



ATTENDANCE POLICY

Under review

October 2015
Review Date: October 2016
Reviewed by C. Harper

To be read in conjunction with our Child Safeguarding Policy

ATTENDANCE



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WE BELIEVE THAT

Children cannot learn if they do not attend school - attendance at school is a prerequisite to learning.

AIMS

- To develop attitudes and behaviour that enable pupils to take an active and responsible role in the adult world.
- To recognise the importance of attendance to the overall achievement of pupils in school.
- To promote a positive attitude towards attendance and good time keeping with pupils and parents/carers, and to reward good attendance.
- To monitor and organise procedures to encourage good attendance.
- To create a climate which gives attendance a high profile and ensures that absence for any reason is kept to a minimum.
- To ensure that non-attendance and poor punctuality are effectively monitored and absence followed up.





ROLES AND RESPONSIBILITIES

It is the responsibility of all staff, parents/carers and pupils to ensure good attendance and punctuality to school.

CLASS TEACHERS

- ✚ Will monitor attendance and punctuality and inform Headteacher/Pastoral Support Officer.
- ✚ Will monitor absence notes / reasons for absence.
- ✚ Will be vigilant and inform the Headteacher if any pupil is giving cause for concern or there are patterns of authorised or unauthorised absence.
- ✚ Class teachers to inform pupils of weekly attendance and punctuality % and ensure this is written into pupil planners.
- ✚ Will ensure that all registers are up-to-date, accurate and completed on time in accordance with school procedures and statutory requirements.

PASTORAL SUPPORT WORKER (with the assistance of Personal Assistant)

- ✚ Will monitor registers on a regular basis to check for trends in absence and punctuality.
- ✚ Will liaise with Leadership and other agencies.
- ✚ Will ensure that all staff are following procedures on completing registers and refer any concerns/problems .
- ✚ Will distribute individual attendance summaries to staff/outside agencies.
- ✚ Will host School Attendance Review Meetings with the Attendance Officer.
- ✚ Will monitor:
 - late pupils
 - vulnerable groups
 - pupils at risk of becoming persistently absent (under 95%)
 - persistently absent pupils (under 90%)
- ✚ Will inform the Local Authority if any pupil fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.*

Refer to page 10 of 'Keeping Children Safe in Education (May 2016) for further information.

*Regulation 12(1) of the Education (Pupil Registration) (England) Regulations 2006

ATTENDANCE POLICY



LEADERSHIP

- Will consider applications for absence from school and communicate with parents/carers.
- Will collate attendance data at the end of each term and the end of the academic year, or as required, and set annual attendance targets.
- Will develop and update strategies to promote and reward good attendance and punctuality.
- Will liaise with the Attendance Officer to develop initiatives and strategies to improve/maintain attendance.
- Will monitor and analyse attendance, providing whole school data for internal and external use.
- Will ensure that parents/carers are informed about attendance and the procedures and criteria for authorising absence.
- Will inform the Governing Body about rates of attendance, making them aware of the strategies used to maintain and improve attendance and punctuality.
- Ensure that all registers are kept for a period of 3 years.
- Include an Attendance Summary in pupils' Annual Report to Parents.
- Will inform the Local Authority of any pupil who is going to be deleted from the admission register, in line with guidance for children missing from education in 'Keeping Children Safe in Education May 2016'.

ADMIN

- Will provide a first day phone call to absent pupils where appropriate, to ensure safeguarding.
- Will take telephone messages when pupils are absent from school and inform tutors.
- Will encode CMIS to explain absences.
- Will provide PSO and Leadership with a daily print out of all absentee groups' attendance for monitoring.
- Will provide 100% attendance data for PSO/EWO/Headteacher and other data as required.
- Data Manager to provide weekly accumulative attendance/punctuality data.

ATTENDANCE POLICY



PARENTS/CARERS

Parents/carers have a legal duty to ensure their child attends school in a fit state to learn and:

- Will contact the school on the first day of absence, by telephone before **9.00am**, giving reasons for absence, followed by a written note on return, if applicable, confirming reasons and dates of absence.
- Must complete an Absence from School request form for any known absence 8 weeks prior to a known absence.
- Should avoid taking their child out of school during term time and certainly when school tests or examinations are taking place.
- Will phone or provide a note if their child arrives after 9.30am.
- Will make medical appointments before or after the school day.

PERSISTENT ABSENCE

If your child's attendance falls below 90%, he/she will become a 'persistent absent' pupil and will be monitored closely by an Assistant Head of House and our Attendance Officer.

7 half day absences in each half term = 'persistent absent' pupil.

HOLIDAYS

The Headteacher **will not be able to grant** any leave of absence during term time, for any purpose, unless there are exceptional circumstances.

If you decide to take a holiday in term time and it has not been authorised, you will receive a **fixed penalty**, where **each parent** will have to **pay £60 for each child removed from school**. This will need to be **paid within 21 days** and, if not paid within this time, the charge **will rise to £120 per parent per child and must be paid within 28 days** to avoid potential prosecution.

PUPILS

- Morning registration is from 8.45am to 9.00am. Pupils should be in class, no later than 8.55am.**
- If pupils arrive after 9.00am they must sign in at Reception.
- Pupils who arrive after 9.30am will be coded as U (late after registration has closed, which is an unauthorised absence).**
- Pupils should present reasons for absence to the class teacher on their return to school.
- Pupils should arrive on time for all lessons.