remedy. Where appropriate, school will involve external partners such as Local Authority Social Care Services.

School recognises the importance of good attendance, and that poor attendance may indicate safeguarding and child protection concerns. Please see schools Safeguarding & Child Protection Policy.

We will always aim to have a proactive approach to attendance and will always seek to work closely with students, their families and external partners to keep attendance on track. We pride ourselves on having an open, honest, and transparent approach. If all of the above working with, support and guidance has not had any impact on attendance or there is a lack of engagement then the School will look at placement with the Local Authority.

Legislation

School is aware of and abides by statutory guidance from the Department for Education on attendance. Guidance includes:

- **Working together to improve school attendance** (Published May 2022 and updated September 2022)
- **Summary table of responsibilities for school attendance** (Published May 2022 and updated September 2022)
- **Children Missing Education** (first published Nov 13 and last updated Sept 16)

Why is Attendance Important?

Regular attendance at school is about far more than just turning up every day 'because I have to'. Attending school regularly enables a pupil to make the academic progress they are capable of but to also grow and develop as an individual. Such growth is important for every student in every school but is particularly important for our students when considering their needs and often negative previous school and/or life experiences.



Our young people are some of the most vulnerable in society and deserve to access education where they can feel both safe and settled. Through attendance our students will realise their own abilities and interests, discover what is unique about them and to be able to focus on that in a supportive, caring and nurturing environment. Through regular and consistent attendance our students can develop a truly inquisitive nature and gain access to previously un-encountered and unimagined ideas. Through regular attendance our students can build character, find themselves inspired and learn how to be kind, brave and honest but above all else be happy.

Regular attendance will help enable a student to gain everything needed for future steps in life. This might include the grades necessary to move on to a chosen college course, apprenticeship, or employment but it also includes skills needed to build and sustain positive relationships and to stay safe within their community.

Any absence affects student progress and regular absence will seriously affect development. Students will only benefit from and make the most of their educational journey if they are able to attend school regularly and on time. The Stable school goal is 100% attendance for every pupil. 90% attendance may sound acceptable, but in reality means that a student misses one half day every week.

Registration

- School's pupil register includes the names of all students on roll from the first day of the academic year.
- A student's name cannot be removed from the register without the permission of the Head of School or Principal.
- A student's presence or absence is registered for both morning and the afternoon sessions.
- Students should arrive on site between 8.30 and 9:00 and will be marked as late if arriving after 9am.
- Students are registered for a second time at 13.00.
- The registrar must record whether the pupil is present or absent. If absent, the register must identify why.
- When the circumstances relating to an absence are not known, the registrar should enter an N in the register. Once the reason for absence becomes known, the correct reason is subsequently added.

Please contact Linda Differ, Head of Vulnerable Learners if you wish to learn more about student registration.

Authorised Absence

Authorised absence can be granted at the discretion of a member of schools Senior Leadership Team.



The school must be informed on the first day of absence, by telephone call to the relevant campus office between 8 and 8.30am. Where an absence continues for more than 1 day, parents/carers must contact the campus office each subsequent morning.

Absences that may be deemed authorised are:

- Illness
- Emergency family situation such as sudden illness of a family member
- Transport problems
- Emergency dental/doctor's appointments

If a pupil is present but needs to leave school during the day, for an authorised reason (e.g. doctors appointment), it is the responsibility of parents/guardians to inform the school office at least 1 day before with a full explanation of the intended absence.

Medical appointments should where possible be organised for outside of the normal school day, so they do not disrupt attendance.

Unauthorised Absence

Unauthorised absence is absence that school has not approved and/or has not received a suitable explanation of.

Persistent Absence

A pupil is deemed to be a persistent absentee when they miss 80% or more of their potential attendance across a half term of school. Absence at this level will do considerable damage to a student's development. School will always seek to intervene long before any absence problem has reached this threshold. Parents/carers will be notified if their son or daughter is identified as being at risk of becoming a persistent absentee.

The Law

The law requires all schools, including Independent Schools have an admission register (which details which pupils are on the school roll) and attendance register (which details pupils' daily attendance at the school). All pupils (regardless of their age) must be placed on both registers.

Expected First Day of Attendance

A school must enter pupils on the admission register and attendance register from the beginning of the first day on which it is agreed that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year, however the Stable School also operates in year admissions so this will vary for some students.

Preservation of the Admission Register and Attendance Register

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



Pupils at Risk of Missing Education

All schools must inform their Local Authority of any student who is going to be deleted from the admission register if they:

- Have been taken out of the school by their parents and are being educated outside the school system e.g., home education.
- 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 which indicates that the student is not in a fit state of health to attend school.
- Are in custody for a period of more than four months and the Principal does not believe it reasonable that they will be return to the school at the end of that period.
- Have been permanently excluded.