



WHOLE-SCHOOL ATTENDANCE POLICY

Broadfield Specialist Secondary GLD School

Introduction:

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly.

Why Regular Attendance is so important:

Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason (EG: medical appointments) creates an offence in law and may result in prosecution.

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Promote a culture across the school which identifies the importance of regular and punctual attendance;
- Give you details on attendance in Educational Reviews
- Continue to foster positive and consistent communication between home and school
- Make attendance and punctuality a priority for everyone associated with school, including parents, pupils, staff and governors.
- Set targets to improve individual pupil and whole-school attendance.

Understanding types of absence:

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. EG:

- Parents/carers keeping children off school unnecessarily
- absences which have never been properly explained
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed

- holidays that exceed the amount agreed by the Headteacher

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 15% (approx... 30 days in one year) or more of their schooling across the school year **for whatever reason.**

Absence Procedures:

If your child is absent you must:

- Contact us as soon as possible on the first day of absence

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you or send you a letter if we cannot contact you
- Keep a record of any communication with you on a 'Record of Action Taken' form
- Refer the matter to the Local Authority School Attendance Team if necessary where appropriate as per Local Authority protocol.

Telephone numbers:

Please make sure that school has correct contact phone number/s for you at all times

In-School Strategies to Improve Attendance/Punctuality (see appendix):

School may consider using the following strategies to help support parents in improving their child's attendance and/or punctuality. This includes:

- Meetings in school between parents, pupils, staff and the Headteacher;
- Use of the Common Assessment Framework (CAF) and/ or referral to outside agencies (including the Local Authority School Attendance Team)
- Penalty notices

The Local Authority School Attendance Team:

If difficulties cannot be sorted out using in-school strategies, the school may refer the child to the Pupil Attendance Support Team (PAST). They will try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, and unauthorised absences persist the case may be referred to the Court Officers, who can use sanctions such **as Penalty Notices or prosecutions in the Magistrates Court.** Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

Holidays in Term Time:

There is **no** automatic entitlement in law to time off in school time to go on holiday.

Only in 'exceptional' agreed circumstances will 'leave' be authorised by the school. In certain circumstances, parents risk losing their child's place on the school rolls if the pupil does not return to school on the agreed return date, and readmission cannot be guaranteed. The specific circumstances which outline when a pupil can be removed from roll are laid out in Regulation 8 (1) (f) (i-iii) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2010)

Parents will be asked to attend a meeting to discuss educational opportunities for their child whilst on extended leave.

Religious Absence:

The school will authorise one day 'leave' (i.e. the day set aside by the Religious Body of which the parent is a member) per religious festival, e.g. Eid, but no more than 3 days in any one academic year.

Roles and responsibilities for attendance matters in this school:

Parents:

- Ensure children come to school every day
- Contact school on 1st day of absence
- Avoid holidays in term time wherever possible and apply in advance using 'Leave of Absence Form'
- Attend meetings in school
- Participate in Home / School Agreement and Common Assessment Framework, and cooperate in support and interventions offered by school or other agencies

Pupils:

- Make sure you get enough sleep
- Be ready for the school bus when it picks you up
- Come to school every day
- Tell parents and teachers if things are going wrong for you
- Work with parents and teachers to put things right for you

Headteacher / Attendance Officer

- Take the lead in ensuring attendance has a high profile within the school
- Work with designated members of key staff in school to ensure that attendance is a high priority in our school
- Work with the CSA & other agencies to further ensure pupil attendance
- **If absence is persistent without good reason the LCC legal policy will be followed:**
 - **Fixed penalty notices**
 - **Parenting Orders**
 - **Prosecution**

Designated Staff:

- Updated registers – *classroom staff*
- First day response: Contact parents if a reason for absence has not been provided & record the outcome – *Attendance Officer*
- Input and update the attendance registers electronically – *Attendance Officer*
- Regularly identify and monitor pupil, class and whole school attendance and punctuality levels, particularly that of vulnerable groups – *Attendance Officer*
- Regularly communicate pupil attendance and punctuality levels to parents
- Work with children and parents to remove barriers to regular and punctual attendance,

All School Staff:

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupils' concerns
- To be aware of factors that can contribute to non-attendance
- To see pupils' attendance as the responsibility of **all** school staff
- Participate in training regarding school systems and procedures

Governors

- Adopt the whole-school policy and review regularly
- Monitor the consistent implementation of the attendance policy
- Set aspirational targets for improving the school's attendance figures

School targets, projects and special initiatives:

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

We expect a high level of attendance, 100% wherever possible, to ensure a high level of achievement for your child.

Throughout the school year we monitor absences to show us where improvements need to be made.

Summary:

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils, as this is the best way to ensure as high a level of attendance as possible.

Policy developed / amended by:	Date:	Approved:
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