



ATTENDANCE AND PUNCTUALITY POLICY

Source documents:

Education Act 1996, specifically Section 7.

<https://www.gov.uk/school-attendance-absence/overview>.

‘At Learn@ we value a child’s right to an education. Don't give up your child’s right to education, support us and let us work together to show them how important it is.’

Introduction

Education helps us unlock the door to a successful and positive life. The Learn@ Multi Academy Trust is committed to giving every young person the very best chance of achieving their full potential. Outstanding school attendance will improve the young people’s life chances by giving them every opportunity to gain vital academic and vocational qualifications that are critical for further study at college and university, for apprenticeships, and also for entering the world of work. We believe that every school day matters, and that each young person has the right to enjoy and achieve during their time with us. We positively promote attendance and punctuality.

Guiding Principles

Attendance policies within the Learn@ Multi Academy Trust are in line with Local Authority Children's Services Attendance Strategy (Adapted for Special Schools and reviewed November 2013). This guidance should be read alongside ‘The importance of regular school attendance’.

Parents and carers are responsible for ensuring their children attend school in line with Learn@ policies and support the school to ensure their child enters education daily and on time. Learn@ is committed to ensuring that our families understand the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems to support good attendance. We will consistently advise parents of their attendance obligations and responsibilities and will support them to ensure they are met. Whilst being aware of the additional challenges they may face as parent/carers of children with SEND, including the impact of the young

person's behaviour or communication difficulties on travelling to and from the Academy, health and safety issues and specific disaffection issues.

If there are problems which affect a pupil's attendance we will investigate, identify and strive, in partnership with parents / carers and pupils, to resolve those problems as quickly and efficiently as possible. In specific circumstances it is possible to apply for support with home-school transport/travel. This should be done in the first instance with the Head Teacher (or Deputy Head/Assistant Head/SENCo) of the specific Academy after the young person has been offered a place. It is possible to appeal against the Academy decision on supported home-school travel to the Board of Learn@ MAT details of which are available on the central Learn@ MAT web-site.

When necessary, after exhausting all possible supportive options, we will work with external agencies to support good attendance and challenge those who are not meeting their obligations.

This will be under Section 7 of the 1996 Education Act states that attendance at school is a legal requirement between the ages of 5 – 16 years. By law, parents/carers must ensure that students receive efficient full-time education. Young people are entitled to formal education during this phase of their lives. It is important that they receive their entitlement for their present and future lives and for the economic and well-being of society.

Under the Education Act 1996 The Local Authority is responsible by law for making sure that registered pupils of compulsory age regularly attend their school; where necessary they will use legal enforcement and possible penalty options.

The legislation around school attendance and absence for parents / carers can be found on the government website listed here; <https://www.gov.uk/school-attendance-absence/overview>.

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Appendix A

Request for Home-school transport support forms. These should be used by any parent/carer wishing to request additional support from the Trust in transporting your child on a daily basis to their Academy provider. These applications include all types of travel support including, taxi without escort; taxi with escort; mini-bus with escort; student bus pass; student train card; re-imburement for private car usage.

The criteria for qualification for Home-School transport is given in Appendix B of the Learn@ MAT Attendance and Punctuality Policy Guidance.

Appendix B

If your child is going to their nearest specialist provider

All children who go to their nearest school are eligible for free travel if:

- they're under 8 years old and the school is more than 2 miles away
- they're between 8 and 16 years old and the school is more than 3 miles away

If you're on a low income

Children in low income families can get free travel if:

- they're under 11 years old and the school is more than 2 miles away
- they're aged between 11 and 16, attend any one of the three nearest suitable schools, and the school is between 2 and 6 miles away
- they're aged between 11 and 16, you've chosen a school because of religion, and the school is between 2 and 15 miles away

You count as being on a low income if your child qualifies for free school meals or you're on the maximum level of Working Tax Credit.

If you're in temporary accommodation

Children who have been moved to temporary local authority accommodation, such as a bed and breakfast, can get free travel for up to two terms so they can keep going to the same school as before. You also need to be on a low income.

If your child has special educational needs, an Education Health and Care Plan or a disability

If your child goes to the nearest school and is unable to walk then we may be able to help with travel. This may include mileage, a walking buddy or travel in a vehicle.

How free travel is provided

Free travel could mean having a bus pass or rail pass or getting paid for mileage driven by parents or carers. You may also be given an escort for walking or on public transport.

Apply for free travel

If your child is under 16, fill in the application form (link provided) and email or post it back to the Head Teacher of your child's Academy as soon as you have had confirmation of a place being available to them, or your circumstances have changed.

Replacement bus pass

There is a charge to replace your bus pass if it has been lost or stolen.

To replace your bus pass call the Administrator for your Academy directly.

The cost of replacing a standard bus pass is £10.

The cost of replacing an enhanced bus pass is:

- Child day pass: £2
- Child week pass: £8.50
- Child month pass: £33
- Adult day pass: £4
- Adult week pass: £17
- Adult month pass: £66

Appendix C

(See Application Form)

Author	Peter Evans	Date	September 2019
Review Cycle	Annually	Review Body	Board of Trustees
Review Date	September 2020	Status	Statutory
Authorised By		Date	