



The Derby High School
POL007
Attendance Policy

Audience: Public

ATTENDANCE POLICY

OUTLINE

The Derby High School Science and Arts College is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We all endeavour to provide an environment where all students feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Bury attendance targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving the set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

REVISION LOG

| Change Date | Reason for change | Details | Approved By |
|--------------------|--------------------------|----------------|-----------------------|
| Spring 2014 | Document Created | First Revision | School Governing Body |
| Spring 2015 | Annual Review | | School Governing Body |
| Spring 2016 | Annual Review | | School Governing Body |
| Summer 2017 | Annual Review | | School Governing Body |
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SCHOOL PROCEDURES

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Head Teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

ATTENDANCE TARGETS

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

Our target is 96% 2017/2018

LATENESS

School starts at 8:50am, students must be in their form room before 8:55am. If a student has not registered by 8:55am he/she is late. The a.m registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Students must move swiftly to their Form if they arrive between 8.55 and 9.09 unless they have been delayed due to school bus issue in which case they must first report to the school office.

Students arriving after 9.09am must also report to the main office stating their name, form, time and reason for lateness.

It is the responsibility of the student to ensure they register/sign in.

Students arriving late to school due to an appointment are expected to bring a confirmation note/proof of appointment.

The afternoon registration will be at 1:25pm at the start of period 4

The registers will close at 1:30pm

Students with persistent lateness will face school sanctions. Any student late on two or more occasions in one week will complete an after school detention on the following Tuesday.

- 2 lates= 30 min detention
- 3 lates= 40 min detention
- 4/5 lates = 50 min detention

Please note that a late arrival on an assembly day results in a 30 minute afterschool detention.

The precise length of the detention and the time of the detention will be communicated to parents/carers in advance of the day of the detention. Parents/Carers must inform school of any change to mobile numbers. During the detention students will complete some tasks that allow them to reflect on the reasons for their lateness and on the impact that poor punctuality can have.

Failure to attend the Tuesday detention will result in an automatic hour detention on Friday (or the final day of the week if Friday is a holiday/training day).

Students who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with the school and parents/carers/guardians will be arranged to discuss what support can be offered.

Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

FIRST DAY ABSENCE

Parents are expected to contact the school if their son/daughter is absent before 10am. Mrs A. Brooks, the school's Attendance Officer, will arrange for the parents of children who are absent whose parents have not contacted the school to explain the absence, to be contacted by school, (parents/carers must inform school of any change to mobile numbers). Parents are expected to contact the school on a daily basis when their son/daughter is absent and a note should then be sent into school on the day of return to Mrs Brooks explaining the absence. Students who are absent from school for more than 5 consecutive days will be requested to supply medical evidence confirming the reason for absence.

CONTINUING ABSENCE

Any student who is absent without an explanation for 5 consecutive days will be reported to the Local Authority by submitting a home request form to the Children's Services School Attendance Team who will then carry out a home visit to ascertain the absence.

Any student who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services School Attendance Officer (***This is a legal requirement***). The school will include details of the action that they have taken.

FREQUENT ABSENCE

It is the responsibility of the form tutor to be aware of and bring to the attention of the year coordinator, any emerging attendance concerns. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parent/carers. If this is unsuccessful the school will refer to the Children's Services School Attendance Officer.

PERSISTENT ABSENCE (DEFINED IN LEGISLATION AS 10%)

Students whose attendance drops to 95% (either authorised or unauthorised) need to be closely monitored by both the form tutor and the Year Coordinator. Early referral to the Children's Services School Attendance Officer is essential in order to try to prevent the attendance dropping any further. The use of individual interviews with the Year Coordinator, School Attendance Officer and these students have been shown to be of benefit in many cases. Regular contact of both a positive and negative nature should also be maintained.

Students whose attendance falls to 90% for 2017-2018 may be referred to the Children's Services School Attendance Officer for further action to be taken.

A WELCOME BACK

It is important that on return from extended absences that students are made to feel welcome. This should include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to the other students.

ABSENCE NOTES

Notes received from parents explaining absence should be kept for the remainder of the academic year by Mrs Brooks the Attendance Officer. If there are attendance concerns about the student, they may require further investigation, then the notes may need to be retained for a longer period.

PROMOTING ATTENDANCE

Good attendance and punctuality is rewarded throughout the year through weekly best attendance trophies and during end of term reward assemblies. The school will use opportunities as they arise and at parents' evenings to remind parents/carers, that it is their responsibility to ensure that their children attend school.

ILLNESS DURING THE SCHOOL DAY

If a student takes ill during the school day and it is felt that they are unable to continue with lessons and need to go home the school will contact parents/carers based on the SOS contact details that have been supplied. Parents/carers must inform school of any change to mobile numbers. School will not call numbers that are not on the official contact list supplied by parent/carers. All students are expected to follow this procedure, they should not contact parents in the first instance.

Students who are ill must be collected by an appropriate adult.

APPOINTMENTS DURING SCHOOL HOURS

If a student needs to leave during school hours for a medical appointment then the request must be in writing stating the date and time the student needs to leave school and the reason. A copy of the medical appointment card is also required.

All students must be collected by a parent/carer if they are leaving school for an appointment.

Pupils are not permitted to leave school on their own.

REQUESTS FOR ABSENCES IN TERM TIME

The Headteacher **cannot** grant leave for holidays in term time as the law gives **no** entitlement to parents to take their child on holiday during term time. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

Any other application for leave must be put in writing for the attention of the Headteacher but would only be granted for absolutely exceptional reasons and then very rarely. If the request is denied school will inform the parent/carer of the reason by letter.

THE REGISTRATION SYSTEM

The School uses a computerised system for keeping the school attendance records. The following national codes will be used to record attendance information.

| CODE | DESCRIPTION | MEANING |
|------|--|-------------------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated off site (NOT Dual registration) | Approved Education Activity |
| C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| D | Dual registration (i.e. pupil attending other establishment) | Approved Education Activity |
| E | Excluded (no alternative provision made) | Authorised absence |
| F | Extended family holiday (agreed) | Authorised absence |
| G | Family holiday (NOT agreed or days in excess of agreement) | Unauthorised absence |
| H | Family holiday (agreed) | Authorised absence |
| I | Illness (NOT medical or dental etc. appointments) | Authorised absence |
| J | Interview | Approved Education Activity |
| L | Late (before registers closed) | Present |
| M | Medical/Dental appointments | Authorised absence |
| N | No reason yet provided for absence | Unauthorised absence |
| O | Unauthorised absence (not covered by any other code/description) | Unauthorised absence |
| P | Approved sporting activity | Approved Education Activity |
| R | Religious observance | Authorised absence |
| S | Study leave | Authorised absence |
| T | Traveller absence | Authorised absence |
| U | Late (after registers closed) | Unauthorised absence |
| V | Educational visit or trip | Approved Education Activity |
| W | Work experience | Approved Education Activity |
| X | Untimetabled sessions for noncompulsory school-age pupils | Not counted in possible attendances |
| Y | Enforced closure | Not counted in possible attendances |
| Z | Pupil not yet on roll | Not counted in possible attendances |
| # | School closed to pupils | Not counted in possible attendances |

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes. Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years.

THE LAW

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

[a] To his age, ability and aptitude and [b] To any special needs he may have; either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in: The Education [Pupil Registration] (England) Regulation 2006

PENALTY NOTICES

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA Officers, Head Teachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came in to force on 27th February 2004.

A Penalty Notice may be issued in the following circumstances:

Overt Truancy

Parentally-condoned absences

Holidays in term-time

Persistent late arrival at school

Penalty Notices are issued by the Local Authority at £60 per parent per child if paid within 21 days of date of issue, rising to £120 per parent per child if paid within 28 days of the date of issue. Failure to pay the Penalty Notice may lead to legal action being taken against you.