



## Attendance Policy 2022/23

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Status	Recommended
Audience	Governors, Head teachers, Teachers, Parents
Issued	September 2022
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<b>Policy Approved: September 2018, September 2022</b>
<b>Implementation Date: September 2022</b>
<b>Review Date: March 2022</b>

### **THE POLICY – OVERVIEW**

High standards of attendance and punctuality are essential for our students to learn, progress and achieve, ensuring we provide students with the best opportunity to develop academically and holistically so they go on to lead happy and successful lives.

### **OBJECTIVES**

1. To have a framework that defines agreed roles and responsibilities.
2. To promote consistency in carrying out procedures.
3. To make attendance and punctuality a priority for all associated with the school.
4. To use a systematic approach to gathering, analysing and evaluating attendance related data.
5. To use the analysed data to initiate support and intervention strategies on an individual, year group or whole school level.
6. To recognise the needs of the individual student when planning intervention.
7. To promote and use systems of rewards and sanctions.
8. To provide support, advice and guidance to parents/carers and students.
9. To work co-operatively with the School Attendance Service and other agencies and services.

## **ROLES AND RESPONSIBILITIES**

### **The Prescott School will:**

- Accept that outstanding attendance is everyone's responsibility
- Formally recognise good attendance and punctuality (above 96%)
- Challenge attendance that is less than good and set targets for students to improve
- Follow up on any non-attendance with no contact on the first day of absence with a phone call and/or home visit. If a reason for absence is not provided by the parent/carer, the absence will be treated as unauthorised.
- Analyse attendance data of the whole cohort and groups of students including PP, SEN, CLA etc.
- Work with individuals and year groups to improve attendance and punctuality.
- Complete, monitor and track home visits as necessary ensuring students are seen on a regular basis and follow procedures if a student is not seen in an appropriate time frame.
- Not grant extended leave during term time and will automatically refer to the local authority to issue a fine
- Monitor punctuality and put sanctions in place when appropriate.
- Ensure an accurate class register is taken and submitted within the first 10 minutes of every lesson
- Record all absences and reasons for absence using the appropriate codes.
- Ensure students know their cumulative attendance on a weekly basis.
- Ensure the classroom is a welcoming environment that encourages students to attend.
- Keep school and year attendance boards up-to-date.
- Liaise with other agencies and services as appropriate to provide support / issue sanctions, if we believe there could be wider safeguarding issues surrounding the student
- Liaise regularly with School Attendance Service regarding referred cases and other issues as appropriate, including holidays and penalty notices.
- Report attendance data to the Governors, MAT and the LA as required.

### **Parents/Carers are to:**

- Make attendance and punctuality a priority and aim to ensure that their child has 100% attendance and is punctual to school. (A 96% figure for school attendance is the minimum expected standard).
- Be aware of their legal obligation in ensuring their child attends school and appreciate that school and the School Attendance Service may consider 'Penalty Notices' or court proceedings for unauthorised absences.
- Contact school each day of absence before 8.30am, giving a reason for absence.
- Only request a leave of absence if there are exceptional circumstances.
- Inform school in advance of any medical appointment unavoidably scheduled during school time
- Understand that they may be asked for medical evidence before any absence is authorised.
- Make early contact with their child's Head of Year, Assistant Head of Year, or pastoral support if their child is experiencing difficulty in attending school.
- Notify The Prescott School if there are any changes to their contact details such as address or telephone numbers.

### **Students are to:**

- Attend school daily and on time (a 96% figure for school attendance is the minimum expected standard).
- Attend all lessons on time.
- Regularly monitor their own attendance and set themselves appropriate targets.

### **Targets, attendance and punctuality**

The target for all students is to achieve 100% attendance and 100% punctuality. The minimum expectation for all students is to have at least 96% attendance.

### **Impact of Absence**

<b>Attendance during academic year</b>	<b>Equivalent days</b>	<b>Equivalent sessions</b>	<b>Equivalent weeks</b>	<b>Equivalent lessons missed</b>
95%	9 days	18 sessions	2 weeks	45 lessons
90%	19 days	38 sessions	4 weeks	96 lessons
85%	29 days	58 sessions	6 weeks	145 lessons
80%	38 days	72 sessions	8 weeks	190 lessons
75%	48 days	96 sessions	10 weeks	240 lessons
70%	57 days	114 sessions	11.5 weeks	285 lessons
60%	67 days	134 sessions	13.5 weeks	335 lessons

If students miss school on a regular basis, they are potentially damaging their future life choices. Nationally, it has been proven that students with potentially poor attendance in primary school miss out on making the expected progress in vital literacy and numeracy skills and find it difficult to catch up. In secondary school, 19 days' absence correlates, on average, to achieving a grade lower at GCSE in all subjects.

### **How we respond to absence/lateness**

- If a student is absent at morning registration without contact from a parent/carer to explain the reason for the absence, The Prescott School will contact parents/carers. Contact will be via automated message which will text mobile numbers for contacts with parental responsibility.
- Parents/carers are able to reply to the text message with a reason for their absence.
- If no response is received to the automated service, The Prescott School may telephone.
- If a telephone call from parents/carers is not forthcoming, then the absence will be treated as unauthorised.
- If no contact has been made by parents/carers by day three (at the very latest) of the absence, a member of the attendance team will visit the home of the student. This will be an opportunity to explain the possible consequences of a fine if attendance does not improve. If there is a history of poor attendance, the visit may be earlier.
- Where a student's absence is a cause for concern, The Prescott School will make contact with parents/carers in order that we can work together to support the student to improve attendance. Contact may be made by any or all of the following: telephone, letter, meeting in school and home visit.

- Where no sustained improvement in attendance is demonstrated despite intervention, a penalty notice may be issued in line with the local authority's code of conduct or a referral to the Local Authority will be considered.

### **Persistent absentee**

As of September 2015, the Department for Education (DfE) announced that **any student whose attendance falls below 90%** will be classed as a Persistently Absent student.

Therefore, if a student misses 19 or more days over an academic year they will be classed as Persistently Absent.

### **Medical and dental appointments**

All appointments should be made outside of school hours. If an appointment is urgent please call or email our attendance team with the details of your child's appointment. You will be asked to provide supporting evidence in order for the absence to be authorised.

### **Religious leave**

For a day set aside exclusively for religious observance, Eg. Eid, absences, if granted, will be recorded as authorised using the 'R' code on SIMS. These are the codes as stipulated by the Department for Education and whilst absence is authorised, it does count against the student's attendance.

### **Leave of absence**

- As of the 1<sup>st</sup> September 2013, The Education Regulations 2013 (Student registration amendment) amends the 2006 Regulations and makes it clear that Head's may not grant leave of absence during term time unless there are exceptional circumstances.
- The Prescott School will not grant permission for leave of absence (including holidays) to be taken in term time. Consideration will only be given to requests made under exceptional circumstances.
- Even in exceptional circumstances, The Prescott School will not grant permission for leave of absence to be taken in term time during public examination periods and in the period of time surrounding controlled assessment dates for GCSE subjects.
- The Head of School or person designated by the Head of School will ultimately decide whether the circumstances are deemed to be exceptional. It is important to note that each application will be considered on an individual basis.

### **Protocol for requesting leave of absence for exceptional circumstances**

- Requests for *exceptional circumstances* for term time holidays must be made to the Head of School. This request should be made at least four weeks prior to the proposed date of the leave of absence.
- Requests will be considered on an individual basis.
- Parents/carers will normally be notified of the outcome of their application for exceptional circumstances leave of absence in term time within 10 school days of the date the application is received by the Head of School.

### **Fixed penalty notices**

Penalty Notices will involve the recipient paying a fine of £120 within 28 days, reduced to £60 if paid within 21 days.

## **Circumstances where a penalty notice may be issued**

### **Poor school attendance**

- At least 14 sessions (7 school days) lost to unauthorised absence within a period of no more than 10 weeks.

### **Lateness**

- In cases where a student persistently arrives at school after the register has closed and has accumulated 14 unauthorised late marks within a period of no more than 10 weeks

### **Leave of Absence**

- A leave of absence of at least 14 consecutive sessions (7 school days) not approved by the headteacher as exceptional.

### **Poor school attendance, lateness and leave of absence**

- In cases where a combination of reasons amount to 14 sessions lost to unauthorised absence within a period of no more than 10 weeks