****

 **POLICY STATEMENT**

|  |  |
| --- | --- |
| Policy | Attendance policy |
| OFSTED Standard No |  |
| School Department  | Teaching. Learning and assessment  |

|  |  |
| --- | --- |
| Date Written | 6th April 2017 |
| Written by | G Sutton |
| Approved by | G Sutton |
| Date of Approval | 6th April 2017 |
| Next major review date | 6th April 2018 |
| Location and disseminations | A copy of the policy can be found, in the school admin office and on the school website.  |
| The context of the policy and its relationship to other policies  | This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding. |

Attendance policy

**Mission Statement**

Regular attendance at school is important for ensuring a student’s educational success. Absenteeism not only affects the continuity of a student’s education, causing extra effort on the part of teacher and student to catch up on missed work, but also risks underachievement for the student.

The aim of the Attendance Policy at Buckswood School is to:

* Ensure that students are made aware that regular attendance at school is essential to their learning and attainment so that they perform successfully in all areas of school life.
* Maintain an attendance of at least 95%.
* Establish attendance and punctuality monitoring procedures which are understood by all students, staff and parents/carers.
* Establish procedures to raise overall attendance and punctuality and to acknowledge those students who attain 100% attendance each term.
* Support students who are experiencing genuine difficulties in attending school.

**Promoting attendance**

* The School will promote outstanding attendance through the following rewards:
* Letters will be sent home for students with 100% attendance and punctuality at end of Terms 2, 4 and 6 and names displayed as a Roll of Honour on screens.
* Assemblies focusing on punctuality and attendance.

**Roles and Responsibilities**

**Parents/Carers**

Parents have the prime responsibility for ensuring that registered students of compulsory school age attend regularly and on time. They must ensure that they do not allow their daughter or son to have time off school unless it is really necessary. This includes making medical and dental appointments outside school time wherever possible and not taking their daughter or son out of school during term time for family holidays.

Parents do not have a legal right to take students out of school on holiday.

Any application for taking a student out of school is considered individually by the Headmaster, taking into account factors like the timing of the holiday and the child’s attendance record.

Parents are requested

* never ask for time off during exam or test periods unless for exceptional circumstances;
* not book travel for holidays in term time, until they have sought the school’s permission;
* remember that the school might not agree to authorise the time off and the absence will be recorded as unauthorised.
* An absence may also be recorded as unauthorised if it is found that a holiday has been taken without seeking permission in advance.

It is the Parents responsibility to notify the school on the first day of their child’s absence or if they are late either by telephoning the School’s Attendance Officer on 01424 815915 or e-mailing acadmin@buckswood.co.uk

The Designated Safeguarding Lead will check the registers in the morning. When a student has not arrived and a message has not been received, they will refer to the Head of Department. After consultation with the Head of Department, the Safeguarding Lead may request a medical certificate if an absence is beyond five days or there has been repeated bouts of absence that accumulate over a period of time.

If a student’s absence is not accounted for, e.g. they abscond on route or during the school day, parents/carers must be informed immediately and the Head of Teaching & Learning and the Designated Safeguarding Lead must be informed. Procedures for ‘a child missing from education’ will then be followed.

In cases of longer term absence parents should stay in close communication with the Department Manager to discuss accessing work for their daughter or son.

The Head of Teaching & Learning has responsibility for authorising absence. Where the Head of Teaching & Learning does not feel the absence is unavoidable or necessary then they will exercise the right to decline authorisation.

Where there is a pattern of poor or irregular attendance without clear reason the Head of Teaching & Learning has the right to request medical certification of any absence justified by parents on health grounds.

Where there is significant cause for concern and there is no evidence of improvement in attendance or punctuality following intervention, the Safeguarding department. Lead may refer the student to the SENCO and a referral to Sussex Educational Welfare Officer will be made. The school may also submit a request through the Sussex Attendance and Behavioural Service to issue a Penalty Notice. Failure to pay the penalty notice in full by the end of the 42 day period could result in prosecution by the Local Authority.

**Students**

In accordance with the Home School Agreement and the Code of Conduct it is also the student’s responsibility to attend school regularly and arrive at school in good time, so that they can be punctual for registration and lessons and be ready to learn.

If students are late they must sign in at the school office. Students are also expected to sign out if they leave the school site for any reason and hand in to the

Receptionist a signed letter from their parent which has also been signed by their Form Tutor.

**Safeguarding Lead/Attendance Officer**

The Safeguarding Lead will look out for patterns of absence or cases of unauthorised absence and bring these to the attention of the Head of Department as soon as possible.

**Head of Department**

If there are concerns about a particular student, the Head of Department will request data from the Attendance Officer in order to investigate any concerns. Where necessary the Head of Department will meet with the student, issue a punctuality report, inform the parent or discuss referral to the Safeguarding Lead as necessary.

If no evidence of improvement is seen the Head of Department will consult the Head of Teaching & Learning and if appropriate, the Safeguarding Lead to record the absence as unauthorised and a referral to the Sussex Referral Unit will be made. This may lead to the Attendance and Behavioural Service to issuing a Penalty Notice.

**Attendance Officer**

The Attendance Officer will monitor attendance on a weekly basis from the start of the year and alert the parent and the Head of Department to any concerns.

**Subject Teacher**

Subject Teachers have a responsibility to maintain an electronic register for each lesson and to alert the Head of Department if they are concerned about a particular pattern of absence. When writing reports home to parents, Subject Teachers will comment on the impact of poor attendance on learning where appropriate.

**Head of Teaching & Learning**

The Head of Teaching & Learning will encourage a good working relationship with parents by regularly publicising the arrangements for notifying absence and the schools policy towards authorised absence and punctuality in the Home-School Agreement and Code of Conduct.

**Sanctions relating to Punctuality and School Attendance**

The following relates to punctuality to morning and afternoon registration and attendance at school.

*Attendance and punctuality relating to lessons is to be dealt with by the subject area according to the Behavioural Policy.*

**Significant Absences – scholars with Visas**

The school is obliged to report significant absences of scholars with Visas to the UK Boarder Authority.

**Monitoring and Evaluation of the School’s Attendance Policy**

The Head of Department and tutor team meet regularly to discuss the attendance

and punctuality of students and monitor and evaluate the impact of the attendance policy.

Training in applying the School’s attendance policy is provided as part of the induction of new staff, or to existing staff when any changes are made to the policy.

Date of adoption: October 2015

Lead Reviewer: Designated Safeguarding Lead

Link Policies: Behaviour Policy

Curriculum Policy