



The Derby High School  
POL007  
Attendance Policy

Audience: Parents/carers

# ATTENDANCE POLICY

## OUTLINE

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. We regularly share with students and their parents or carers the importance of regular and punctual attendance. It is the responsibility of parents/carers to ensure that their children attend school and are punctual.

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.

## PROMOTING GOOD ATTENDANCE AND PUNCTUALITY

In recognition of the importance of good attendance and punctuality records for all students, high standards are rewarded at regular points during the academic year as well as during our end of year celebration week. These include reward assemblies celebrating high standards, as well as improvements made by pupils over time. For reward purposes, attendance totals are not linked to form groups, but an individual student.

Studies show that good standards of attendance can be directly linked to the amount of progress, and ultimately the final GCSE results of the individual student. For instance, statistics show that students with no absence are more likely to achieve 5 good GCSE grades including English and Mathematics than pupils who are regularly absent from school.

## ATTENDANCE TARGETS

We set whole school attendance targets each year. Additional targets are set for each year group using prior attendance data to ensure they are realistic and challenging.

Our whole school attendance target is 96% for 2018 to 2019.

Pupils are required to keep a weekly log of their attendance and record this in their school planner. Their attendance data is supplied by the child's form tutor. Parents/carers can monitor their child's attendance by using the records in the school planner and the parents apps we have available.

## SCHOOL PROCEDURES

Any child who is absent from school at the morning or afternoon registration session can have their absence recorded as authorised, unauthorised or as an approved educational activity [attendance out of school].

## FIRST DAY ABSENCE

Mrs A. Brooks is the school's Attendance Officer. Parents are expected to contact the school before 10:00am if their son/daughter is absent from school on that day. 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 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 Children's Services School Attendance Team at the Local Authority, they will then carry out a home visit to assess the absence.

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

## FREQUENT ABSENCE

Form tutors will monitor attendance of pupils in their form groups, as well as other senior members of staff. 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) will be closely monitored by both the form tutor and the Year Coordinator.

Students whose attendance falls to 90% or below for 2018-2019 will be referred to the Children's Services School Attendance Officer for further investigation.

## LATENESS

Being punctual is something that colleges and employers find exceedingly important and valuable. We strive to ensure that pupils recognize the importance of being punctual to develop positive habitual behavior to adequately prepare them for their post-16 journeys.

School starts at 8:45am. A bell will ring at 8.40am and so students are in their form room before 8:45am. If a student has not registered by 8:45am he/she is classed as being late to school.

Students with persistent lateness will face school sanctions including after school detentions and other appropriate sanctions in an attempt to remedy the concern and ensure that pupils see the value in being punctual for their own futures.

## APPOINTMENTS DURING SCHOOL HOURS

Pupils are not permitted to leave school unaccompanied.

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.**

## REQUESTS FOR ABSENCES IN TERM TIME

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