

Attendance Policy

Version 2.1

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Name of Responsible Committee / Individual:	Local Governing Body
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Attendance Policy

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Rationale

The Snaith School is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at The Snaith School it is vital that they maintain excellent attendance and punctuality. We strive for 100% attendance for all students and we actively promote good attendance and discourage unauthorised absence - this prepares our students for their working life and helps them to take their learning opportunities.

Principle

- We will ensure that all students access full-time education which meets their needs and allows them to reach their potential.
- We emphasise that it is the responsibility of everyone in the school to improve attendance and punctuality.
- We strive to provide a safe and caring environment where each student can engage in all opportunities offered.
- We work with students and their families to ensure every student has good attendance and punctuality.

The Snaith School Governing Body will:

- The Governing Body is required by law to ensure that the registers are kept accurately.
- They are also required to publish annually a report to parents which includes the school's attendance figures.

The Snaith School

To continually improve attendance, the school will:

- ensuring all registers are completed accurately
- fostering good relationship with parents and carers to ensure excellent school attendance
- fostering good relationships with the Education Welfare Service and relevant external agencies.
- only removing students from the school roll when s/he has legally left the school
- encouraging students to attend through the provision of work which is appropriate to their needs
- identifying patterns of non-attendance and those students who have an irregular pattern of attendance for intervention
- liaising with parents/carers to support improved individual attendance targets – any student with attendance below 95 % will be monitored
- providing a clear statement of attendance on the student's reports
- providing clear guidance to parents/carers regarding holidays in term time
- holding regular multi –agency meetings to discuss students causing concern
- ensuring that parents/carers know the necessity of providing suitable and detailed communication, e.g. a note, email or phone call, to explain absence either by letter or in the student planner
- informing the Governing Body of the level of attendance as part of each KPI Report.
- providing information for the prosecution of parents whose children do not attend school and who do not have a substantive reason
- monitoring through data analysis, students who are looked after children, Pupil Premium and other vulnerable groups including SEND
- monitoring Persistent Absence (PA) figures

What The Snaith School expects of students

- To arrive at school on time
- To attend school regularly
- To be punctual to all lessons.
- To ensure that they register for all timetabled lessons and inform the Attendance Officer if they are not able to register
- To ensure all messages and notes from parents/carers are taken to the Attendance Officer.

Parents/Carers

Parents and/or carers have a legal responsibility

“All parents and/or carers who have children of compulsory school age, are responsible in law for ensuring that their children receive an efficient full-time education, suitable to their age, ability and aptitude and any special educational needs which they have, either by regular attendance at school or otherwise.” (Section 7 Education Act 1996)

What does The Snaith School expect from Parents/Carers:

- To ensure that their child attends the school, punctually, dressed in full uniform and equipped to learn.
- To ensure their child attends school every day unless they are too ill to do so.
- To avoid keeping their child away from the school for any other reason other than illness or an authorised explanation
- To avoid arranging term time holidays
- To immediately inform the School if their child is unable to attend (by 8.30 am), including the reason for absence and expected date of return. If no indication of a return date has been given, parents/carers should contact the school on each day of their child’s absence.

The Admissions and Attendance Officer is responsible for:

- monitoring attendance levels of all students
- meeting on a regular basis with Head of Year and the Senior Leadership Link to discuss students with under 95% attendance, including reporting on persistent absence patterns and Student Premium attendance
- sharing information with wider school staff as appropriate
- liaising with parents or carers to identify any problems which may be affecting attendance and offer support if appropriate to parents or carers and students
- supporting students with difficulties in school
- making home visits if appropriate to meet with parents or carers
- informing parents or carers of legal responsibility for regular attendance and possible sanctions – via standardised letters where attendance has become a concern, penalty fines and prosecution
- following up with the EWO’s line manager where a decision is made to take action against parents/carers for the non-attendance of a student
- monitoring attendance and implement Fast Track Procedure if appropriate
- taking part in truancy sweeps under direction of the police or SLT
- providing attendance information to form tutors for planner day and weekly attendance posters in form rooms
- providing attendance data to the SLT link team (weekly)
- providing punctuality data for the pastoral team (weekly)
- Ensure that students are entered for the half termly 100% attendance draw
- providing 100% attendance certificates (termly)

The Attendance Officer in conjunction with the Director of Pastoral Care is responsible for:

- providing data for governing Body (termly KPI)
- providing data for the LA and DFE returns
- providing data to Senior Leadership Team (daily and weekly)

The role of the Form Tutor

- The Form Tutor – must complete the morning register accurately and save this within the first 10 minutes (remembering that the register is a legal document).
- Students who arrive late to school will be met by a member of the Senior Leadership Team. They will write the “late on the gate” information into the student planner and record this on the “late on the gate sheet”. This information is then passed directly to the Admissions and Attendance Officer to input, to raise the subsequent sanction.
- If students arrive late to registration after arriving at school on time, then the form tutor must re-open the register and mark with an “L” and enter how many minutes late and save again. They must also write a written warning in the student planner for being late and remove one of the reward stamps.
- Form Tutors must follow-up absences with a student, by reminding the student that a note is required explaining the absence. Absence notes should be sent direct to the Attendance Officer.
- When completing the register any discrepancies in attendance need reporting to the Attendance Officer immediately.

The role of the Subject Teacher

- Subject Teachers must complete the class register for each lesson within the first 10 minutes. Students arriving late without a valid reason should be marked with an ‘L’ and the many minutes late recorded.
- The subject teacher should write a written warning in a student’s planner if they arrive at the lesson late without a note from another member of staff.
- Subject teachers should alert the “Staff on Call” team immediately if they have reason to suspect that a student should be in class but is not present. The Staff on Call team, will check with Student Services and the Attendance Officer and report back to the subject teacher making the initial referral.
- When completing the register any discrepancies in attendance need reporting to the Attendance Officer immediately.

Educational Visits and Sports Fixtures

Paper registers must be taken prior to departure and a copy sent to Attendance Officer.

Students will be given their marks for lessons in that session. A note informing staff will be placed on sims by the Attendance Officer.

College Courses/SMASH

Paper registers should be taken by link member of staff and returned to the Attendance Officer.

Signing Out

Any student who leaves the school premises during the day should go to the Reception where s/he will be asked to sign out on the inventory. The reason for signing out will always be verified. Once verification has been given, the student is allowed to leave the school site. Parental/official verification for the reason for leaving the site will be sought/looked at before permission is granted.

Authorisation must be shown if a student is challenged outside the school by the police or Education Welfare Service.

Prefects are allowed to leave the school site at lunchtime after parent/carer consent has been granted. Prefects must always sign out using the inventory and present their prefect identity pass to reception. This will be checked by reception to ensure that students are signing out on their allocated days.

Parents/carers who wish for their child to go home for lunch must complete and sign the relevant documentation issued by the school. Students must use the inventory to sign out and sign back into school.

Authorised Absence

Authorised absence is where the School has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents or carers may not authorise absence; only the school can do this.

Parents or carers should contact the School by telephone on every morning of absence before 8.30 am, giving a reason and an expected date of return. Wherever possible, students should attempt to arrange non-school activities outside of their school taught timetable.

The following is a list of reasons for absence which would be authorised:

- A medical appointment
- A family bereavement and/ or attendance at a funeral
- A religious observance
- A visit to a post 16 provider, either to attend an open day or for an interview
- A careers interview
- An appointment with a Youth & Family Support Service personal advisor/CAMHS/MIND counsellor
- An approved sporting activity recognized by a national sporting body
- Moving house (1 day only)

For each of the above, evidence will be required e.g. an appointment card or letter.

When the parents or carers fails to inform the school of their child/children's absence the school responds in the following ways:

- Text message or phone call on the first day of absence
- In the case of a vulnerable or at-risk child being absent from school with no reason provided. The school will attempt to contact home by phone, and then inform the appropriate authority/agencies of the child's absence.
- Safeguarding home visits will be carried out where appropriate, if the child continues to be absent without a reason provided.

Term Time Holidays (School Unauthorised Absence)

Legislation came into effect on 1 September 2013 which means there is no longer a provision in law for the Headteachers to authorise an absence for the purpose of a term time holiday other than in a very limited set of exceptional circumstances outlined below:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with the school holidays
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
- The death or terminal illness of a person close to the family
- To attend a wedding or funeral of a person close to the family

If a request meets the above exceptional circumstances but falls within the following times, the Headteacher must be convinced that absence from school is the only option:

- The first term of any academic year (applies to all students)
- Year 9 options time (for students in Year 9)
- At any time during Years 10 and 11 (for all students in these year groups)
- At any further times as specified by the school
- Students whose attendance is classified as persistent absence

Persistent Absence

A student will be defined as a persistent absentee (PA) when they have been absent from school for 10% or more. The Department of Education reduced this threshold from September 2015 from 15% previously. Persistent Absence is a serious problem for students, leaving students at a considerable disadvantage. Students who fall below 92% threshold will be monitored and supported to improve their attendance.

Students whose attendance falls below 90% PA threshold will be supported by the Attendance and Admissions Officer and their attendance will be reviewed regularly Year Leader.

Where appropriate, Attendance Action Plans will be drawn up by the Attendance and Admissions Officer in consultation with parents or carers and relevant external agencies, such as CAMHS.

Penalty Notices

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or where an explanation has not been provided by the parent.

Penalty Notices may be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post directly to the home of a parent after a warning, or in the case of absences without acceptable cause, warnings may not be given. This may include students caught on truancy sweeps, excessive or unauthorised family holidays and persistent late arrival after the close of registration.

Parental Guidance on new legislation

We advise that parents or carers do not plan for their child to be absent without contacting the school first to obtain prior approval. Head teachers cannot retrospectively authorise absence from school under any circumstance. A penalty notice may be issued for any unauthorised absence due to holidays.

School Leavers Year 11

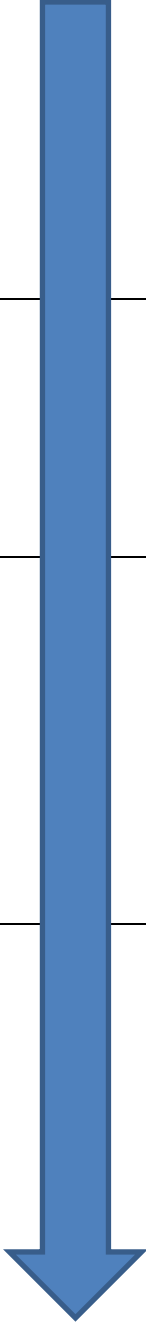
Year 11 Leavers official school leaving date will be the date of their last examination. Year 11 students are expected to register and attend school during the examination period to access subject specialist support. Revision support is provided within school for every student during the examinations.

The Secretary of State may by order determine the day in any calendar year which is to be the school leaving date for that year.

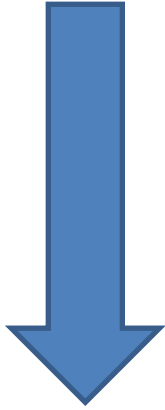
The information below contains our staged approach to improving attendance.

The Snaith School will recognize the achievement of students and groups of students with high attendance through the use of displays on the school site and communication home with parents and carers.

Attendance	Stage
98-100%	Stage 1 Excellent attendance <ul style="list-style-type: none"> • 100% weekly acknowledgements • Record in planners • Postcards for outstanding attendance • 100% attendance letters each term • Prize draw for 100% attendance
97.9-95%	Stage 2 Good attendance – light monitoring <ul style="list-style-type: none"> • Parents/carers informed if students are at risk of falling below 95% • Form Tutor tracker to monitor, celebrate improvement in student's attendance or address students whose attendance is at risk of falling below 95% via mentoring conversation and monitoring over 2 weeks. • If attendance falls below 95% move to Stage 3
94.9-92%	Stage 3 Concern - Careful Monitoring <ul style="list-style-type: none"> • Parents and carers informed that students have fallen below 95% • Parents and carers are informed if students are at risk of falling below 92% • Parental meetings/attendance panel meetings organised when a student falls below 92% • Attendance Officer notifies parents and carers that at 92% medical evidence for absence is required • HOY to be informed of improvement or decline on tracker • Student at 92% is placed on one month monitoring process. • If attendance falls below 92%, move to Stage 4
91.9-90%	Stage 4 Serious Concern – Close monitoring <ul style="list-style-type: none"> • Parents/Carers informed that student is at risk of becoming PA • Attendance Officer makes home visits where appropriate • Parental meetings/attendance panel meetings organised when a student falls below 90% or when attendance is on a downward trajectory • Attendance Officer notifies parents and carers that at this stage medical evidence for absence is required • Data collected about students attainment • Review of any monitoring contract in place • Student case file is now prepared at 90% • If attendance falls below 90% move to Stage 5



Below 90%



Stage 5

Critical

- **Parents/Carers informed that student is now PA**
- Attendance Officer makes home visits where appropriate
- Parental meetings/attendance panel meetings organised when a student falls below 90% or when attendance is on a downward trajectory
- Attendance Action Plan agreed
- Attendance Officer notifies parents and carers that at 90% medical evidence for absence is requested
- SLT attendance panel if appropriate
- Inclusion team discussions take place
- Data collected about students attainment

