

**STUDENT ATTENDANCE POLICY**  
Management of Students July 2017

**General**

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise. (*Education Act 1996*).

Under the provisions of the *Education Act 1996 (s434)*.

**Aim**

The school is committed to a positive policy of encouraging students to attend school regularly. The school will work with parents and students to secure this aim.

The other purpose of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that students who should be attending the school have registered every lesson and tutorial or a reason for non-attendance is known to the school.

**Taking the Register**

Students of compulsory school age must have their attendance registered every lesson and tutorial. It is the practice of this school to register ALL students (including those over compulsory school age) at every lesson they attend.

The register must be updated every lesson and tutorial.

The register must record the following:

- whether the student is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

- a) one taking place off the school premises;
  - b) approved by a person authorised by the Head teacher,
  - c) supervised by a person approved by the Head teacher;
  - d) of an educational nature, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education; and
- When a student of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence; and
  - the nature of the approved educational activity (for a student of compulsory school age).

All Tutor Group registers will be closed 35 minutes after the start of the morning session.

## Punctuality Process – All Year groups wef 30 June 2014

How Identified	Actions
<ul style="list-style-type: none"><li>• Punctuality report run each Friday morning.</li></ul>	<ul style="list-style-type: none"><li>• Inform parents via e-mail</li><li>• Make up time after school</li><li>• Repeat offenders late report</li><li>• No progress then referral to Attendance Officer for home visit</li><li>• Monitoring by Attendance Officer</li></ul>

### Responsibilities

The Governing Body will:

- approve the policy and any proposed changes;
- receive reports from the Head teacher;
- ensure that the policy is promoted and implemented throughout the school, and is known by the parents.

The Head teacher will:

- monitor progress; and ensure that strategies are in place to promote and implement the policy throughout the school.
- initiate with Heads of House strategies to improve attendance;
- include attendance percentage on annual report to the governing body.

Heads of House will:

- make periodic checks of the registers to monitor absence;
- make regular checks on absence notes and the reasons for absence;
- ensure that unaccounted-for absences are followed up by getting in touch with parents/carers
- deal with issues of inadequate registering;
- advise the Senior Teacher – Student Welfare on any strategies that could be initiated or improved.
- ensure that all registers are completed promptly
- make regular checks on the efficiency of the registering;

Assistant Pastoral Leaders will:

- ensure that all student absences are noted and absence notes received from parents;
- make regular checks on absence notes;
- meet regularly with the Attendance Officer to follow up concerns about an individual students attendance
- ensure that all suspected truancy is followed up and dealt with;
- contact parents over student absences where appropriate;
- make reports half termly to the Heads of House meeting on the efficiency of the system;

Form Tutors will:

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- ensure that students are registered accurately;
- ensure that students bring absence notes;
- follow up cases of unaccounted for absence or unacceptable notes;
- keep the Head of House informed of any signs of suspected truancy; and
- inform the Head of House of any possible underlying problems which might account for absences.
- Ensure attendance page is completed in planner.

Classroom Teachers will:

- take an electronic register of students at their lessons; and

Students are required to:

- attend regularly unless they are ill or have an authorised absence.
- bring an explanatory note on the day of return to school;
- discuss with the tutor any planned absences well in advance
- routine appointments should be made outside normal school hours.

### **Leave of Absence**

Family holidays should be taken during designated school holidays.

Leave can be granted only by the Head on recommendation from the Head of Year. Parents will be expected to use the school's official leave of absence request form.

The School will only agree to absences in exceptional circumstances.

### **Religious Observance**

There is no legislation or regulation or DFE guidance on this matter. The Head teacher will review each application reasonably. The school expects advance notice, since religious festivals are likely to be fixed.

### **Taking a Student off the Register**

The Head teacher will authorise the taking of a student's name off the register in accordance with the current Regulations.

### **Monitoring and Review**

The Head teacher will review the working of the policy with the Leadership Group and make annual reports to the governing body.

## **Appendix 1**

### School Attendance Update

From September 2017 the local authority will be making changes to the school attendance legislation. This will include a new process for non-attendance, and sanctions for holidays taken during term time.

If a student is to be taken out of school during term time it is important that parents/carers should complete a holiday form which is available from the school reception. The holiday form is a document that schools use to safeguard a child's whereabouts in times of absence.

You should be aware that the school or local authority will not authorise any holidays taken during term time, and may require evidence to show that the time off is unavoidable. If the school or local authority are not satisfied that the time off is avoidable or puts the student's attendance below 90% the local authority may take further action against the parent/carer.

Under the new guidelines parent/carers may be issued with a penalty of up to £120.00 per five days of absence, per child.

The guidelines for non-attendance will also change in September, which will allow students less time off throughout the school year before local authority involvement. The current guideline is that any student below 85% will face legal monitoring and possible further court action if no improvement is made. From September 2017 attendance monitoring will take place once a student falls below 94% and the local authority instigate legal monitoring from 90%, with a possibility of further court action if improvements are not made