

Attendance Policy



Reviewed January 2019
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Aims

We are committed to maximising the achievement of all pupils.

There is a clear link between good attendance and education attainment.

Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal, social and wider opportunities, which are offered to them within school.

Parents/Carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.

A broad and balanced education is dependent on regular attendance at school.

We will take appropriate action to promote and encourage good attendance.

Statement of Expectations

What the schools expect of pupils:

- ◆ To attend regularly.
- ◆ To arrive on time, appropriately prepared for the day.
- ◆ To inform school of any reason that will prevent them from attending school.
- ◆ To report to the appropriate classroom before the start of every session.

What the schools expect of parents/carers

- ◆ To fulfil this responsibility by ensuring their children attend school regularly and on time.
- ◆ To ensure that they contact the school on the first day their child is unable to attend and that their child returns to school with an absence note as soon as they are fit to return to lessons.
- ◆ To ensure their child arrives on time and is well prepared for the school day (with equipment, completed homework etc.)
- ◆ To contact school, in confidence, whenever any problem occurs that may keep their child away from school.
- ◆ To inform school and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside the school day.
- ◆ Only in exceptional circumstances* will request of leave in term time be granted and will require a completed application in advance of the leave of absence. The maximum leave of absence granted in one academic year will be five days. No parent can demand leave of absence for the purpose of a family holiday by right. It is not an entitlement to take a holiday in term time.
- ◆ Leave will not be granted during school transition periods (July and September) and during examination periods.

Before deciding whether to authorise a request for a leave of absence, the school will consult with other schools within the partnership that have siblings on roll, and a joint decision will be reached.

If a leave of absence request is declined and parents choose to take their child/ren out of school this period of absence is unauthorised, and procedures, as outlined in the 'Absence Procedures flow chart', could be implemented. A request to the Attendance Team may be made to seek a Fixed Penalty Notice. Penalty Notices are £60 per parent, per child if paid within 28 days if paid between 28 & 42 days it rises to £120. Failure to pay may result in prosecution in the Magistrates' Court.

What parents/carers and pupils can expect of the school

- ◆ A broad and balanced curriculum that is dependent upon and encourages regular attendance at school.
- ◆ The encouragement and promotion of good attendance.
- ◆ Regular, efficient and accurate recording of attendance.
- ◆ First day contact with parents when a pupil fails to attend school without providing good reason.
- ◆ Prompt action on any problems notified.
- ◆ Close liaison with the Education Welfare Officer to assist and support parents and pupils when needed.
- ◆ Notification to parents/carers of their child's attendance through regular reports home.
- ◆ The school will react positively to any parental concerns. Parents will be encouraged to make contact with the school to discuss any issues impacting on their child's attendance.
- ◆ Schools will include attendance issues in the
 - Home-School Agreement
 - Newsletters to parents

Attendance Procedures

Registration Procedure

- ◆ Registration begins at the start of the morning and afternoon session as confirmed in the individual school's prospectus.
- ◆ Class Teachers should insert a mark for every pupil whether it is a present or absent mark. All marks must be made accurately in accordance with computerised registration systems. Staff should be in their classroom at the start of each session.
- ◆ If pupils arrive after the register has been closed they will be deemed to be late.

Responding to Lateness

- ◆ Pupils arriving after the register has been closed must report to the school office and complete the electronic signing in.
- ◆ The school will respond to persistent lateness of individual pupils in the same way as persistent absence, and can result in prosecution.
- ◆ Parents will be notified and kept informed about concerns, action being taken and legal requirements in cases of persistent absence.
- ◆ Good punctuality will be recognised.

Dealing with absence notes

- ◆ The designated person should encourage pupils to bring absence notes on the first day of return

- ◆ The designated person will deal with absence notes as appropriate by authorising the absence, marking the register and filing the note.
- ◆ The designated person should seek guidance if they are unsure whether to authorise an absence.
- ◆ If no information is available or forthcoming regarding a pupil's absence it will remain unauthorised unless a justifiable reason is obtained. Persistent Absence will be referred to the Education Welfare Officer.
- ◆ Home contact will be made by the Learning Mentor within school.

The school's response to attendance issues

- ◆ The school will identify and monitor pupils whose attendance gives cause for concern.
- ◆ Appropriate strategies will be employed in order to address the attendance of individual pupils.
- ◆ Schools will record incoming messages relating to attendance and action them as appropriate.
- ◆ The schools will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence.
- ◆ When a pupil is absent and contact cannot be made by telephone a standard letter may be sent home.
- ◆ Pupils with persistent absence will have Individual Action Plans to record interventions/targets aimed at improved attendance.
- ◆ Where the school's procedures have failed or poor attendance persists the school may use the Learning Mentor to make home visits, or make a referral to the Education Welfare Officer.
- ◆ School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern.

Rewards and Targets

- ◆ Incentives will be made available to promote and maintain good attendance levels.
- ◆ Attendance targets will be set and monitored.
- ◆ Certificates will be awarded to pupils with high levels of attendance or significantly improved attendance.

Reintegration into school after absence

- ◆ The school will endeavour to support pupils returning to school after a long period of absence.
- ◆ School staff (including Learning Mentors) and EWOs will liaise on this issue and employ appropriate reintegration strategies, incorporating Pastoral Support Programmes and Individual Education Plans as required.

Attendance Roles/Responsibilities

- ◆ The head teacher has specific responsibility for attendance.
- ◆ Develop, monitor and review all matters related to attendance.
- ◆ Produce and develop attendance information for parents/carers.
- ◆ Set and monitor targets for improving attendance within school, including improving attendance within the Development Plan.
- ◆ Support all staff in their work related to attendance.

- ◆ Collate attendance data for the DfE, LA and Governors.
- ◆ Liaise with the LA over attendance targets and school strategy.
- ◆ Manage the identification of individual and cohorts of pupils with known or potential attendance problems. Ensure these pupils are monitored and have Individual Action Plans.
- ◆ Manage the referral of pupils to the relevant people when attendance gives cause for concern.
- ◆ Manage the liaison with partner agencies and services towards improving and developing strategies to raise levels of attendance.

Class Teachers

- ◆ Complete registers accurately.
- ◆ Have regular discussions with pupils about the importance of regular attendance and punctuality.
- ◆ Collect reasons for absence from pupils and administer accordingly.
- ◆ Monitor individuals as well as whole school attendance.
- ◆ Identify trends and patterns in the attendance of individual pupils and respond using the appropriate channels.

School Secretary/Administrator/Learning Mentor

- ◆ Co-ordinating statistical attendance returns.
- ◆ Telephoning parents on the first day of absence when pupils are absent without notification.
- ◆ Monitoring daily attendance of target cohorts of pupils/individuals ensuring Action Plans are completed.
- ◆ Liaison with Senior Management on specific individuals or cohorts of pupils.
- ◆ Liaison with EWO.
- ◆ Proactive work with parents/carers to support improved attendance/punctuality.

The Governing Board

- ◆ Receives information from the Headteacher on attendance.
- ◆ Will be involved in setting schools' targets on attendance.
- ◆ Will support the school in its efforts to raise attendance.
- ◆ Will contribute to plans in response to where attendance is a cause for concern.

This Policy will be reviewed annually.

Parents, staff and pupils will be made aware of this policy and periodically reminded of its contents.