

Policy and Procedure Number:	C05	November 2019
Management Area:	Whole School	Section C
ATTENDANCE POLICY		

CONTENTS

- Statement of intent
- 1. Key roles and responsibilities
- 2. Definitions
- 3. Staff training
- 4. Student expectations
- 5. Absence procedures
- 6. Contact information
- 7. Attendance officer
- 8. Lateness
- 9. Term time leave
- 10. Monitoring
- 11. Religious observances
- 12. Appointments
- 13. Rewarding good attendance
- 14. Young carers
- 15. Appendices
 - 1. Attendance monitoring procedures
 - 2. Attendance reporting structure
 - 3. Letter of congratulations – 100%
 - 4. Letter of concern – below 95%

STATEMENT OF INTENT

Frederick Gent School believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Following the framework set out in section 7 of the Education Act 1996 which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient, full-time education suitable:-

- (a) to age, ability and aptitude, and;
- (b) to any special educational needs he/she may have.

Either by regular attendance at school or otherwise.”

- Promoting and modelling good attendance behaviour and punctuality.
- Ensuring equality and fairness of treatment for all.

- Early intervention and working with other agencies to ensure the health and safety of our students.
- Rewarding regular attendance.

1. KEY ROLES AND RESPONSIBILITIES

- 1.1. The Governing Body has overall responsibility for the implementation of the Attendance Policy and procedures of Frederick Gent School.
- 1.2. The Governing Body has overall responsibility for ensuring that the Attendance Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation. The governor responsible for monitoring attendance issues is the nominated Safeguarding Governor.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The Assistant Headteacher (Systems and Processes) will be responsible for the day-to-day implementation and management of the Attendance Policy and procedures of Frederick Gent School.
- 1.5. All members of staff are responsible for following the Attendance Policy and for ensuring students do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. All members of staff are responsible for modelling good attendance, behaviour and implementing the agreed policy.
- 1.7. Parents and carers will be expected to take responsibility for the attendance, of their child/children during term time.
- 1.8. Parents and carers will be expected to promote good attendance behaviour and ensure that students attend school every day.
- 1.9. Students are also responsible for their own attendance at school and at any agreed activities throughout the school year (e.g. work experience, college placements, organised events not on the school premises).

2. DEFINITIONS

The following definitions apply at Frederick Gent School:

- 2.1. Absence:
 - Arrival at school after the register has closed.
 - Not attending school for any reason.
- 2.2. Authorised absence:
 - An absence for sickness for which the school has granted leave.
 - Medical or dental appointments, immediate family funerals and specific activities which unavoidably fall during school time for which the school has granted leave.
 - Religious or cultural observances for which the school has granted leave.
 - An absence due to a family emergency for which the school has granted leave.

- 2.3. Unauthorised absence:
- Parents/carers keeping children off school unnecessarily or without acceptable reason.
 - Truancy for part or all of the school day.
 - Absences which have never been properly explained.
 - Arrival at school after the register has closed without acceptable reason.
 - Shopping, looking after other children or birthdays.
 - Day trips and holidays in term time which have not been authorised.
 - Leaving school without an authorised reason during the school day.
- 2.4. Persistent absenteeism (PA):
- Missing 10 percent (10%) or more of schooling hours across the year for whatever reason.

3. STAFF TRAINING

- 3.1. At Frederick Gent School, we recognise that early intervention can prevent bad attendance. As such, teachers will receive training in identifying and supporting students who are potentially at risk of absenteeism.
- 3.2. All staff will receive training on the Attendance Policy as part of their new starter induction.
- 3.3. Teachers and support staff will receive regular and ongoing training as part of their joint professional development (JPD).

4. STUDENT EXPECTATIONS

- 4.1. Students will be expected to attend school every day and will sign an agreement outlining this expectation at the beginning of each school year.

5. ABSENCE PROCEDURES

- 5.1. Parents/carers must contact Frederick Gent School as soon as possible before 8.35am on the first day of absence, this absence must then be directed to Pastoral Assistants. Reception will put call through to Pastoral Assistants who will record the absence directly on SIMS. If Pastoral Assistants are not available to take the call parents/carers should leave a message on the Pastoral Assistants voicemail. Pastoral Assistants will check their voicemail daily and update the attendance records accordingly.
- 5.2. Parents/carers must send a note in on the first day their child returns with a signed explanation as to why they were absent.
- 5.3. Alternatively, parents/carers may call into school and report to the School Reception, where arrangements will be made to speak to a member of staff.
- 5.4. A phone call/text message or email will be made/sent to the parent/carer of any student who has not reported their absence on the first day that they do not attend school.
- 5.5. In the case of attendance falling below the school target of 97%, arrangements will be made for parents/carers to speak to the Pastoral Assistant.

- 5.6. If student attendance falls below 95 percent (95%), arrangements will be made for parents/carers to meet with a member of the pastoral team, and the Education Welfare Service will be consulted.
- 5.7. If student attendance falls below 93 percent (93%), further action will be taken which may include a School Attendance Panel meeting, a health care plan or legal proceedings.

6. CONTACT INFORMATION

- 6.1. Parents/carers must provide accurate and up-to-date contact details.
- 6.2. Parents/carers are responsible for updating the school if their details change.

7. EDUCATION WELFARE SERVICE

- 7.1. Students with higher than expected absence will be referred to the Education Welfare Service, who will work alongside the school to resolve the situation.
- 7.2. If the situation cannot be resolved and attendance does not improve, the Education Welfare Service has the power to issue legal sanctions such as prosecutions or penalty notices.

8. LATENESS

- 8.1. Punctuality is of the utmost importance and lateness will not be tolerated.
- 8.2. The school day starts at 8.30am and all students are expected to be on site by 8.25am. Students should be lined up ready for registration/assembly at 8.30am.
- 8.3. Registers are marked by 8.30am. Students will receive a late mark if they are not in their classroom/assembly by this time. Any student arriving late with no acceptable reason, will receive a 20 minute detention on that day.
- 8.4. The register closes at 8.45am for the morning session and 2.05pm for the afternoon session. Students will receive a mark of "late after the close of registers", which will statistically be regarded as an absence, if they do not present at school before this time.
- 8.5. Attendance after the register closes will receive a mark to show that they are on-site, but will count as an absent mark.
- 8.6. Persistent lateness will be dealt with in the same way as persistent absence. If a student is persistently late they will also be issued with detentions after school.

9. STUDENT LEAVE OF ABSENCE

- 9.1. At Frederick Gent School our aim is to prepare students for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.

9.2. Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, Headteachers no longer have the discretion to authorise holidays during term time.

9.3. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.

9.4. Any requests for leave during term time will be considered on an individual basis.

9.5. Requests for leave will not be granted in the following circumstances:

- During September when students are settling into the new school year.
- Immediately before and during assessment periods.
- When a student's attendance record shows any unauthorised absence.
- Where a student's absence record is already above 3 percent (3%) for any reason.

9.6. If term time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may result in further sanctions, such as a penalty notice.

10. MONITORING

10.1. Frederick Gent School monitors attendance and punctuality throughout the year.

10.2. Our attendance target is 97 percent (97%).

10.3. Absence statistics will be publicised throughout the year.

11. RELIGIOUS OBSERVANCE

11.1. Parents/carers must inform the school in advance if absences are required for days of religious observance.

12. APPOINTMENTS

12.1. As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.

12.2. Where this is not possible, a note and appointment card should be submitted to the school.

12.3. If the appointment requires the student to leave during the school day, they must be signed out by a parent/carer.

12.4. Students must attend school before and after the appointment wherever possible.

13. REWARDING GOOD ATTENDANCE

13.1. Frederick Gent School acknowledges 100 percent (100%) attendance through letters, certificates and Vivo Miles.

13.2. Good attendance and punctuality will be rewarded through Vivo miles, letters and certificates.

13.3. School trips and events are a privilege. Where attendance drops below 93 percent (93%) these privileges may be taken away.

13.4. Attendance at the Year 11 prom requires an average attendance of 93%.

14. YOUNG CARERS

14.1. Frederick Gent School understands the difficulties young carers face.

14.2. We will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

14.3. Our school takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

Assistant Headteacher
November 2019

Date last reviewed: 04/11/2019

Governors' minute number: FG0402199a

APPENDIX 1 – ATTENDANCE MONITORING PROCEDURES



APPENDIX 2 – ATTENDANCE REPORTING STRUCTURE



