

# POLICY STATEMENT



Policy	Attendance policy
OFSTED Standard No	
School Department	Teaching, Learning, Assessment and Tracking

Date Written	25 June 2018
Written by	G Sutton/S Cheshire
Approved by	SMT
Date of Approval	26 June 2018
Next major review date	14 <sup>th</sup> August 2019
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.
Forms, feedback and reporting	Some policies have specific reporting forms (these would be indicated within the policy). However, don't panic if you cannot locate the correct reporting or feedback form you will find, next to every policy on the web site that there is an online report form and rating form for any feedback that you may wish to give.

## 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 each term (Christmas, Easter and Summer) 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 co-principals, taking into account factors like the timing of the holiday and the child's attendance record.

Parents are requested to

- 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.

Please note that 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 Parent/Guardian's responsibility to notify the school on the first day of their child's absence (and every subsequent day of absence) or if they are late either by telephoning the School's Attendance Officer on 01424 815915 or e-mailing [attendance@buckswood.co.uk](mailto:attendance@buckswood.co.uk)

The Attendance Officer 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 Year. After consultation with the Head of Year, the Attendance Officer 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 Attendance Officer and DSL must be informed. The missing student policy will then be followed.

In cases of longer term absence parents should stay in close communication with designated senior manager to discuss accessing work for their daughter or son.

The co-principals have final responsibility for authorising absence. Where they do 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 attendance officer 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 lead may refer the student to the SENCO and a referral to Sussex Educational Welfare Officer will be made. The school may also issue a written warning to the parent/guardian and invite them in to discuss their child's attendance issues.

## **Students**

In accordance with the school rules 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 the adult bringing them in to school must sign them in at reception. The same applies for students leaving site for any reason during the school day.

## **Attendance Officer**

The Attendance Officer will monitor attendance on an ongoing basis from the start of the year and alert the parent and the Head of Department to any concerns. The Attendance Officer 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. **Letters will be sent home to parents/carers after a child has had 5 days of absence requesting a doctor's certificate.**

## **Head of Year**

If there are concerns about a particular student, the Head of Year will request data from the Attendance Officer in order to investigate any concerns. Where necessary the Head of Year will

meet with the student, issue a punctuality report (Green Card), inform the parent or discuss referral to the Safeguarding Lead as necessary.

If no evidence of improvement is seen the Head of Year will consult the Co-Principals and if appropriate, the Safeguarding Lead to record the absence as unauthorised and a referral to the Sussex Referral Unit may be made.

## **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.

## **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 Border Authority. Students with attendance below 80% are subject to cancellation of their visa.

## **Monitoring and Evaluation of the School's Attendance Policy**

The SMT 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: June 2018

Lead Reviewer: Attendance Officer

Link Policies: Behaviour Policy,

Curriculum Policy