ATTENDANCE POLICY

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WE BELIEVE THAT

Children cannot learn if they do not attend school - attendance at school is a prerequisite to learning.

AIMS

- To develop attitudes and behaviours that enable pupils to take an active and responsible role in the adult world.
- To recognise the importance of attendance to the overall achievement of pupils in school.
- To promote a positive attitude towards attendance and good timekeeping with pupils and parents/carers, and to reward good attendance.
- To monitor and organise procedures to encourage good attendance.
- To create a climate which gives attendance a high profile and ensures that absence for any reason is kept to a minimum.
- To ensure that non-attendance and poor punctuality are effectively monitored and absence followed up.

ROLES AND RESPONSIBILITIES

It is the responsibility of all staff, parents/carers and pupils to ensure good attendance and punctuality at school.

TEACHERS / FORM TUTORS

- Will monitor attendance and punctuality and inform Head of House / Assistant Head of House of any concerns.
- Will be vigilant and inform the Head of House / Assistant Head of House if any pupil is giving cause for concern or if there are patterns of authorised or unauthorised absence.
- Will inform pupils of weekly attendance and punctuality and ensure this is written into pupil planners.
- Will ensure that all registers are up-to-date, accurate and completed on time, in accordance with school procedures and statutory requirements.

**HEAD OF HOUSE / ASSISTANT HEAD OF HOUSE
(with the assistance of Personal Assistant)**

- Will monitor registers on a regular basis to check for trends in absence and punctuality.
- Will liaise with Leadership / Attendance Officer and other agencies.
- Will ensure that all staff are following procedures on completing registers and refer any concerns/ problems to the Head of House or Leadership.
- Will check with leadership if pupil absences can be authorised.
- Will generate data that will produce 100% Attendance Certificates for pupils.
- Will distribute individual attendance summaries to pupils in their House.
- Will host School Attendance Review Meetings with the Attendance Officer.
- Will set a detentions for those pupils who arrive to form after 8.50am without a validated reason.

- Will monitor:
  - late pupils
  - vulnerable groups
  - pupils at risk of becoming persistently absent (attendance rate under 95%)
  - persistently absent pupils (attendance rate under 90%)
- Will inform the Local Authority if any pupil fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.*
- Will organise which pupils receive safe and well checks from the attendance officer.

Refer to 'Keeping Children Safe in Education September 2016' Part One: 'Information for all school and college staff' and page 13: 'Further information on a child missing from education' for further information.

*Regulation 12(1) of the Education (Pupil Registration) (England) Regulations Amendment 2016

LEADERSHIP

- Will ensure that parents/carers are informed about attendance and the procedures and criteria for authorising absence.
- Will consider applications for absence from school and communicate with parents/carers.
- Will collate attendance data at the end of each term and the end of the academic year, or as required, and set annual attendance targets.
- Will develop and update strategies to promote and reward good attendance and punctuality.
- Will maintain and regularly update attendance leaflet displayed on the school's website for all pupils, parents and carers to see. If parents/carers cannot access this online, they can collect a hard copy from the school's reception.
- Will liaise with the Attendance Officer to develop initiatives and strategies to improve/maintain attendance.
- Will monitor and analyse attendance, providing whole school data for internal and external use.
- Will inform the Governing Body about rates of attendance, making them aware of the strategies used to maintain and improve attendance and punctuality.
- Will chair meetings with Leadership, House Personal Assistants, Assistant Heads of House, Heads of House and/or the Attendance Officer for pupils with attendance and punctuality concerns.
- Include an Attendance Summary in pupils' Termly Report to Parents.
- Will attend Attendance/Punctuality Panel Meeting with pupils, parents, Heads of House / Assistant Heads of House, Success Centre Manager and/or Attendance Officer.
- Will inform the Local Authority of any pupil who is going to be deleted from the admission register, in line with guidance for children missing from education in 'Keeping Children Safe in Education July 2015'.*
- Will arrange the 100% Attendance Assembly for each academic year.

*Regulation 12(1) of the Education (Pupil Registration) (England) Regulations Amendment 2016

ADMIN AND HEADS OF HOUSE PAs

- Will provide a first day phone call to absent pupils where appropriate, to ensure safeguarding.
- Will take telephone messages when pupils are absent from school and inform their Head of House and Assistant Head of House.
- Will encode CMIS to explain absences.
- Will provide Heads of House / Assistant Heads of House with a weekly print out of all form groups' attendance and punctuality for monitoring.
- Will provide 100% attendance data for Heads of House and other data as required.
- Data Manager to provide weekly accumulative attendance/punctuality data.

PARENTS/CARERS

Parents/carers have a legal duty to ensure their child attends school in a fit state to learn and:

- Will contact the school on the first day of absence, by telephone before 8.40am, giving reasons for absence, followed by a medical evidence, if applicable, confirming reasons and dates of absence.
- Must complete an 'Absence from School' request form for any known absence 8 weeks prior to a known absence.
- Should avoid taking their child out of school during term time and certainly when school tests or examinations are taking place.
- Will phone or provide a note if their child arrives after 9.30am.
- Will make medical appointments before or after the school day where possible.
- Will risk being prosecuted by the Local Authority if they fail to ensure their child attends school regularly.

PERSISTENT ABSENCE

If your child's attendance falls below 90%, he/she will become a 'persistently absent' pupil and will be monitored closely by an Assistant Head of House and our Attendance Officer.

Barr Beacon will inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

For further information and guidance please refer to page 15 of Barr Beacon School's 'Child Safeguarding Policy'.

HOLIDAYS

The Headteacher **will not be able to grant** any leave of absence during term time, for any purpose, unless there are exceptional circumstances.

If a parent decides to take a holiday in term time and it has not been authorised, they will receive a **fixed penalty** and have **to pay £60 for each child removed from school**. This will need to be **paid within 21 days** and, if not paid within this time, the charge **will rise to £120 per parent per child and must be paid within 28 days** to avoid potential prosecution.

PUPILS

- Morning registration is from 8.50am to 9.10am. Pupils should be waiting outside their form room, no later than 8.45am.
- Afternoon registration is completed from 2.00-2.10pm.
- If pupils arrive after 9.10am they must sign in at the House Office.
- Pupils who arrive after 9.30am will be coded as U (late after registration has closed, which is an unauthorised absence - pupils are on site, but this is legally recorded as an absence).
- Pupils should present reasons for absence to the Form Tutor / House PA on their return to school.
- Pupils should arrive on time for all lessons.
- Pupils to record current attendance/punctuality in planners.