



ATTENDANCE POLICY

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This document is a Non-Statutory Official School Policy of Caerleon Comprehensive School. This Policy was formally adopted by Caerleon Comprehensive School on 8 December 2011.

Signatories: _____ (Headteacher) _____ (Chair of Governors)

PRINT: _____

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Annotation Key for this Document

RHH

ASG

Policy Administration, Owners and Contributors

The nominated person in school responsible for the on-going maintenance and administration of this policy is:

Mr A Gardner, Assistant Headteacher

This policy has been developed in the school by

- Newport Local Education Authority
- Governing Body's Policy Committee
- Headteacher
- Deputy Headteacher

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POLICY DETAIL

1. Introduction

- 1.1 Caerleon Comprehensive School is committed to providing a full and effective education to all students, and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all students feel valued and welcome.

- 1.2 Regular school attendance is the key to enabling students to reach their full educational potential. It allows them to maximise the opportunities available to them, and become emotionally resilient, confident and competent adults.
- 1.3 Attendance is a matter for the whole school community. Our policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by other policies.
- 1.4 We will consistently work towards a goal of 100% attendance for all students and every opportunity will be used to convey to students/parents/carers the importance of regular and punctual attendance.

2. Legal framework

- 2.1 Section 7 of the 1996 Education Act states that parents/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, aptitude and any special educational needs they may have, either by regular attendance at school or otherwise.
- 2.2 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and, where necessary, use legal enforcement.
- 2.3 Schools are required to take an attendance register twice a day:
- at the start of the morning session
 - and during the afternoon session.
- 2.4 The register must record whether the student was:
- present
 - absent (authorised or unauthorised)
 - present at approved educational activity
 - unable to attend due to exceptional circumstances.

- 2.5 Absence can only be authorised by the school, not by the parents. The authorisation will only be made after receiving a satisfactory explanation.

Some examples of unsatisfactory explanations include:

- birthdays
- shopping for uniform
- closure of a sibling's school for INSET (or other) purposes
- 'could not get up'
- holidays or day visits without authorisation

- 2.6 Parents/carers should advise the school by telephone or email/school comms on the first day of absence. They are also requested to give advanced notice to the school if they intend their child to be absent.

- 2.7 Up to 5 school days leave in any rolling twelve month period **may** be authorized (H code) at the discretion of the Headteacher if attendance is 95% or above.

- 2.8 If a student does not attend school for 20 days and contact with parents has not been made or received for 10 days following a holiday, school may take the student off the school's roll. This means that the child will lose their school place.

2.8 Family holidays

In line with LA policy parents/carers are strongly advised to avoid taking their children on holiday during term time. Parents/carers do not have an automatic right to remove their child from school during term time for the purpose of a holiday and under normal circumstances permission will not be granted. They should be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year. Family holidays will only be authorised (H code) for up to 5 days if attendance is 95% or above.

- 2.9 Further absences will not be authorised (G code).
- 2.10 If permission to take leave is not granted and the student goes on holiday, the absence will be **unauthorised** (G code).
- 2.11 Only in **exceptional circumstances** will absence of more than 5 school days be agreed. In such cases, consideration will be given to cultural needs and family circumstances, such as ethnic minority students returning to their country of origin. In all cases parents will be required to justify why the holiday needs to be taken during term time.
- 2.12 The school acknowledges the multi-faith nature of British society and recognises that on some occasions religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence. The school receives a list of religious festival dates from the Local Authority and will not authorize absences outside of these dates.

Fixed Penalty Notice

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorized absence during the current term. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Fixed Penalty Notices are currently set at £60 and must be paid within 28 days. Non-payment within this timeframe results in a total Penalty of £120. Non-payment of fines will result in prosecution.

3. School procedures

- 3.1 Morning registration takes place at 0845 and students arriving after this time will be marked as present but arriving late (code L) up until the register closes at 0930. Students arriving after the close of register will be recorded as late (unauthorized absence code U). A satisfactory explanation will be required from the parents in order to authorise this absence.

Afternoon registration is at 1405.

- 3.2 Parents/carers are expected to contact the school on the first day of absence. In the event of a prolonged absence, parents/carers should contact the school on the third day and maintain regular contact throughout the period of absence.

- 3.3 A doctor's note/certificate is required in the following circumstances:

- a) when requested by a senior member of staff
- b) failure to attend a public examination through illness.

- 3.4 Where no reason for an absence has been received, the school will contact the parent/carer via school comms to inform them of the absence.

- 3.5 It is the responsibility of the Heads of Year/Attendance Officer to be aware of, and bring attention to, any emerging attendance concerns. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parents. The school will also seek the advice and involvement of the school's Education Welfare Officer.

- 3.6 Absence notes received from parents are recorded on SIMS. If there are attendance concerns about a student, that may require further investigation, then the notes are retained on the student's file.
- 3.7 An attendance target for each year group is set annually. Performance towards this target is analysed on a regular basis.
- 3.8 If attendance falls below an acceptable level the school will begin its process of sending out emails informing of the action and how to access support. Failure to respond to or address these concerns may result in a referral to the Education Welfare Service.
- 3.9 For external appointments;
Y8-11 students will be permitted to leave site unaccompanied, providing written / verbal consent has been given by the student's parent / legal guardian.
- Y7 students must be collected from Reception for all appointments, unless written / verbal consent has been given to the Attendance Officer advising of a meeting / collection point.
- On their return to school students are required to sign in.
- 3.9 Students who arrive after 8.45 am must sign in with the Attendance Officer. They will be issued a 'late card' or medical card, which must be handed to their class teacher on arrival to their lesson. It is the teacher's responsibility to then record how late the student is and amend the mark as appropriate.

4. Roles and responsibilities

- 4.1 Good school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, students and the wider school community. As such, the Governing Body will:
- Ensure that the importance and value of good attendance is promoted to students and their parents.
 - Annually review the school's Attendance Policy and ensure the required resources are available to implement the policy.
 - Ensure that the school complies with attendance legislation.
 - Agree school attendance targets and submit these to the Local Authority together with attendance data when requested.
 - Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.
 - Ensure that there is a named senior manager to lead on attendance.
 - Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.
 - Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
 - Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

4.2 The Leadership Team will:

- Actively promote the importance and value of good attendance to students and their parents.
- Form positive relationships with students and parents.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the school complies with legislation.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority
- Report the school's attendance and related issues through termly reporting to the Governing Body.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site, are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support students and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

4.3 Department Heads/Pastoral Staff/Form Tutors will:

- Actively promote the importance and value of good attendance to students and their parents.
- Form positive relationships with students and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Comply with the Registration regulations.
- Implement systems to report, record and monitor the attendance of all students.
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support students and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

4.4 Request that Parents will:

- Talk to their child about school and the activities undertaken. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.

- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family etc.
- Avoid taking their child on holiday during term-time.

5. Support Systems

- 5.1 The school recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, e.g. bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.
- 5.2 The school also recognises that some students may require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and looked after children.
- 5.3 The school will implement a range of strategies to support improved attendance. Strategies used will include:
- Discussion with parents and students.
 - Attendance report cards
 - Referrals to support agencies
 - Involvement of Pastoral Support Officer or Learning Coach and Educational Welfare Officer
 - Friendship groups
 - PSE programme
 - Reward system
 - Part time and time limited timetables.
 - Additional learning support
 - Behaviour support
- 5.4 Support offered to families will be child centred and planned in discussion and agreement with both parents and students.
- 5.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs the Educational Welfare Officer will consider the use of legal sanctions.