

## Attendance Policy

### AIM

To improve levels of achievement by ensuring the levels of attendance, punctuality and involvement in the school are within government guidelines.

### OBJECTIVES

- To keep an accurate and up to date record of attendance.
- To inform parents and referring schools of attendance and punctuality issues.
- To improve attendance of individuals, groups and the School.

### THE LAW

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

### PROCEDURES

Senior Management Team:

- Monitor and review Attendance Policy annually.
- Set and monitor attendance targets.
- Implement system of rewards and sanctions.
- Ensure that parents and referring schools are aware of the attendance policy.
- Give attendance a high profile at tutorials/assemblies and school events.
- Implement system of rewards and sanctions.
- Meet with parents to discuss attendance problems as soon as they are identified.
- Meet with Attendance Officer and Education Welfare Officer regularly to review attendance.
- Assist attendance Officer with referrals to the Education Welfare Service.
- Ensure long term absentees and excluded pupils are provided with work.

- Look for patterns of absences and consider impact of curriculum upon attendance alongside other possible causes.
- Keep an accurate register.
- All entries should be in ink (where electronic systems are not employed) and any corrections must be clearly distinguishable from the original entry. The register must be kept in school for at least three years.
- The record can be computerized so long as:
- There is a print out at least once per year
- Any corrections are distinguishable
- When a pupil of compulsory school age is absent it must be marked as an 'authorised' or un-authorised absence'
  - Or: attending an approved educational activity — nature to be specified.
  - An 'approved educational activity' is defined as:
    - a) One taking place off the school premises
    - b) Approved by a person authorised by the governing body or the Head
    - c) Supervised by a person authorised by the governing body or the Head
    - d) Of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education.
    - e) Link courses where pupils attend an FE college for part of their education
    - f) Off-site at another location while remaining on roll and under school
    - g) Supervision (e.g. sick children being taught at home), or
    - h) Attending approved sporting activity.

#### Attendance Officer:

Oversee administration of the Register system. Streamline and make adjustments to systems and procedures.

#### Keep parents informed by:

- Providing regular attendance information.
- Phoning students on 1st Day Contact List and monitoring attendance and punctuality alerting Tutors and Year Team Leaders when concerns arise.
- Liaising with senior management to monitor accuracy of record keeping.
- Working with colleagues to identify causes of non-attendance.
- Facilitating meetings with parents, EWO, teachers, Pupil Support,

Class Teachers:

- Be a good role model for students.
- Give attendance a high profile.
- Praise students for arriving on time.

Parents:

- Ensure that children leave for school on time every day.
- Provide written explanation for children's absences from school.
- Endeavour not to take children out of school in term time.
- Notify the school as soon as possible when children are ill or are going to be late and provide a reason.
- If no letter has been sent in advance, telephone the school on the first morning child is absent.

Students:

- Arrive at 9.15am for registration every morning and 13.10pm for registration every afternoon.
- Be on time for lessons.
- Make sure to have a note from parents explaining any absences or tardiness.
- If need to leave early inform tutor at beginning of lesson
- Tell teachers if having any problems attending school.

Support Available:

- Attendance Reports (to combat lesson truancy).
- Attendance interviews and regular reviews.
- Meetings with Head of School, EWO and other external agencies to provide support for children and their parents.
- Re-integration programme on first morning back in school after long-term absence.
- Re-integration timetables where appropriate.
- EWO involvement.

Rewards:

- Commendations.
- Half-termly, termly and annual certificates and letters home for individuals and form prizes for groups.
- Good attendance references to potential employers/colleges.

Sanctions:

The school reserves the right to use any of the following sanctions to fulfill its obligations with respect to school attendance:

- Detention.
- Isolation
- EWO involvement and referral.
- Parenting Contracts

Penalty Notices issued by the school

Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered pupil fails to attend school regularly. This can result in the school issuing a penalty notice under section 23 of the Anti-social Behavior Act 2003 (by Head teachers and deputy and assistant heads authorised by them).

Parenting orders or penalty notices can also be issued by the Education Welfare Service on behalf of the LEA.

Prosecution by the Education Welfare Service on behalf of the LEA.

**CME:**

- Phone calls are made daily when students don't attend school
- If non-attendance continues, letters are sent home.
- If parents don't respond within 10 days then a risk assessment is completed for a home visit.
- If the risk assessment is successful then the home visit will take place.
- Staff members complete home visits to find out the reason for absence.
- If staff members are unable to access the home or if the home visit raises concerns then a referral is made to the LA/EWO.

Parent guides to these measures are available on [www.direct.gov.uk/parents](http://www.direct.gov.uk/parents)

Policy prepared by: \_\_\_\_\_

**Lana Philippson (Deputy Head of School)**

Date of issue: October 2016

Review date: August 2017 – No amendments made

Next review date: August 2018