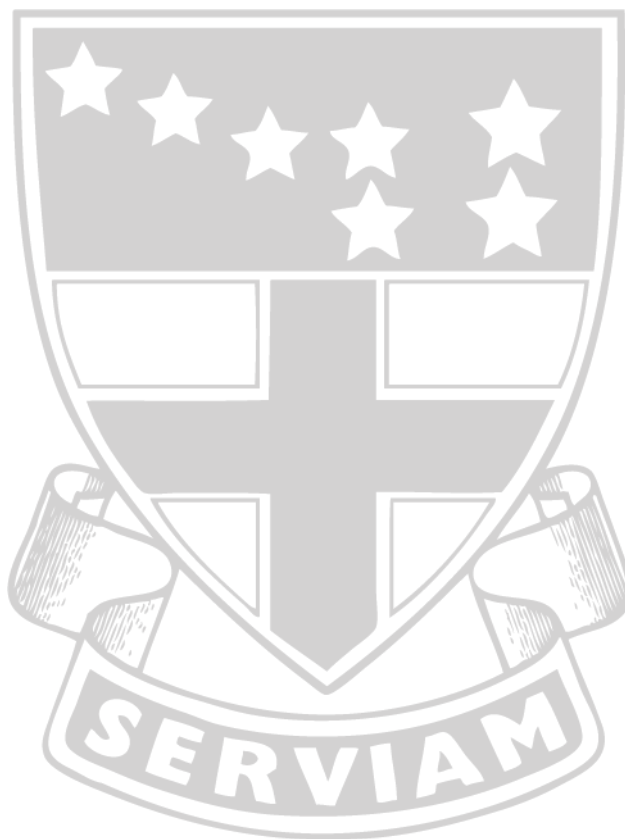


## **ATTENDANCE POLICY AND PROCEDURE YEAR 7-13**



**Date of Review: July 2020**

**Date of Next Review: July 2022**

## ATTENDANCE POLICY AND PROCEDURE

Regular attendance is a crucial factor in every student's educational development and ability to achieve their full potential. Irregular attendance leads to educational disadvantage and also places children at risk. St Angela's parents, carers and staff work in partnership to ensure the good attendance of students. Absence of 10% is considered very unsatisfactory and is the equivalent of a day off every two weeks.

*Understanding attendance percentages:*

*95% attendance equates to half a day off every two weeks*

*90% attendance equates to a day of every two weeks*

*85% attendance equates to one and half days off every two weeks*

*80% attendance equates to one whole day off every week*

***A secondary school child whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school***

It is the parents and carers' responsibility in law to ensure their children attend, and stay at school all day. It is the school's responsibility to support in this matter and to take seriously problems which may lead to non-attendance.

The following points and procedures clarify the precise responsibilities of each:

1. Parents and carers are asked to limit their children's absences to cases of real illness and not to book holidays in school time. Such holidays are not automatically authorised and permission is at the discretion of the school. All letters regarding holidays must be forwarded (as set out in the Home School Agreement) to the Deputy Head Teacher. In the case where bereavement leave is requested we reserve the right to request a copy of the death certificate and/or a letter from a religious leader if the death is abroad. Appointments for doctors, dentists, opticians etc should be made out of school hours wherever possible and evidence of appointments should be provided.

Examples of unjustifiable reasons for absence from school would be:

- Going shopping with parents
- Birthdays
- Minding younger children in the family
- Staying at home because other family members are unwell
- Day trips and holidays in term time that have not been agreed
- Arriving at school too late to get a present mark (after registration)
- Truancy

2. Parents and carers are reminded that arrival after the register closes is recorded as absent for that session. Punctuality is therefore very important, and arrivals after close of registration should be treated in the same way as absence. Students should therefore be within the school gate by the latest at 8.40am in their form room by 8.45am.
3. In cases of absence, parents and carers must inform the school via reception of the reason on the first day of absence and every day thereafter. Any communication by telephone should be confirmed in writing to the form tutor on the day of return. In special circumstances pre-arranged with the school, verbal confirmation will be accepted and a note made on the students attendance record.
4. Form Tutors will monitor the attendance of their class constantly and carefully. Any absence without communication from home will be followed up immediately by admin for all students on a daily basis.
5. A letter citing any case of unexplained absence will be sent to parents via students and via email to enable parents to explain the reason for absence in writing. This is to be returned to the main school office.
8. The pastoral team should monitor the attendance patterns across the year group, and be watchful for signs of group truancy. The school will also from time to time hold spot checks on attendance at lessons.
9. Pastoral Team / Admin Officer should refer to the Deputy Head Teacher
  - ii. all cases where there has been no parental response to communications from the school regarding absence.
  - ii) cases where attendance continues to be unsatisfactory in spite of contact with parents and carersas these may raise Child Protection Concerns.
10. For students in Years 7-13 the pastoral team should identify the students with an attendance of less than 93% for the previous year and direct the admin officer with respect to sending a standard letter to parents. Copies of all letters relating to attendance will be placed on the student file. The parents of students who show persistent absenteeism will be contacted directly by the school. A student is classed as a persistent absentee when they miss 15% or more schooling across the year, **for whatever reason, whether it be authorised or unauthorised, or a mixture of both.** These students and their parents and carers will be subject to an Attendance Action Plan by the Pastoral Team, which may include allocation of appropriate support.
11. All causes for concern which are not improving should be made known to the SLT.

*In relation to the Sixth Form, poor attendance will have a bearing on exam entry.*

### **The procedure for attendance concerns is as follows for Years 7-11:**

- Letter One - attendance drops below 95% / or 5 late marks have been accumulated
- Follow up letter– attendance drops again or there are now 10 late marks, student is then placed on a punctuality report to complete two weeks.
- Warning letters will be issued – if attendance continues to be a concern, and monitored over the course of 4 weeks. In the case of punctuality daily texts are sent to parents and carers.
- A school decision may be taken whether to consider issuing a penalty notice\* or to instigate court action at the School Attendance Consultative Group Meeting

\*Penalty notices can now be issued for a range of attendance related offences, including unauthorised term – time holidays , poor attendance and poor punctuality, a child coming to the attention of the police in school time, or located twice or more in truancy sweeps in 6 months. Further details are available on [www.newham.gov.uk/schools/attendance](http://www.newham.gov.uk/schools/attendance)

### **The procedure for Post 16 attendance concerns:**

- All students that are absent, the administration team contact home daily.
- If a student is late to school a text is sent to the parent daily.
- Warning letters are sent each half term to students who are not meeting the set guidelines for examination entry (94% or below).
- Students on Bursary will be reviewed regarding their attendance and punctuality and payments adjusted accordingly.
- Formal invite to a meeting, where the school will provide a report of the work that has taken place so far, put strategies in place and guide parents and carers.

#### *Legal references*

*Section 7 of the Education Act 1996 states that the 'parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable to his/her age, ability and aptitude, and to any special educational needs he/ she may have, either by regular attendance to school or otherwise'.*

*Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to Safeguarding and promoting the welfare of children and students under the age of 18.*

*The Children Act 1989 provides for a number of actions that can be taken to protect children's safety and welfare, on the premise that the welfare of the child is paramount.*