

SECTION THREE



POLICIES

Main School attendance policy & PROCEDURES

Reviewed in October 2019 (PWR)

Reviewed every other year, or as appropriate

This policy should be read in conjunction with the Lancashire County Council's Code of Conduct document relating to fixed penalty notices.

Aims

The school strives to provide a welcoming, caring environment of which each member of the school community feels a part, and is secure. We seek to ensure that all our students receive a full-time education where appropriate which maximises opportunities for each student to realise his/her true potential. All school staff will work with students and their families to ensure each student attends school regularly and punctually.

To meet these objectives an effective and efficient system of communication with students, parents and appropriate agencies is in place to provide mutual information, advice and support.

Safeguarding: These measures aim to ensure that any student who has not arrived in school without the prior knowledge of parents/carers is identified and a reason sought.

We aim to maintain a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.

Registration and Late Arrivals:

- Students are formally registered during morning registration and in Period 4 each day. This forms the legal completion of the daily register.
- Students are marked as present only if they are physically in attendance at the registration session. In all other cases they are registered using the code N (*No reason for absence yet provided*).
- N codes are dealt with by the Attendance Secretary working in the General Office.
- Clearly defined late registration procedures are in place: students are late if they arrive after 8.40 am. They then sign into the General Office. Response to lateness: persistent lateness will result in school detention.
- Our formal "close of registration" in the morning is at 9.20 am. Students arriving after this time will be registered using the U code – which will class as an unauthorised absence.
- Teaching staff will also register student attendance at each timetabled lesson.
- Students needing to leave during the school day for appointments must show their appointment card or letter from their parent to staff in the General Office before they are allowed to sign out. Parents may also telephone the General Office in advance to inform us of the need for a student to leave school early for a medical appointment. Students arriving late because of medical appointments must show their appointment card or letter from parents when they arrive at school otherwise they will be recorded as late.

Absence:

- N codes are dealt with by the main school attendance secretary working in the General Office in conjunction with Heads of Year.
- Parents/carers should telephone school as soon as possible with reasons for student absence. Parents can also use the Insight App to inform school of an absence. If a parent/carer has not contacted school by the end of the first period, they are telephoned by the Attendance Secretary and reasons for absence are sought. This is a safeguarding procedure, primarily to check that absent students are safely at home; as such, we request parents to contact school on each day of absence.

- Upon their return following an absence students must bring a letter from parents to explain the absence. This should be submitted to their Head of Year. This is not necessary if parents have used the Insight App as a reason for absence is provided via the App submission.
- Only the school within the context of the law can approve absence, not parents. The fact that a parent has offered a note or other notification in relation to a particular absence does not, of itself, oblige the school to accept it if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation, doubt remains about the explanation offered - or where no explanation is offered at all - the absence must be treated as unauthorised. Where a school has reason to doubt the validity of an explanation offered in respect of a particular absence, further information will be requested from the parents. If the school continues to be dissatisfied, then the absence will be treated as unauthorised.

We aim to provide quality impartial support, advice and guidance to parents and students

- Pastoral staff work together with students and parents to improve attendance where there is a problem. Further support and guidance is provided by the school's Student Support Officer (SSO) for KS3 and 4.
- Attendance is reviewed on a weekly basis by the Attendance Secretary; passing concerns to Heads of Year.
- Pastoral staff will liaise with the SSO when necessary. Any referrals will be accompanied by an attendance printout.
- Holidays should not be taken in term time and will be recorded as an unauthorised absence.
- Absences can only be authorised under extreme circumstances – see appendix A (amendments to the 2006 regulations).
- Parents may make specific requests for absence to the headmaster, each of which will be considered on an individual basis (for example, to allow participation in formal sporting or musical activities etc. where the student is clearly involved in a pursuit which will benefit their educational development). Request for family holidays cannot be authorised. Attendance at family funerals/weddings, etc. will be dealt with on an individual basis.
- School will allow 1 day per year of authorised absence for the religious observation of Eid. Parents should inform school of the date of the absence in advance and we will then not telephone home to check on the safety of a missing child.
- Fixed penalty notices can be imposed by schools on parents whose children have accumulated five days' (10 sessions) unauthorised absence during a term or 10 days (20 sessions) over two consecutive terms. The initial fine is £60 if paid within 21 days. If paid after this, but within 28 days, the fine is £120. If a fine is not paid, this may result in a subsequent court hearing. Parents may be issued with up to 3 penalty notices in a year.
- The local authority has produced a code of conduct for the issuing of penalty notices that school adheres to (available on request). This code sets out the criteria that school has adopted relating to fixed penalty notices (see previous bullet point). The local authority administers the scheme.
- School and the SSO will show evidence of all efforts made to work with the parent to solve the issue – see appendix B (Statutory Guidance, August 2013).
- Deletion from the school register for non-attendance – see Appendix C
- Parents are asked to provide accurate and up-to-date contact information for school.

We aim to recognise the needs of the individual student when planning reintegration following significant periods of absence.

- Pastoral staff will be sensitive to the individual needs and circumstances of returning students.
- SSO, parents and students are all consulted in reintegration process.
- All staff are involved/informed in/of a reintegration process.
- Opportunities for counselling are provided.
- Timescale for review of reintegration plan should be agreed by all parties.

We aim to maintain a high overall percentage attendance of students at school of 96%.

- Whole School Attendance policy is applied consistently.
- School maintains a high profile for attendance and punctuality.
- Attendance issues feature in the school's values, ethos and curriculum.
- Progress in attendance is monitored against measurable outcomes.
- School reports attendance figures to the local authority on a regular basis – see appendix D.

We aim to make attendance and punctuality a priority for all those associated with the school.

- Attendance/punctuality are featured as a regular item in monitoring and end-of-term letters to parents and in induction meetings.
- Attendance figures for each student are available via Insight to parents.
- Attendance issues are the main focus in SSO/Pastoral staff evaluation meetings and in relevant staff meetings.

We aim to develop a systematic approach to gathering and analysing attendance related data.

- Computerised registration is fully utilised in analysis of attendance data.
- Recording is standardised of:
 - authorised/unauthorised absence
 - educational activity
 - presence
- Information is available for:
 - governors – provided with data three times a year
 - pastoral staff
 - other school staff
 - parents via school report, or on request
 - SSO has access to all data
- Pastoral staff are enabled to identify developing patterns of irregular attendance and lateness.

We aim to promote effective partnerships with the school SSO and with other services and agencies.

- Key staff for liaison with SSO and other agencies are the Heads of Year and the Assistant Head (Pastoral).
- Initial enquiry/intervention is carried out by the Head of Year prior to referral and relevant information gathered to assist completion of referral.
- Multi-agency liaison meetings are convened as appropriate.
- List of named contacts within the local community is available e.g. community police contact officer.

Appendix A (Amendments to the 2006 Regulations).

The Education (Student Registration) (England) Regulations 2006 allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Appendix B (taken from Statutory Guidance and Departmental Advice - August 2013)

Penalty Notices

Penalty notices are fines of £60/£120 imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided.

Penalty notices can only be issued by a head teacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. All schools and the police must send copies of penalties issued to the local authority. Penalty notices can be issued to each parent liable for the attendance offence or offences.

Penalty notices can be used where the student's absence has not been authorised by the school. Penalty notices may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies.

The Code of Conduct

The Education (Penalty Notices) Regulations 200724 set out the details of how the penalty notice scheme must operate. This includes a requirement that every local authority must draw up and publish a Code of Conduct for issuing penalty notices, after consulting all schools, including academies, and the police. The code should set out the criteria that will be used to trigger the use of a penalty notice. These could include: a number of unauthorised absences, perhaps within a rolling academic year; one-off instances of irregular attendance such as holidays taken during term time without the school's permission; and where an excluded child is found in a public place during school hours without a justifiable reason. The local authority administers the scheme for all schools in its area, including academies and Free Schools.

Payment of Penalty Notice

The penalty is £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority. The parents can only be prosecuted if 28 days have expired and full payment has not been made.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 28 day period, the local authority must decide either to prosecute for the original offence to which the notice applies, or withdraw the notice.

Appendix C

Removing students from the admissions and attendance registers

The Education (Student Registration) (England) Regulations 2006 govern when a student can be removed from the admissions/attendance register. See section 8 (<http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made>).

In general, students can be deleted from the register of one school if they register at another. However, it is possible for any student to register at more than one school and, where this happens, there are restrictions on applying the power to delete students because they are

registered at another school. Schools can only delete students from the register if one of the circumstances in these regulations applies.

All other deletions are illegal and could result the court proceedings against the person responsible. With the exception of students who are subject to a school attendance order and students with special educational needs (SEN) for whom the LEA has made arrangements, there is no requirement for LEA approval of deletions from registers.

Appendix D

Half-termly reports on attendance are prepared by an assistant head and submitted to the Attendance Department at County Hall.

Persistent Absence is attendance of 90% or lower

Strategies to improve attendance:

- Good attendance is rewarded
- Persistent lateness attracts sanctions
- Weekly reports produced by the Attendance Secretary for Heads of Year and who inputs attendance and late arrivals data will raise immediate concerns.
- School liaises closely with the AIW and with parents
- In the case of persistent absence, school works closely with other agencies.
- Student support and target-setting
- Parents have immediate access to attendance data via Insight.

Behaviour for Learning – Student/Parent Information – September 2021

We want all of our students to be ready to learn throughout their time at school. This means being **BRGS Ready**.

The following principles are guidelines for your behaviour in school, which relate to being BRGS Ready and having respect for others – students and staff:

- You should always be ready to learn and allow others to learn, engaging fully in lessons.
- You should show respect to each other, to your teachers and all other adults.
- Uniform should be worn correctly.
- Make sure you have the correct books or equipment for each lesson.
- All work should be completed to the best of your ability and presented well.
- Independent learning tasks (ILTs) must be handed in on time.
- You should have your student planner with you each day.
- Your student planner must be out on the desk in each lesson.
- Don't eat during lessons or out of designated areas; chewing gum is not allowed.
- Don't shout out in class.
- Do look after our environment; don't leave litter.
- Switch off your mobile phone – you may only use it at lunchtime. You may not take anyone's photograph without their permission.
- You should behave appropriately at all times and follow Health & Safety guidelines, keeping to the left hand side of corridors.
- Aim for excellent attendance and punctuality in lessons and registration.
- Never be absent from a timetabled activity without permission.
- Don't leave the school premises during the day without permission.
- Out of school, behave appropriately to avoid bringing the school into disrepute.
- If you are not present for morning or afternoon registration you must sign in at the General Office.

Sanctions

There are sanctions for students who do not adhere to our behavioural guidelines. These will normally be penalty points which will be given electronically. Your penalty point record will be shown on Insight – this means you and your parents will be able to view it online.

If you misbehave in lessons, your teacher will give you the chance to correct your behaviour. You may at this point be moved, or given a few minutes outside to cool down. If your behaviour does not improve, the teacher will issue penalty points via the school network.

If the behaviour is extreme or does not stop as a result of the penalty points, the teacher will send you to Disruptive Students. You must report to the General Office and will be taken to our Pastoral Manager who will automatically award further penalty points. If you are sent to Disruptive Students twice during one half term you will be internally excluded for a day.

Independent Learning Tasks (ILTs) Forgetting an ILT or handing it in late receives an automatic penalty point. ILTs always have to be completed and you may be placed in compulsory study in the library to get it done. This environment is for work. It is not for socialising, playing games or "waiting for friends". It is for study only.

Lates – If you are late more than 3 times in the morning within a half term we will class that as “persistent lateness” and you will begin to serve detentions for every subsequent late arrival – during lunchtime each day you are late. If you are late for morning registration or for period 4 you must go to the General Office to sign in. If you do not do so, you will be issued with a penalty point.

Uniform & Equipment - During each morning registration period you should check that your uniform is correct for the day and that you have the correct equipment (pen/pencils, books, student planner, etc). This is your chance to check and see your form tutor/Head of Year if there is a problem. You will receive penalty points if your uniform is not correct later in the day or you don't have the correct equipment.

Every week your form tutor will check your student planner. This has to be signed by your parents. You will receive penalty points if it is persistently unsigned. They will also check the number of penalty points you have via Insight. You will be sent to your Head of Year if you start to gain too many penalty points. If you gain too many penalty points this will result in a school detention. If you are placed into detention four times within a term, you will then be internally excluded for a day – your parents will be notified.

Penalty points are summed over the course of the term from your starting point at Level 0, the starting point on our behaviour ladder. We usually give you a fresh start on the behaviour ladder each term.

The Behaviour Ladder

This describes how we will deal with examples of poor behaviour that doesn't improve over time. However, consistent and continuous aspects of poor behaviour may incur further sanctions, such as the withdrawal of reward trips, etc.

Level 0 & Level 1

All students start every term on Level 0 with no penalty points. As you acquire penalty points and reach the first threshold (10 penalty points), you will be put into detention – after school on a Friday. This classes as Level 1. A letter will be sent home to your parents. Failure to attend detentions will lead to a day in isolation.

Level 2

Should you continue to get penalty points and reach the next threshold (30 penalty points) your form tutor will:

- Put you in detention.
- Your form tutor will write to your parents.
- You will be put on form tutor's report. You will be given a report-card which you must hand to each of your teachers at the beginning of each lesson each day, so that they can report on your behaviour. At the end of the day, you must take it home to show your parent. They will sign to indicate they have seen it. You will hand it in to your form tutor in registration the following day and receive another report card for that day.
- If you lose a card, another day will be added to your time on report.
- If one of your lessons is classed as “unsatisfactory” that day will not count.
- You will be on report for ten days.
- You must achieve at least 70% “good” (or better) comments to be taken off report at the end of the fortnight. Your form tutor will move you down to Level 0.

- If you continue to collect penalty points, the consequences become more severe. You will be moved onto Level 3.

Level 3

Should you collect further penalty points and reach the next threshold (50 penalty points), the consequences will be as follows:

- Your form tutor will send you to see your Head of Year, who will write to your parent about your behaviour.
- You will be given a detention.
- You will be put on Head of Year report for ten days (as for form tutor report).
- You will be required to hand your mobile phone in to your Head of Year each day you are on report.
- You will serve three Head of Year detentions (each of 20 minutes).
- If there is a radical improvement, the Head of Year could move you down to Level 0 for a fresh start, but if the misbehaviour continues, you will be moved to Level 4.

Level 4

If you cross the next threshold (70 penalty points):

- You will be put on Senior Leadership Team report for ten days, which operates in a similar manner to Head of Year report.
- You will be required to report to the SLT member assigned to you each day.
- You will be put in SLT detention for 6 days during this period (each of 20 minutes).
- You will be given a detention.
- Your parents will be informed.
- If there is improvement, you will move back to Level 0; if not, you will go to Level 5.

Level 5

This happens quite rarely (90 penalty points) and each case will be dealt with individually. The sanctions involved will depend on the reasons behind the penalty points you have gained and could include specific mentoring, focussed reports, internal and/or external exclusions from school. Your head of year, the deputy headteacher and/or headteacher will be involved. It may be necessary to invite your parents into school for a discussion with the headteacher and possibly school governors.

Repeat offences.

If you pretty quickly start to make the wrong choices again, don't expect to be returned again and again to Level 0. Students who have risen to Level 2, 3 etc and repeatedly offend can be accelerated to their previous "high" level immediately (at discretion of HoY/SLT).

Serious behavioural issues.

Anything involving truancy, racism, drugs, alcohol, theft, violent behaviour, deliberate vandalism, bullying, abusive language or other breaches of the school rules will be dealt with by at least a school detention.

At the end of each term, we will reset your penalty point count. This allows a fresh start – an opportunity for you to demonstrate that you are BRGS ready.

ADVERSE WEATHER POLICY - SNOW

We would ask that you keep this in a safe place for future reference.

Every effort will be made to keep school open at all times, but regard to children's safety must take precedence.

In the event of heavy snowfall during the school day

- a. The local situation is monitored by the school office who receive bulletins from the police and local bus companies as to the state of the roads. School will respond to their advice.
- b. When it would appear that weather conditions may be particularly bad in certain areas, e.g. Weir or Turn, the children from these areas will be sent home immediately provided they have access to home or other place of safety. Before they leave, children must indicate their destination if it is not their home.
- c. After school events: clubs, detention, Parents' Evening will be postponed.
- d. Where adverse weather is forecast, pupils should be suitably clothed, and provided with sufficient money to cover 'bus fares home.

In the event of school closure

- e. A decision will be made between 6 am - 7 am as to whether the school should remain open or be closed. In the event of closure, Radio Lancashire (FM95.5 or 104) and GMR.(95.1 FM) will broadcast a message and **parents will receive a text message from the school.** The school website will also carry information.

Enquiries may be made directly to school where a message will be left on the answerphone.

- f. When students have not heard that school is closed and arrive at school, they should come into school and sign in, so that we know of their whereabouts. School will endeavour to contact parents and arrange for the students to return home. Should a student arrive at school and not be able to return home, s/he may remain in school until such time as return home is possible.
- g. On subsequent days, a decision re closure will be made before 7 am, and a message broadcast over Radio Lancashire and GMR. If the school is closed. **Parents will receive a text message from the school.** The school website will also carry information.

Bacup & Rawtenstall Grammar School Policy on Confidentiality and Information Sharing

This policy is based on guidance from the Pan-Lancashire Policy and Procedures for Safeguarding Children Handbook concerning confidentiality. The quotations used are taken from this document. It also relates to guidance provided in:

- The Ethical Framework for Good Practice in Counselling and Psychotherapy (BACP 2013)
- The Code: Standards of Conduct, Performance and Ethics for Nurses and Midwives (NMC 2008)
- 0-18: Guidance for all Doctors (GMC 2007)

Introduction

This policy is about sharing information for the purposes of safeguarding and promoting the welfare of children. Sharing of information amongst professionals working with children and their families is essential. In many cases it is only when information from a range of sources is put together that a child can be seen to be in need or at risk of Significant Harm.

We will follow the guidelines given in the Pan-Lancashire guidance relating to information sharing generally (see link below). The focus of this policy is to make it clear when we will share information disclosed to us by students – this may be information to be shared with parents/carers or health professionals.

The policy does not relate to the sharing of “standard information” – progress grades, attendance figures, behaviours – with parents/carers.

Context

Within school there are times when students disclose information to staff. This may be a request for support – some medical assistance or a request for counselling; it may be information disclosed within a counselling session; it may be the disclosure of self-harm or of some other form of abuse. In all situations we will consider the student’s right to confidentiality and we will not share this information without their consent to do so, with certain exceptions – see section below on over-ruling consent.

Consent

Consent must be 'informed' - this means that the student giving consent needs to understand why information needs to be shared, what will be shared, who will have the information, the purpose to which it will be put and the implications of sharing that information. A student or young person who has the capacity to understand and make their own decisions, may give (or refuse) consent to sharing.

Children aged 12 or over may generally be expected to have sufficient understanding (this is presumed in law for young people aged 16 or 17). Younger children may also have sufficient understanding – in fact, we would consider nearly all students at BRGS as having the capacity to understand “informed consent”.

“When assessing a child's understanding you should explain the issues to the child in a way that is suitable for their age, language and likely understanding. Where applicable, you should use their preferred mode of communication.

The following criteria should be considered in assessing whether a particular child on a particular occasion has sufficient understanding to consent, or refuse consent, to sharing of information about them:

- Can the child understand the question being asked of them?
- Does the child have a reasonable understanding of:
 - What information might be shared?
 - The main reason or reasons for sharing the information?
 - The implications of sharing that information, and of not sharing it?
- Can the child:
 - Appreciate and consider the alternative courses of action open to them?
 - Weigh up one aspect of the situation against another?
 - Express a clear personal view on the matter, as distinct from repeating what someone else thinks they should do?

- Be reasonably consistent in their view on the matter, or are they constantly changing their mind?

If a student is competent to give consent, then their consent or refusal to consent is the one to consider even if a parent or carer disagrees.”

The information above relates to “Fraser Competence”. Fraser (or Gillick) competence relates to a legal case (1982) which looked specifically at whether doctors should be able to give contraceptive advice or treatment to under 16-year-olds without parental consent. Since then, it has been more widely used to help assess whether a child has the maturity to make their own decisions and to understand the implications of those decisions.

Parents should be clear of the impact of the above. **In all situations, unless the student is considered to be at risk from parent/carers**, we will encourage/persuade students to share information with their parent/carers (and would ask for consent to seek further professional advice, if needed). This information maybe that they have requested counselling; it may be relating to something they disclose in a counselling situation; it may be that they reveal to us that they are self-harming. In any of these situations, if students do not give us consent to share information with you, we are required to respect their request for confidentiality, with certain exceptions (see over-ruling consent, below). This would also be the case were a young person to visit their GP in confidence. The GP would always seek to encourage the young person to share information with parent/carers, but would not break confidentiality – except in certain circumstances.

Over-ruling consent

In a situation where a student cannot give consent or where we judged them as not “Fraser competent”, parents would be informed as a matter of course. However, as mentioned earlier, we would class the vast majority of our students as “Fraser competent”.

We will, however, act without the student’s consent (but with their knowledge):

- When there is evidence that the student is suffering or is at risk of suffering Significant Harm
- Where there is reasonable cause to believe that the student may be suffering or at risk of Significant Harm
- To prevent Significant Harm arising to others, including through the prevention, detection and prosecution of serious crime, i.e. any crime which causes or is likely to cause Significant Harm to a student or serious harm to an adult.

Where it is necessary for a student to be transported to hospital or require the urgent intervention of mental health professionals we will consider this to be a situation of potential Significant Harm and will contact parents/carers with the knowledge of, but possibly without the consent of, the student.

Where there has been a concern of Significant Harm school will liaise with parents/carers, health professionals and the student to ensure a safety monitoring plan is devised.

Parental role

It is natural for parent/carers to want to know what is taking place in the life of their child. Additionally, it may seem strange that school is withholding information from parent/carers at a student’s request. As mentioned above, **school will always seek to encourage/persuade** a student to share information with parent/carers (unless they are deemed to be at risk from parent/carers). We will also offer to act as intermediaries to sharing, or to share information on a student’s behalf. Parents can help to facilitate sharing if they are able to provide plenty of opportunities for their children to share information and that they seek to create supportive “it doesn’t matter what’s wrong, we can always get through it together” environments at home.

For reference

Pan-Lancashire Policy and Procedures for Safeguarding Children Handbook:

<http://panlancashirescb.proceduresonline.com/chapters/contents.html>



Unlike many schools, we allow students to use mobile phones in school.

Why?

- Distance – some students live a long way from school so it is good for them to have a direct means of contact with their parents.
- Research – there are times when a computer is not available and a mobile phone can be used to research some information on the internet.
- Fun – you can use your mobile phone to play games, listen to music or watch videos.



Guidelines for the appropriate use of mobile phones.



- They may be used during lunchtime only.
- They should be on silent in all lessons, assemblies and registration periods. They should not be used at all in lessons unless.....
- They should only be used in lessons if a teacher gives you direct permission to do so.

What shouldn't you use your mobile phone for?

- Texting etc, when walking along corridors, up/down stairs, or on your way to lessons.
- Visiting any social media sites.
- Watching or listening to inappropriate material.
- Photographing, filming or recording anyone without their permission.
- Downloading large files.
- Sharing any information about someone without their permission.

What can you use your mobile phone for?

During lunchtime only....

- Playing games.
- Listening to music or watching a video.
- Texting friends.

