



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

School Policy 07 - Attendance

This policy was last reviewed by Governors on February 2019 and is reviewed annually. The Governors' Committee responsible for this is the Ethos and Pastoral Care Committee. The person in the school who prepares the text of this policy for the Governors is the Headteacher.

Introduction

All children have the right to education. A good education helps to give children the best possible start in life. Regular attendance and punctuality is important for all children, whatever their age and is essential for every child's academic, social and personal development. Our aim is for all pupils and students to achieve full attendance.

Rationale

By law, all children of school ages 5-16 must receive full-time education. Parents/carers are legally responsible for their child's punctuality and attendance and we are committed to working in partnership with them, seeking to overcome any issues or problems that are causing unacceptable levels of absence.

Responsibilities

- The school will encourage good attendance by providing teaching and learning environments that are welcoming, safe and stimulating, where pupils are respected and valued as individuals, encouraged to attend and therefore able to succeed.
- Additional support for more vulnerable groups is provided to ensure successful learning for all.
- Promoting the importance of good attendance in contact with parents/carers.

It is recognised that the experience of returning to school from absence can be difficult for pupils. Poor attendees returning to regular attendance will be:

- Offered 'catch-up' support through appropriate in-school support provision.
- Given informal recognition and encouragement for improvement in attendance.

Principles

- Attendance will be managed consistently throughout the school and all absences will be challenged in a positive and supportive manner.
- Class teachers will accurately complete registers in every lesson.
- If we have not received a call explaining why a child is not in, we will either telephone or send a text to parents/carers requesting a reason.
- Attendance will be monitored frequently by the Attendance Officer and the Heads of Year, who will act on concerns. Reviews of pupils' attendance are conducted on a termly basis: parents and carers of pupils who are a cause for concern (i.e. attendance below 90%) may be formally contacted by the school to notify them of the matter. The response will be graduated according to the level of seriousness (e.g. telephone call, letters).
- Pupils whose attendance continues to be a cause for concern where in-school strategies have already been implemented, will be referred to the Attendance Officer who subsequently may choose to contact pupil and/or parents. By request of the school, further absences will require authorisation by doctor's certificate. Efforts will continue to build a positive partnership with parents.

- Truancy and condoned absence will not be tolerated and will be recorded as unauthorised absences.
- Absences may be authorised when there is illness, medical appointments (if over a period of more than three days, parents may be required to provide medical evidence/a doctor's letter), excluded by school, a compassionate absence (in exceptional circumstances of need).
- absences will not be authorised for caring for younger siblings, parents' or carers' illness, activities such as shopping, visits to relatives, birthday celebrations, and term-time holidays.
- Pupils removed from the school roll without notification will be immediately referred to the Attendance Officer.
- In cases of persistent non-attendance and poor attendance, the pupil/s will be referred to the Education Welfare Service (EWS). They provide a statutory service supporting pupils and their families where attendance/punctuality is a problem. This is achieved by casework as well as by enforcing, through the Court, parents' responsibility to ensure regular attendance at school. Where legal proceedings are started, parents of pupils will be informed of the consequences for them and their child.
- Persistent lateness disadvantages children, as they are likely to miss important information and work, and also disrupts pupils already involved in the lesson. Registers are taken at the start of the day and after lunch. All lateness and the reason are recorded. School begins at 08.30 am. Children will receive a mark for being present. Pupils arriving after 08.30 am will receive a late mark. At 08.40 am, pupils and students must sign in at reception. An immediate detention will automatically be issued for that day. Registers officially close at 9.00 am so if a child arrives after that time, they will receive a mark of unauthorised absence for registration. This will affect the percentage of attendance.

Continual lateness is unacceptable and pupils who are late more than twice in one week receive a detention with their Head of Year. Reviews of pupils' punctuality are conducted on a termly basis: parents of pupils who are a cause for concern are formally contacted by the school to notify them of the matter. If there is no improvement, then a referral will be made to the Attendance Officer and appropriate action will be taken. If a child is late on five or more occasions after 09.10 a.m., a warning letter will be sent out by the school. If immediate improvement in punctuality is not made, the EWS will contact the parents, raising the issue of the threat of a fixed-term penalty notice ranging from £50-£100.

PARTNERSHIP BETWEEN SCHOOL AND PARENTS OR CARERS:

Archbishop Tenison's CE High School has a Home School Agreement with parents and carers. This agreement outlines how the school and parents/carers work in partnership for the benefit of children. Supporting good attendance is a part of the agreement and most parents ensure good attendance by their child.

The parents'/carers' role is to:

- Ensure that children go to school regularly, on time and do not miss school unnecessarily.
- Promote the importance of going to school.
- Praise children for good or improved attendance.
- Ensure that the school is aware of any issues or problems that are affecting attendance and work with the school to resolve these.
- Notify the school to explain any illness or lateness.

- Make all appointments outside school time. When this is not possible, inform the school prior to the date of the appointment.
- Take holidays during school holidays.

The school's role is to:

- Monitor the attendance of pupils.
- Work in partnership with parents/carers to deal with any problems that are affecting good attendance, with the support of the Pastoral Team and external services.

Penalty Notices:

The Government, as part of its drive to improve children's achievement, wants parents and carers to acknowledge and fulfil their legal responsibilities. The Anti-social Behaviour Act introduced Penalty Notices as one of the measures to effect this change. Penalty Notices provide an alternative that does not require the parent to appear in court. A Notice can be served where a parent is capable of securing, but fails to secure an improvement in their child's attendance and/or punctuality at school. A Penalty Notice will be issued by the EWS, at the Headteacher's discretion, after all other strategies have been employed.

The implications:

- A written warning will be sent before any Notice is issued.
- An assessment of the circumstances will take place before a Notice is served.
- Parents/carers will then be allowed a period of 15 school days to show improvement before a Notice is issued.
- A Penalty Notice will be issued if the level of unauthorised absence remains unacceptable.
- Penalty Notices will be issued by the EWS to the family's home address.
- When a Penalty Notice is issued, a fine of £50 is payable within 28 days. This sum is increased to £100 if paid after 28 days but within 42 days.
- If the Penalty Notice is not paid in full within the prescribed 42 days, the parent/carer will be prosecuted for the original offence of failing to ensure regular attendance at school. If proven, the Court can impose fines of up to £2,500, three months in prison or other sanctions such as Parenting Orders.

Review, Monitoring and Evaluation

The Governors are responsible for the annual review of this policy at their March meeting. Within the school the Headteacher and Attendance Officer oversee the monitoring of the policy's effectiveness.