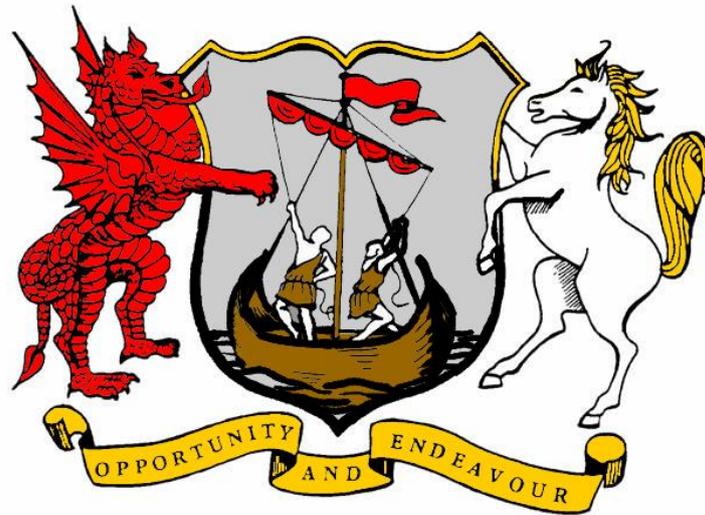


HAYGROVE SCHOOL



ATTENDANCE POLICY

LINKS:

DATE: July 2018

POSTHOLDER RESPONSIBLE: Mr Greg Walters / Mrs Tonya Bryant

GOVERNING COMMITTEE RESPONSIBLE: Standards & Performance

DATE RATIFIED BY GOVERNORS: 24 January 2019

AUDIENCE: Parents, students, staff

DATE OF NEXT REVIEW: July 2019

ATTENDANCE POLICY

We place a high priority on regular attendance and punctuality by our students. The following systems are in place to support our students and their families in the achievement of regular and full attendance. Whilst all students should aim for 100% attendance, our whole school target for the academic year 2017/18 is 96%: this is what we at Haygrove School consider regular school attendance.

Introduction

We recognise that:

- regular attendance is essential if our students are to make the most of the educational opportunities offered to them;
- irregular attendance disrupts continuity of learning, undermines educational progress and leads to underachievement;
- irregular attendance harms young people's prospects in later life. They are less likely to be in full-time education or to have a good job with training opportunities. They are more likely to be unemployed;
- students who attend school irregularly put themselves at greater risk of becoming victims of crime or abuse, or get drawn into criminal or anti-social activities themselves;
- Haygrove School Academy follows Somerset Local Authority and DfE Guidelines.

The Role of the Local Authority

All children of compulsory school age (5-16) must receive suitable education. Parents are responsible for ensuring that this takes place, either at school or by an effective alternative to school.

The Local Authority has powers to ensure that parents meet their duties. When attendance is unsatisfactory the LA may:

- issue a Warning Penalty Notice which may result in a Fixed Penalty Notice of £60 per parent;
- prosecute parents under section 444 1 or 1a of the 1996 Education Act;
- apply to the courts for an Education Supervision Order;
- issue a Fixed Penalty Notice of £60 per parent per child for holiday taken in term time.

The Role of the School

The school monitors attendance through its registration system and decides how to authorise absence.

Good Attendance: will be recognised by Heads of Year in assemblies, through letters of commendation and through reward systems.

The Role of the Parents

Parents have the prime responsibility for ensuring that their children attend regularly. If this does not happen, they need to work closely with the school and the Education Welfare Officer (EWO) to resolve the problem. Parents can help by keeping requests for their child to be absent from school to a minimum. If a student cannot attend school, the parent is responsible for informing the school. Parents are asked to follow the procedures adopted by the school for reporting reasons for absence.

Monitoring Absence

The school has a good attendance rate. This is a result of the high priority it gives to attendance and punctuality. The Assistant Head - Pastoral, as a member of the School Leadership Team, has a specific responsibility for student attendance.

Only the school can authorise an absence. The fact that a parent has offered an explanation for an absence does not oblige the school to accept it as a valid reason for absence.

All absence from school is carefully monitored.

- Parents are asked to notify the school of reasons for their child's absence on the first day of absence and every following day wherever possible.
- Parents are contacted as soon as possible and no later than the third day of absence, notifying them of absence and seeking explanation. When appropriate, parents are contacted on the first day of absence.
- Form Tutors register students twice a day, at the beginning of morning and afternoon sessions.
- Teachers register teaching groups at the beginning of each lesson.
- Heads of Year carry out spot checks.
- Heads of Year, Form Tutors and our Early Intervention & Vulnerable Student Mentor monitor attendance rates and patterns of absence on a fortnightly basis.
- If a member staff has reason to doubt the authenticity of a student's absence, the Head of Year will be notified.
- Parents will be notified by [School Letter 1](#) if a student's attendance is causing concern.
- The Government classifies any student whose attendance is 90% or under as a Persistent Absentee. In such instances, parents may be sent [School Letter 2](#) which invites parents into school to meet with the student's Head of Year and/or our Early Intervention & Vulnerable Student Mentor to discuss possible ways in which we can support.
- Where there are continuing high levels of absence due to illness, [School Letter 3](#) may be sent to request medical evidence to support further absences. This request will be reviewed after 6 months.
- Where there are 20 unauthorised absences or more, the school may refer to the Education Welfare Service
- If a holiday request is not authorised and the holiday is still taken, a penalty notice of £60 per parent per child may be issued.

Authorising an Absence

We recognise the importance of developing a culture and good ethos in which students want to learn and attend school. The school follows the Somerset Local Authority strategy for School Attendance and DfE Statutory Guidelines, November 2016.

The decision to authorise an absence rests with the Headteacher.

Haygrove School is committed to following Statutory Guidelines and Legal Processes and will request warning penalty notices or Education Welfare involvement where there are a significant number of unauthorised absences.

Registration System

(Details for the completion of registration duties are set out in separate guidance to staff.)

The school uses the SIMS attendance and Lesson Monitor to record attendance at registration and in lessons. Staff are made aware of the necessity of keeping accurate records of attendance.

The following must be shown:

- whether the student is present or absent.
- if absent, whether the absence is for approved educational activity, authorised or unauthorised.

APPROVED EDUCATIONAL ACTIVITY is not recorded as an absence. It covers supervised activity, undertaken off-site but with the approval of the school.

This category may include:

- work experience;
- field trips;
- foreign exchanges;
- sporting activities;
- link courses;
- tuition at another school (while remaining on the home school roll).

AUTHORISED ABSENCE may include:

- illness;
- medical and dental appointments;
- family bereavements;
- graduation of an elder sibling;
- days of religious observance;
- interview with a prospective employer or for a place at an institute of F.E.
- music examination;
- study leave for Year 11;
- exclusion.

UNAUTHORISED ABSENCE may include:

- non-attendance and failure to provide adequate explanation;
- minding the house or looking after siblings or other relatives;
- shopping during school hours;
- students removed from school without permission.

Education Welfare Officer (EWO)

Student attendance is monitored closely by the Head of Year and Early Intervention and Vulnerable Student Mentor through the SIMS Attendance Module. The EWO liaises with the school and meets with the Early Intervention and Vulnerable Student Mentor. The EWO and school jointly agree action necessary to support students with a poor attendance pattern. When a student's attendance causes concern either as a result of consistent non-attendance or through a developing pattern of inappropriate attendance, a referral to the EWO may be made.

Lateness Procedure

Punctuality is actively encouraged. Where persistent lateness occurs the following action will be taken:

- Letters confirming 'Late Detention' on a Friday after school will be sent home.
- The Head of Year will contact parents to seek their help in rectifying the situation.

Truancy

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| 1. | If discovered missing from school | Parents to be notified immediately by telephone.
Student interviewed upon return by the Head of Year.
Attendance check to Tutor and lunchtime/after school detentions to make up lost work time. Henceforth parents to notify school on first day of any period of absence. |
| 2. | Second offence | As above.
Attendance check to Head of Year and detentions to make up lost work time.
Parents invited into school by Head of Year. |
| 3. | Further offence | Interview with Assistant Head - Pastoral Assistant Head – Pastoral's Report.
Possible referral to EWO |

Students on Work Experience

If students do not attend their agreed placement, both their parents and the "employer" are requested to inform the school.

Holidays During Term Time

Haygrove School Academy follows Government regulations (amended September 2013). Absence as a result of holidays taken during term time will not be authorised unless there are exceptional circumstances. Parents need to apply for holiday absence with details of such exceptional circumstances, IN ADVANCE, to the Headteacher for consideration.

If the absence is not authorised, a Fixed Penalty Notice of £60 per parent per child may be issued if your child's attendance is less than 96% on return from the holiday. Early on in any new academic year, your child's attendance from the previous academic year may need to be considered.