



St Hugh's School

Attendance Policy

1.0 PURPOSE

- 1.1 St Hugh's School aims to maximise attendance rates in order to ensure that all students are able to take the fullest advantage of the learning experiences available to them. Under section 444 of the 1996 Education Act a pupil is required to attend regularly at the school where they are registered.
- 1.2 St Hugh's is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent/carer does not in itself authorise an absence. An absence will only be authorised if the school is satisfied that the explanation offered is valid.
- 1.3 This document gives guidance to all staff on the subject of attendance and punctuality in school.
- 1.4 School Officers Responsible for Attendance as follows:- Tracy Millard (overall) Katrina Pawlyszyn/attendance and mentors to co-ordinate weekly monitoring via Attendance & Welfare Learning mentor and the School office

Aims and Principles of Good Attendance

- The school is committed to maximising the achievement of all students.
- There is a clear link between good attendance and educational achievement.
- Regular and punctual attendance is vital if students are to benefit fully from the academic, personal and social opportunities which are offered to them within the school.
- Parents/Carers play an important role in supporting the school and encouraging students to reach good attendance levels.
- A broad and balanced education is dependent on regular attendance at school.
- School will take appropriate action to promote and encourage good attendance.
- A lack of attendance is considered by the school to be a direct consideration where safeguarding all of our students is concerned.

What the school expects of its students:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To hand any letters regarding absence from parents/carers to class teacher.

What the school expects of parents / carers

- To fulfil their responsibility by ensuring their children attend school regularly and on time.
- To ensure that they contact the school on the first day their child is unable to attend.
- To ensure their child arrives on time and is well prepared for the school day with equipment, completed homework etc.
- To contact the teabase teacher or Headteacher in confidence whenever any problem occurs that may keep their child away from school.
- To inform the teabase teacher and seek authorisation for any forthcoming appointments and where possible arrange appointments outside of the school day.
- To ensure the continuity of their child's education by taking holidays during the school holiday period except in exceptional circumstances.
- To produce documentation supporting appointments and absences.

What parents / carers and students can expect of the school.

- A broad and balanced education that is dependent on regular attendance at school.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance.
- First day contact with parents / carers when a student fails to attend school without providing good reason.
- Prompt action on any problems notified.
- Close liaison with the Educational Inclusion Service to assist and support parents and students where needed.
- Notification to parents / carers of their child's attendance record through an termly report home.

In addition the Head Teacher reports termly to governors regarding whole school attendance.

Attendance monitoring is part of safeguarding procedures in school and is a whole school accountability.

2.0 USE OF REGISTERS

Morning Registration

- 2.1 Register are completed online by staff.
- 2.2 Registration is the period from 8.50 -9.15 - Registers remain open until 9.30am. Teambase tutors should be in their form rooms or the hall at 8.55 to receive their class. Registers should be marked on time online. Examples of valid explanations for lateness may include:
- Being with another member of staff (who should provide a note in the student planner to this effect).
 - Problems with transport provided by the local education authority
- 2.3 "Getting up late" is not a valid explanation.
- 2.4 Any pupil who is not present by 9.15am must be recorded as absent, no reason yet provided (N). Pupils who arrive at school after 9.15am must sign in at the office and are recorded on the main attendance register by a member of the school office team

For students that do not arrive within the allocated time, teambase teachers are to complete a slip and pass to the attendance mentor ASAP to follow up

Afternoon Registration

- 2.5 Afternoon registration takes place at the beginning of period 4 which starts at 1.25pm. Online registers should be completed straight away. Pupils present should be marked present with a /.
- 2.6 **Registers are legal documents and should never be marked by pupils.**

3.0 ABSENCE – AUTHORISED & UNAUTHORISED

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the register is closed late pupils will be recorded as 'u' unless a relevant reason is given. School registers close at the end of teabase time morning and afternoon.

3.1 Procedures for following up absence:

Absence maybe initially authorised by a telephone call to the Teabase teacher / office (AO). However, there is an expectation that a note will be written in the student planner and shown to the pupil's teabase teacher on his/her return. At the end of each week unaccounted absences will be investigated by the office and mentors and referred to KP / Attendance & Welfare mentor if necessary.

3.2 If pupils are absent and parents / carers have not contacted the school the Teabase teacher / office will attempt to make contact by telephone. If parents are not on the telephone a letter will be sent direct to the parents that day.

3.3 For children who are suspected to be "Missing in Education" we follow the "LSCB Children Missing in Education" guidelines

3.4 Absence should be authorised if:

- The pupil is ill or prevented from attending by an unavoidable cause.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupils' parents belong.
- The pupil does not live within walking distance of St Hugh's and no suitable arrangements have been made by the Local Authority (LA) for any of the following:
 - The pupil's transport to and from school
 - Accommodation for the pupil at or near school
 - The LA has not facilitated the registration of the pupil at a school nearer to their home
- The pupil is the child of traveller parents who temporarily leave the area giving reasonable indication of their intention to return.
- The pupil has a local authority licence to take part in a public performance and the school has given leave of absence.
- The pupil is attending an interview with either a prospective employer or in connection with an application for a place at an institute of further or higher education or for a place at another school.
- The pupil is involved in an exceptional special occasion (e.g. a family wedding of immediate family members). In authorising such absences the individual circumstances of the particular case and the pupil's overall pattern of attendance should be considered (immediate family is a parent or grandparent). In such circumstances up to one day will be authorised.
- No family holiday can be granted during term time

3.5 Absence should be unauthorised if:

- No explanation is forthcoming from parents/carers
- The school is dissatisfied with the explanation.
- The pupil is staying at home to mind the house or look after siblings.
- The pupil is absent for unexceptional special occasions, e.g. the pupil's birthday.

- The pupil is away from school on a family holiday for a period of time longer than that permitted by the LA or which has not been taken in accordance with the attendance guidelines/head teachers authorisation
- School will request medical confirmation of absence.

AMENDMENTS TO SCHOOL ATTENDANCE REGULATIONS (2013)

In light of new Government guidelines the following changes have been made as to how school monitors its attendance figures:

THE EDUCATION (PENALTY NOTICES) REGULATIONS 2007

Prior to the changes - if a parent/carer was awarded a penalty notice due to their child's attendance they would receive a £60 fine and allowed to pay it in 28 days, or £120 fine if they pay within 42 days.

As from Sept 1st 2013, a fine of £60 can be given which will rise to £120 if it is not paid within 21 days, parent/carers may be prosecuted if the fine is not paid after 28 days.

4.0 TRIPS OUT OF SCHOOL / WORK EXPERIENCE

4.1 Educational activities (including work experience (W), educational visits (V), link courses (B) or sporting activities) are deemed to be 'educated off site', and they are therefore recorded as in **attendance** but marked accordingly.

5.0 REWARDING, PROMOTING AND MONITORING ATTENDANCE

5.1 St Hugh's School will offer an environment in which pupils feel valued and welcomed. The school's ethos must demonstrate that pupils feel that their presence in school is important, so they will be missed when they are absent/late and that follow up action will be taken. Early intervention often prevents more frequent absences.

5.2 A varied and flexible curriculum will be offered to pupils. Every effort will be made to ensure that learning tasks and success criteria are matched to pupil's needs.

5.3 Parents are reminded regularly (via newsletters, mobile text message, parents' evenings, VLE, school website etc.) of the importance of good attendance.

5.4 Good attendance will be praised appropriately:

5.5 Pupils with 100% attendance are presented with a Certificate in a Rewards assembly at the end of each term to reward their success; pupils with 100% attendance each week receive a raffle ticket which is entered in the half termly attendance draw to receive a prize.

5.6 Attendance is a standing item on SLT and Behaviour & Safety Governors' Subcommittee meetings - with appropriate action taken (termly meetings).

5.7 All schools are required by North Lincolnshire Council to submit attendance figures to the Education Inclusion Service no later than 10 days after the start of a new term.

Statistics on attendance are compiled for all schools in North Lincolnshire for each term and a copy is returned to the school.

5.8 The school is required by law to set an attendance target. This has been set annually.

5.9 The school has a robust Early Help process in place, especially where attendance is concerned. Specific outcomes linked to attendance are incorporated into the individuals' Early Help plan, where attendance is deemed to be an issue.

6.0 SANCTIONS

Truancy

6.1 If a pupil absconds their parents should be notified by telephone ASAP. Police are to be informed regarding the running pupil and their vulnerability. A parent (where possible) must escort the child back to school and they should be sent back to class. KP should be notified and will deal with the issue. They should try to ascertain the underlying reason for the action so as to prevent it from reoccurring. Example causes may be...

- Poor relationship between a member of staff and pupil;
- In response to bullying or poor peer relationships;
- In response to anxiety about work.

If a child refuses to return to school and does not go home then the police are informed. Staff will monitor the student if they are in the near vicinity, but if they move further afield, the police /parents/ social workers/ carers are informed. Staff will work with the agencies involved to keep parents informed of up to date information, under safeguarding. Staff will not follow the child / run after them in the interim as this can only escalate the situation.

Lateness

6.2 Pupils who are late and miss morning registration must sign in at the school office - the receptionist will record appropriately. SLT will periodically monitor pupils signing in at the office.

7.0 REGISTER CODES

7.1 The only register codes which should be entered by teachers are / (present) or N (absent) no reason yet provided or L Late. All other marks will be entered by the office. If a teacher finds a mark e.g. B has already been entered against a student's name, it should not be altered unless the pupil is present in the room. For reference, the following marks may appear in the register.

/	Present AM
\	Present PM
B	Educated off site (not Dual registered)
C	other exceptional circumstances (bereavement, agreed special occasions)
D	Dual Registration
E	Excluded
G	Family holiday (where permission is not granted)

H	Family Holiday (for which permission has been granted i.e. pre-authorized)
I	Illness
J	Attending Interview, e.g. with prospective employer or for college placement
L	Late (before registers closed)
M	Confirmed illness/Medical and dental appointments/sickness
N	No reason yet provided for absence
O	Unauthorized circumstances/truancy
P	Approved sporting activity
R	Day of religious observance for the religious body to which parents belong
S	Approved study leave
T	Traveller - child travelling
U	Late (after registers closed)
V	Educational visit
W	Work Experience
X	Only staff should attend (non-compulsory school age absence)
-	All should attend/No mark recorded

8.0 EVALUATION

- 8.1 Attendance is discussed weekly by KP and Attendance & Inclusion mentor responsible and fortnightly with SLT weekly figures to SLT meeting. Using figures provided by the AO statistics on attendance are compiled by North Lincolnshire Authority. Each term a copy is sent to school. These figures will be analysed by AO and discussed in Line Management Meetings with SLT, with responsibility for attendance and presented to SLT Meeting. If trends are identified appropriate action will be taken.
- 8.2 Attendance to be an item on year Student Council with figures presented to tutors.????
- 8.3 The policy will be reviewed regularly.

Attendance statistics for the school are submitted to the Local Authority on a regular basis. The schools attendance target is set in the Autumn term for the academic year.