

ATTENDANCE POLICY

Key Manager	Vice Principal – Culture and Welfare
Key Governor Committee	Local Governing Body
Ratified	April 2021
Review Dates	April 2024
Location of Policy	
Access to Policy	Open
Policy Context	This Policy applies to all staff and students of the School and to those others offered access to such School resources. This Policy needs to be read in conjunction with the Attendance Strategy.

Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By
24/04/2018	Total revision		Assistant Principal	LGB 24/04/2018
Spring 2021	Reviewed policy	N/A	Vice Principal	n/a

School targets projects and special initiatives

The school has targets to improve attendance and the student has an important part to play in meeting these targets.

Students and parents/carers are aware of the impact on outcomes and performance of absenteeism

The minimum level of attendance for this school is **97%** attendance and the school will keep parents/carers updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however because we know that good attendance is the key to successful education and we believe our students can be amongst the best in the county.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided on the Academy website and we ask for parents/carers support.

People responsible for attendance matters in this school

Assistant Principal
Tutors
Progress Leaders
Attendance Officer

1. Why regular attendance is so important

- 1.1. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring a student's regular attendance at school is the parental responsibility and permitting absence from school without a good reason creates an offence in law which may result in prosecution.

1.2. Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, students and all members of school staff.

1.3. To help us all to focus on this we will:

- Give parents/carers attendance figures via school reports.
- Focus on improving attendance by rewarding students with 'good' attendance in termly celebration assemblies.
- Give parents/carers up to date information about procedures and targets via e-mail or school website.

2. Understanding types of absence

- 2.1. Every half-day absence from school has to be classified by the school (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required,
- 2.2. Authorised absences are mornings or afternoons away from school for a reason such as illness, medical/dental appointments which unavoidably fall in school time, emergencies, religious observances or other unavoidable causes.
- 2.3. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. These may include (although this list is not exhaustive):
 - Parents/carers keeping children off school unnecessarily.

- Truancy before or during the school day.
 - Absences which have never been properly explained.
 - Students who arrive at school too late to get a mark.
 - Shopping, looking after other children or birthdays.
 - Day trips and holidays in term time which have not been agreed.
- 2.4. Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any issues with regular attendance are best sorted out between the school, the parents/carers and the child. If a student is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

3. Persistent absenteeism (PA)

- 3.1. A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we will fully support parents/carers in tackling this.
- 3.2. The school monitors all absence thoroughly; any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this immediately.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

The school attendance team will contact home if any student has reached below the 90% attendance rate so that intervention strategies can be put in place to improve attendance.

4. The Education Inclusion and Partnership Team (EIP)

- 4.1. Parents/carers are expected to contact school at an early stage and to work with staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Inclusion and Partnership Team if required. All stakeholders will also try to resolve the situation by agreement, but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these officers can use sanctions such as penalty notices or prosecutions in the Magistrates Court.

5. Lateness

- 5.1. Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher

getting vital information and news for the day. Late arrival also disrupts lessons, can be embarrassing for the child and can encourage absence.

6. Holidays in term time

- 6.1. Taking holidays in term time will affect a student's learning as much as any other absence and we expect parents to help us by not taking children away in school time.
- 6.2. There is no entitlement in law to time off in school time to go on holiday. Amendments to the 2006 Education Act make clear that from September 2013 the Principal may not grant any leave of absence other than in exceptional circumstances.
- 6.3. The Principal will determine the amount of school days a child can be away from school if the leave is granted. In deciding the school will consider the circumstances of each application individually.
- 6.4. Leave will not be granted under the following circumstances:
 - When a student is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
 - Immediately before and during assessment periods, GCSE or any other public examinations.
 - When a student's attendance record already includes any level of unauthorised absence.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and the EiPT may be informed. This may result in sanctions such as a Penalty Notice from the LA.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend. All school staff are committed to working with parents/carers and students as the best way to ensure as high a level of attendance as possible

Appendix 1

Absence Procedures

If a child is absent the parent/carer must:

- Contact us as soon as possible on the first day of absence. This can be through the directline number to an attendance officer on 01933 627057.
- Communicate the full reason and explanation of the absence – parents/carers must do this even if the school has already been notified

If your child is absent we may:

- Telephone home on the first day of absence if notification has not been received
- Following a minimum of 3 days absence, conduct a welfare visit to support the child's return to school (where capacity allows we will always conduct a visit following a minimum of 5 days)
- Invite parents/carers in to discuss the situation with the student's Tutor, Progress Leaders and/or a member of the attendance team.
- Manor School will liaise with the Local Authority's EIPT Officer when attendance falls below 90%. At this stage this may involve an attendance contract signed by all parties.
- If attendance does not show any improvement, is persistently low and below 90%, Manor School will liaise with the Local Authority's EIPT Officer and make a referral to NCC if necessary.

Telephone numbers

It is essential that the school has up to date contact information for parents and carers. There will be regular checks on information throughout the year.

Appendix 2

How we manage lateness:

The school day starts at **8.35am** and we expect all students (including sixth form) to be in registration at that time.

After which, the school attendance officer will sign any student in on the **Late Gate Signing in Sheet between 8.35 – 8.45am**. The only entry into school after 8.35am is through main reception.

Unforeseen issues with academy transport will not impact on a student's late mark.

Unless a student has an exceptional reason for being late they will be given a late form to complete. Failure to complete the late form and hand in to the school attendance officer on the same day will result in a 1 hour detention. This will be managed by the pastoral team.

At **9am** the registers will be closed. If a student arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence.

If a student has a record of being persistently late parents/carers will be asked to meet with the Tutor, Progress Leader or a member of the attendance team to resolve the problem, but parents/carers can approach the school at any time if they are having problems getting their child to school on time.

Persistent issues with attendance may result in a referral being made to the Education Inclusion and Partnership Team (EIP) if required. They may impose sanctions such as a penalty notice.