



Attendance Policy

Rationale: Every Day Counts

It is our privilege and our responsibility to provide for the educational, personal, spiritual, social and emotional needs of all the young people in our school. However, as demonstrated by various studies, many of the outcomes as we prepare our young people for post-school life, will be jeopardised if regular attendance is not guaranteed. As a school we believe firmly that good attendance is an entitlement and expectation for every one of our registered students and it is the legal requirement of parents and carers to ensure that their child is in school. Poor attendance will not only result in under achievement at school - it will most likely affect the quality and satisfaction gained from the school experience. It is important to remember that there are only four reasons in law for non-attendance – religious observance, illness, school transport not being available and any other unavoidable cause – and the Government currently defines persistent absence as less than 85%.

Purpose

The purpose of this policy is:

- i) To ensure the school has high levels of attendance for the benefit of each individual student and the good of the whole school community
- ii) To ensure that parents and staff are aware of the school's expectations and procedures regarding absence
- iii) To ensure there are robust systems for monitoring the attendance of all students and intervening where necessary
- iv) To ensure consistency of approach across the school

Guidelines

1. The school aims for complete attendance by all students but has a target of 96% attendance in recognition of the fact that some level of absence is unavoidable.
2. School starts at 8:20 am and students in all years are expected to be in registration with their form teachers by that time otherwise they will be marked late. Any student arriving after 9:30am will receive a U code indicating that they have missed the morning session. The pm registration mark will be taken at the beginning of period 5 by class teachers or following sixth form procedures for those Year 12 and 13 students who do not have class. Both am and pm registrations are statutory responsibilities.
 - Where a student is on a school visit or college placement the register will be marked accordingly and so lists must be provided by supervising staff to the school office
 - Where a student is marked absent and the school has been provided with no reason then truancy call message will be activated and the absence will remain as unauthorised until an acceptable reason has been provided
3. If a student is unable to attend school for a legitimate reason, parents/carers are expected to contact school by phone or email as soon as possible to report the absence and the register will be adjusted accordingly.

a) Absence will be authorised in the following situations:

- Religious observance which falls outside the normal school holidays will be authorised up to one day
- Illness will be authorised but where there is repeated illness for which a student is not receiving specialist medical treatment, the school may request a doctor's note or ask that the student is referred to the school nurse
- Where school transport has failed and the student is reasonably unable to get to school any other way
- Where the headteacher deems the situation to be exceptional (including compassionate reasons)

Students are expected to catch up on any work missing

b) Absence will not be authorised:

- Where no explanation for the absence is provided or the explanation is not satisfactory
- For holidays taken during term time

4. Student attendance will be monitored on a fortnightly basis by Pastoral & Academic leaders and half termly by the deputy headteacher who will provide a report on attendance for SLT. Any student under 85% is automatically a cause for concern as a persistent absentee but students between 85% and 95% will also be monitored.

Attendance %	Absence per fortnight	Absence per year	Absence over 5 years
95	½ day every 2 weeks	2 weeks	¼ year
90	1 day every 2 weeks	4 weeks	½ year
85	1½ days every 2 weeks	6 weeks	¾ year
80	2 days every weeks	8 weeks	1 year

Where parents/carers are experiencing real difficulty with regard to attendance they are encouraged to contact school to try to resolve the situation.

Where the attendance of a student is causing concern the following responses can be used:

- Phone call home to express concern
- Letter from PAL indicating concern and/or asking for meeting with parents/carers to address the issue
- Letter from Deputy Head indicating concern and/or asking for meeting with parents/carers to address the issue
- Home visit
- Letter referring student to school nurse
- Letter referring the student to Education Welfare service

5. As stated above school attendance is the legal responsibility of carers and parents. Where a student is persistently absent with no reasonable cause, the school will use the support of the EWO service to pursue attendance orders, penalty notices and court proceedings.

Policy Approval:


Signature of Headteacher:



25/06/2014

Date

Signature of Chair/Vice Chair
of C&P Committee:



16/07/2014

Date