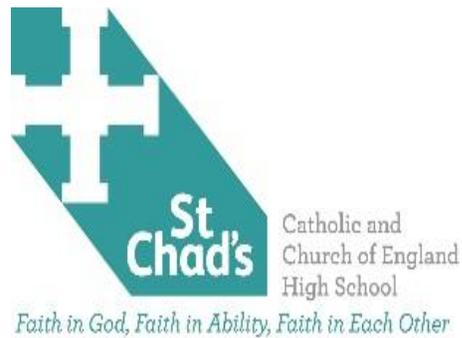


ATTENDANCE POLICY

St Chad's Catholic and Church of England High School



Approved by: Standards Committee Annual

Last reviewed on: Summer 2018

Next review due by: Summer 2019

MISSION STATEMENT

St. Chad's Catholic and Church of England High School seeks to ensure that all its students receive a full time education which maximises opportunities for each student to reach his/her full potential.

AIMS

- To aspire to achieve an attendance target of 95%.
- To make attendance and punctuality a priority for all those associated with the School including students, parents/carers, teachers and Governors.
- To ensure all students receive a regular education suitable to their age, aptitude and needs.

SCHOOL'S RESPONSIBILITIES

- To regularly and effectively monitor School attendance and to inform parents/carers when their child is absent on a daily basis, if no contact has been received from home.
- If no telephone contact available, letters to be sent daily advising parents/carers of their child's absence.
- Invite parents/carers in to School to discuss concerns regarding their child's attendance.
- Set achievable targets for all students' attendance.
- Inform parents/carers regularly of their child's attendance.
- School may request Medical Evidence for any student with a number sessions of illnesses during an academic year.
- Address and support any student who has difficulties attending School.
- Whole School communication to be clear and consistent.
- To work collaboratively with the Education Welfare Service and other Agencies in improving School attendance.
- Tutors and Pupil Progress Co-Ordinators to inform Attendance staff of any absences that may be a concern.
- Attendance staff to report any unexplained absences over 10 school days to the Education Welfare Service.
- To inform the EWS of any pupil to be removed from roll, in line with Attendance Regulations, or any pupil who's application to attend St Chad's has been declined.

PARENT/CARER RESPONSIBILITIES RELATING TO SCHOOL ATTENDANCE

- Parents' responsibilities under Section 7 of the 1996 Education Act state that a parent is responsible for ensuring a child of compulsory school age receives an efficient fulltime education that is suitable to the child's age, aptitude, ability and any special educational needs a child may have.

Parents are asked to:

- Ring School on the first day of absence and contact each day thereafter to keep school updated. On return to School, medical evidence to be submitted if required in order that the appropriate registration code can be used.
- Please be aware it is School that make the decision if the absence is to be authorised and not the parent/carer.
- Parents/carers to contact School if they have any concerns or difficulties relating to their child's attendance.
- Parents/carers to avoid keeping their child off for unauthorised reasons, for example:
 - Looking after younger siblings or other family members
 - To go shopping.
 - Birthdays.

HOW ABSENCES WILL BE CATEGORISED AS AUTHORISED OR UNAUTHORISED

Categorisation of absence will be consistent across the School. A student's absence due to illness may be authorised. However if a decision is made not to authorise absence due to illness, parents will be notified by letter and medical evidence requested. Evidence can take the form of an appointment card, prescription for medication or copy of prescription relating to the current medical problem. With this evidence, absences can also be coded as authorised.

If absences are coded as **unauthorised** and a student has 10 or more **unauthorised** absences within a termly period, School may contact the Local Authority for a Fixed Penalty Notice. From 1 September 2013 a Fixed Penalty Notice for non- school attendance is £60 per parent/carer per student, to be paid within 21 days. This then rises to £120 per parent/carer per student, to be paid by the 28th day. If the Penalty remains unpaid, parents/carers are likely to be prosecuted in the Magistrates' Court.

REGISTRATION

All Registers are taken electronically by 8.50am. If SIMS is unavailable then paper Registers need completing and giving to the Attendance Officer.

The Attendance Staff will request any Registers outstanding after this time.

If a student is absent then the registration code of 'N' should be used unless the Tutor is aware of reasons for this absence.

If SIMS is unavailable then paper Registers need completing and giving to the Attendance Officer.

- Registers will be completed twice daily (am/pm) by teachers or when students are absent by support staff who will input an appropriate code.

- Electronic Registers will be registered by the Governing Body with the Data Protection Registrar under the DATA Protection Act 1998.
- Electronic Registers will be printed and filed monthly.
- Electronic Registers are accessible by parents/carers through the Parental Gateway.

LATENESS

The School day begins at 8.40am and students are expected to be in Registration at this time or they will gain an 'L' code.

If a student arrives in School after 9.30am it is recorded as 'U' on the Register. Persistent lateness after close of Register may be referred to the Local Authority for possible legal action.

LEAVE OF ABSENCE IN TERM TIME

See Student Leave of Absence (Appendix 1)

PROCEDURES THE SCHOOL WILL USE TO FOLLOW UP IRREGULAR/NON ATTENDANCE

Students are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence which can be authorised (School approved) In some cases an absence may be **unauthorised** (School will not approve absence).

The parent/carer will be required to provide an explanation if a student is absent on the first day the absence occurs. This may be by letter, telephone, text, email or personally at the School Office.

Should contact not be received from home, school will contact parents/carers on the first day of absence. This will usually be done via a text message or phone. Such contact will be logged for future reference. Should the absence continue with no explanation, the unauthorised absence may result in involvement from the Local Authority and legal action may be pursued.

The parents/carers of students with irregular attendance will be notified by letter and may be invited in to School for a meeting to discuss the situation and to see if any extra support needs to be offered.

If absences continue and are coded as **unauthorised**, as mentioned above, the School may need to involve the Local Authority with regard to possible legal action.

HOW STUDENTS ARE SUPPORTED WHEN RETURNING TO SCHOOL AFTER LONG TERM ABSENCE

- Long term absent students will be supported through regular home contact, parental meetings and the option of accessing the Emmaus Centre.
- In discussion with the Head/PPC, work may be provided to students who are absent due to prolonged illness.
- School to liaise with the Education Welfare Service re any student who will be absent for a long period and if required a home tutor may be accessed through the Local Authority.
- Students will be offered a re-integration plan through the Emmaus Centre to help them return smoothly back to lessons.

HOW ATTENDANCE IS PROMOTED IN SCHOOL

- Whole School staff to discuss attendance regularly during Registration period and Assemblies to encourage regular attendance.
- Certificates to be given to students with 100% attendance for an identified period.
- Progress Reports include student's attendance and will link concerns to progress.
- Treat trips for students with excellent attendance.
- Tutors to address students' absences on a daily basis and discuss the importance of regular attendance.
- Prize draws to be made on a regular basis to promote excellent attendance.
- Vivo Miles rewards system is used in School to promote good attendance and behaviour.

COMMUNICATION

Our Policy will be given to all staff, parents/carers and Governors and will be available on the School's website.

STUDENT LEAVE OF ABSENCE

AIMS

The aim of this statement is to set out the way in which St. Chad's Catholic & Church of England High School monitors and promotes the attendance and punctuality of its students. St. Chad's Catholic & Church of England High School is committed to maximising the potential of every student and good attendance and punctuality are essential to this aim. We feel this will be achieved, with the support of parents/carers by ensuring that leave of absence will not be taken in school time, other than in exceptional circumstances. Absence during term time for any reason interrupts the continuity of teaching and learning and disrupts the educational progress of pupils.

THE LAW

From 1 September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant Leave of Absence during the term time *unless* there are exceptional circumstances.

EXCEPTIONAL CIRCUMSTANCES

The Head Teacher or person designated by the Head Teacher will determine what are considered to be exceptional circumstances. The following may be examples of exceptional circumstances:

- To allow a pupil to return to their country of origin for family, religious or cultural reasons
- Unavoidable circumstances e.g. the parent/carer has inflexible leave allocation and this has been confirmed by the employer
- A family member is seriously ill
- There has been a death or significant trauma in the family and a leave of absence is deemed appropriate
- Leave of absence for children of serving members of the Armed Forces

ADDITIONAL INFORMATION

St. Chad's Catholic & Church of England High School will ensure that all parents/carers receive a copy of the Leave of Absence Statement which forms part of the school Attendance Policy.

- Parents/carers will be required to complete a Leave of Absence request form available from the school Reception and return it to school
- Parent/carers maybe required to attend an interview with Ms Heron to discuss their request for Leave of Absence

- Parents/carers will normally be notified of the outcome of their application for a Leave of Absence with 10 school days of the date of application

If the Leave of Absence is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as 'O'. This will mean that the absence has been recorded on the school attendance register as **unauthorised**.

Where a pupil is absent from school without permission of the school (**unauthorised absence**), the parent/carer of the student may be issued with a £60.00 Penalty Notice per parent per child. If the Notice remains unpaid after 21 days the penalty increases to £120.00 per parent per child. If the Notice remains unpaid after 28 days the Local Authority may commence proceedings in the Magistrates Court, under Section 444(1) of the 1996 Education Act.