



## **Rationale:**

High, regular levels of attendance and excellent punctuality support the ethos of this school. Partnership with parents/carers is essential in ensuring this aim is achieved and that the ethos is maintained. There is a strong link between good attendance and punctuality, and levels of progress and achievement.

## **Partnership between School and Parents/Carers:**

In order to promote clear communications and strengthen the partnership with parents/carers, it is necessary to:

- Establish clear links between the home and the school
- Make clear to parents what they should do when their child is absent from school, encouraging prompt action by parents to contact the school
- Hold and maintain accurate and up to date information
- Establish with parents whether absences are authorised by the Headteacher or remain unauthorised
- Ensure that phone calls are made promptly by school staff to parents/carers when absences are unexplained or unnotified
- React quickly where a pattern of lateness or non-attendance is emerging

## **Authorised absences include:**

- Illness or other unavoidable cause
- Emergency medical or dental treatment (where appointments cannot be made outside school time)
- Religious observance
- Transport failure where travel to the school is not within walking distance
- Work placement, training placement or college placement
- Participation in a school-approved performance or sporting activity
- Education off-site approved by the school
- Exclusion
- With the school's approval, death of a close family member
- With the school's approval, a college or job interview

## **Unauthorised absences include:**

- Any absence that cannot be justified. This may include an absence supported or condoned by a parent. Such absence is truancy.
- Unnotified absence from school
- Missing lessons, having registered

## **Registration procedures:**

Pupils are registered at the start of every lesson (or at the earliest opportune moment during the lesson). The official morning registration is taken at the beginning of Period 1 at 8.50am. The official afternoon registration is taken at the beginning of Period 5 at 1:50pm. Only pupils physically present may be registered. Where pupils are taken by other staff (e.g. for small group work, mentoring, etc.) the usual member of staff should be informed by the member of staff working with the pupil.

Staff must use the following codes when registering:

- / present
- N not present
- L late

Other codes should not be used unless a code has been entered in advance by Reception, e.g. I (illness), M (medical), etc., nor should pre-entered codes be overwritten.

If a pupil/student who has been marked N subsequently arrives at the lesson, the N code should be amended to L and the number of minutes late recorded.

If a member of staff is unable to take the register in SIMS for any reason, a paper register should be taken and passed to Reception as soon as possible, particularly if period 1 or 5. If there is an on-going problem with taking a register in SIMS, Innovit should be contacted to resolve any IT issue.

If a child is absent from a lesson with no known reason (e.g. peripatetic music lesson, etc.) but has been marked present for previous lessons, the teacher should call a Pupil Support Manager to locate the absent child.

### **Following-Up Absences:**

Where no reason has been given for absence either before or on the day of the absence, the main office will attempt to contact parents/carers to determine the reason. If no reason is established after two weeks, the N ('No reason given') will be amended to O ('Unauthorised absence').

### **Supporting attendance and/or punctuality:**

Where a pupil/student builds up a pattern of absence that is unauthorised, unnotified or unjustified, this school is committed to working closely with parents/carers, mentors, teachers and external agencies to establish regular attendance. The Assistant Headteacher, in discussion with the child's mentor and/or Year Leader will agree the appropriate course of action to take.

The Assistant Headteacher with responsibility for Attendance and Punctuality will meet with the Education Welfare Officer approximately once a month to discuss cases of poor attendance, referring cases as needed so that the EWO will become involved in order to support the parents/carers and pupils. The school will run termly School Attendance Panel meetings alongside the EWO and invite in families of pupils/students who have low attendance. The EWO may take legal action where this is appropriate.

The school is required to return its PA (persistent absence) figure every half term to the LA.

### **Long-term absence resulting from physical or psychiatric illness:**

Where there are medical reasons for a pupil/student failing to attend school for a long period of time (exceeding 15 days of convalescence), the Local Authority (LA) has a duty to provide some educational support. Medical evidence stating that a pupil is unfit to attend school must be supplied to the school to enable support from the LA to be sought. This may take place at home where a parent/carer is present or in a public place or educational premises by arrangement. If a pupil is in hospital for a prolonged period, tuition may be provided on the ward if the pupil is fit enough for this.

### **Truancy and/or lateness:**

Pupils who miss lessons with no good reason are considered to be truanting. They are required to make up the time and work that they have missed in their own time.

### **Governors:**

Governors have a responsibility to oversee the school policy relating to attendance and recommend changes, and to receive regular up-dates on pupil attendance. The Headteacher is required to report annually on the effectiveness of the Policy. Governors must report to parents/carers on both attendance and punctuality as part of their annual report.

**Punctuality to school:**

Pupils/students are expected to arrive in good time to school in order for the first lesson to start promptly at 8.50am. The school gates are locked at 8.50am every morning and pupils/students arriving after this time must enter via Reception and their names recorded by a PSM. At the end of the week, names of late pupils are passed to Year Leaders and a late detention set.

**Punctuality to lessons:**

Pupils/students are expected to move promptly between lessons and to lessons after breaks. A reasonable length of time should be given by teachers to allow for movement around the school but excessive lateness should be marked in the registers as L and the number of minutes late recorded. Pupils/students should be sanctioned with a loss of points and/or detention as set out in the [Behaviour Policy](#).