



PRESFIELD
HIGH SCHOOL

Whole School Attendance Policy

Date Ratified: **30th September 2020**

Date for review: **30th September 2021**

Signed: *Mark Purcell*

Chair of Governors

WHOLE SCHOOL ATTENDANCE POLICY

STATUTORY DUTY OF SCHOOLS

The Education Act 1996 Section 7 requires parents or guardians to ensure their child receives efficient, full-time education, either by regular attendance at school or otherwise.

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll.

PHILOSOPHY

Presfield High School is committed to providing all pupils with a full-time education experience that maximises each pupil's opportunities and allows each to realise their true potential. We believe that if a pupil is to benefit from education, good attendance is crucial.

Attendance is a critical factor to a productive and successful school career; our school will actively promote and encourage 100% attendance for all our pupils.

The school will give high priority to communicating with parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communications systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive, in partnership with parents and pupils, to resolve those problems as quickly as possible.

AIMS AND PRINCIPLES

- Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly.
- We will work towards ensuring that all pupils feel supported and valued.
- We will send a clear message that if a pupil is absent, he/she will be missed.

- We will encourage parents/carers to be actively involved in promoting their child's attendance.
- We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance.
- Regular information will be sent to parents and pupils informing them of attendance rates and related issues.
- We will promote positive staff attitudes to pupils returning following an absence.
- We will ensure regular evaluation of our attendance policy and procedures by Senior Leadership Team and the School Governors.
- Attendance will be an important feature of the School Evaluation & Improvement Document
- Consistent and rigorous monitoring and evaluation procedures will be in place.

PROCEDURES

Rewards & Recognition for Good Attendance

The school will use the following system to reward pupils who have good or improving attendance.

On a weekly basis attendance will be monitored by a DSL and concerns brought to SLT meetings to allow agreed actions to occur.

Attendance data is contained on each termly student progress report.

Certificates for good attendance are awarded termly during a special assembly to reward pupils. Students with attendance of 95%+ will receive a certificate and letter of recognition home. Students with 100% attendance will receive a gold certificate and special letter of recognition.

This system aims to reward good attendance, and emphasise the importance of full attendance in school, whilst acknowledging that our pupils have complex needs requiring their presence at medical appointments, higher susceptibility to illness etc.

Registration

Morning registration will take place at 9.00. Any pupil arriving after the register has been called is defined as late.

Afternoon registration will take place 1.25 pm. Any pupil arriving after the register has been called is defined as late.

Registration takes place in the form rooms.

Lateness

Pupils arriving in school after the register has closed will have to sign in at the main office in the late book. This will then be recorded on the school MIS system - Arbor.

First Day Contact

Parents/Carers whose child is absent are required to contact the school on the first day of absence, before 8.30 am. If no contact or message has been received from the parent/carer the school will attempt to contact home. If within a 48 hour period the school has not managed to ascertain the cause of an absence the school may contact the Attendance and Welfare service or do a doorstep visit. Parents will be asked to make daily contact with school in the event of the absence lasting more than one day. This is to ensure that the child is safely supervised whilst off school.

ABSENCES

The school is required to distinguish between authorised and unauthorised absence. Only the school may authorise absence, not the parents. Reasons for authorised absence could include

- receiving medical treatment
- interviews for work or college
- days of religious observance
- family bereavement
- work placements
- study leave and educational visits.

Illness

Absences due to illness should be reported before 8:30 am on each day of absence. If a parent knows their child will be absent for a certain period (i.e. due to a broken leg/tonsillitis) then we will authorise the absence for a slightly longer period of time but request weekly updates from the parent.

If the student is well enough to work at home whilst they are off work is collected by the parents and sent home to be completed and returned to school. Chrome books facilitate working from home via google classroom.

If a student has low attendance and/or has had a lot of time off due to illness, we will request that medical notes are provided before authorising any further absences due to illness. If no medical proof is provided the absence will remain unauthorised and the Formal Monitoring process will be considered.

Medical Appointments

We will not usually authorise a full day's absence for a medical appointment such as dentist/orthodontist. All appointments are requested to be made outside of the school day wherever possible but if an appointment has to be made during the school day we expect the student to be in before and/or after the appointment, depending on the time. If a student is absent for the full day we may mark them as unauthorised for either the AM or PM roll call.

Holidays

Amendments to the Education (Pupil Registration) (England) Regulations 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Parents must write a letter to the Headteacher to request an absence in exceptional circumstances, however, the school does not have to grant the leave of absence.

Exceptional circumstances would be authorised at the discretion of the Head teacher and even then we would take into consideration what year the student is and whether any exams or assessments are taking place at the requested time of absence.

Authorised Absences

We will authorise a student's absence for the following reasons:

When a pupil is genuinely unable to attend school due to illness or a medical appointment.

Unauthorised Absences

Absences will be unauthorised if:

When the school has no record of the reason for absence or where a school refuses to authorise absence, e.g. a holiday in term time.

Religious Observance

The school will authorise an absence taken for religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

PA (Persistent Absentee) Students

The school aims to have 4% or less PA students.

Interventions include:

- Phone calls home
- Letters of concern
- Speaking to students without parents to discuss the issues
- Multi-agency working through the CAF process or otherwise
- Attendance Panels
- Home Visits
- Placing students on report for attendance and/or punctuality
- Formal Monitoring leading to Penalty Notices if necessary
- Phone calls home praising improved attendance/punctuality

Recognition from the Headteacher

Certificates

CHILDREN MISSING IN EDUCATION

No child will be removed from roll without consultation between the Headteacher, SENCO and the Attendance & Welfare Service. Where a child is missing from education with prolonged absences that are unexplained or if a family moves away from the area but do not register with another school, the school will alert the local authority who will then take action according to the Child Missing in Education Policy and Procedures. Movement of children between local authorities and schools is tracked nationally.

Parent/Carer Contract

If the school is concerned about the attendance of your child you will be invited into the school to discuss the issues and you may be asked to draw up a contract between yourself and the school to address the issues. This contract is voluntary and there is no legal requirement for you to participate.

Penalty Notices/Prosecution for Non-Attendance

It is a legal requirement that your child attends school regularly. As the parent/carers you have a legal responsibility to ensure their attendance. The Attendance and Welfare Service has the statutory duty to enforce this. The Attendance and Welfare Service can issue a penalty notice. The Attendance and Welfare Service can also prosecute a parent/carers in the Magistrates Court for non-attendance at a registered school or non-attendance at an agreed Education Provision. It is also a legal requirement that a pupil attends on time. The parent/carers is responsible for ensuring that their child attends on time.

RESPONSIBILITIES

SLT Member Allocated to Attendance - Assistant Head. Staff lead on attendance is the Designated Safeguarding Lead and will report to AH and the Governors at least termly.

The attendance lead will ensure that:

- pupils are registered accurately and efficiently
- attendance targets are set for individual pupils, classes and year groups
- parents or carers are contacted when reasons for absence are unknown or unauthorised
- pupil attendance and lateness are monitored regularly
- the reward system for good attendance is implemented
- school attendance statistics are reported to the LA and governing body
- Ensure that registers are available if required by the Local Authority for inspection and the LA officer is supported in following up long-term absences
- pupils absent for long periods because of ill-health receive appropriate learning support.
- Ensure that registers are marked in accordance with DCSF guidelines and use registration codes approved by DCSF.
- On the first day of absence ensure the office contacts parents/carers to establish the reason for absence.
- Liaise with PRU and alternative education providers for pupils' attendance at agreed provisions.

- Refer to the Attendance and Welfare Service

All teachers are expected to:

- register pupils accurately and efficiently
- report pupil attendance and lateness daily
- encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences.

Pupils will be encouraged to:

- attend school regularly
- inform staff if there is a problem that may lead to absences.

Parents and carers will be asked to:

- ensure the child attends school regularly
- Read Presfield High School's Attendance Policy
- inform the school on the first day of non-attendance
- discuss planned absences with the school in advance (e.g. family holidays, special occasions).

The governing body:

- will ensure that the LA is informed about the long-term absence of any pupils.

Arrangements for monitoring and evaluation

The AH will, on a termly basis, provide data on pupil attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The data will be analysed by gender, year group and ethnicity. The AH and the governing body will evaluate the data and decide what, if any, further action is required.

Attendance during the Covid 19 Pandemic

It is expected that student absences may be more common due to track and trace and self isolation . Staff will maintain close contact with students through virtual meetings where possible . Students will be expected and encouraged to complete work using the online learning platform. All parents have the contact number for the school's DSL.

The DSL will report to the local authority on a daily basis when there are students who are on CIN or CP plans and where there are LAC students absent. The DSL will also inform the child's social worker.

Where engagement becomes erratic or non-existent doorstep visits will occur.

Students eligible for FSM will receive vouchers.