

Attendance & Truancy Policy

Date	Review Date	Coordinator	Nominated Director
24.01.18	20.01.19	Kirsty Crosby	Joan Wilkes

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

We believe this policy relates to the following legislation:

- Children Act 1989 and 2004 Summary
- Education Act 1996
- Crime and Disorder Act 1998
- Data Protection Act 1998
- Criminal Justice and Courts Services Act 2000
- Education (School Attendance Targets) (England) Regulations 2005
- Education (Pupil Registration) (England) Regulations 2006
- Education (School Attendance Targets) (England) Regulations 2007
- Education (School Attendance Targets) (England) (Amendment) Regulations 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Education (Penalty Notices) (England) (Amendment) Regulations 2013
- DfE's 'Keeping Children Safe in Education 2016'

The following documentation is also related to this policy:

- Advice on School Attendance (DfE)
- Improving Attendance at School (DfE)
- School attendance parental responsibility measures: Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police (DfE)

We believe we conform with The Education (Pupil Registration) Regulations 2006 that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and that pupil attendance must be recorded.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school Staff to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. School Staff have a responsibility for identifying trends in attendance and punctuality.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child and not to make them feel guilty or inadequate. Also, at times we have to give allowances for religious beliefs and individual family circumstances.

We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly.

We have a duty to monitor pupils' attendance through daily registration and will address all poor or irregular attendance by contacting and discussing the situation with parents.

We will inform the local authority of pupils who are regularly absent from school or have missed ten days or more without permission. The local authority must have in place 'robust procedures and policies' to enable them to meet their duty in relation to CME.

We have in place an Attendance Administrator who is responsible for monitoring pupil attendance and will make contact with parents if the school has not been informed of their child's absence.

We have a duty to establish the whereabouts of all absent pupils and will send a member of the school personnel to a child's home if contact cannot be made by phone with the child's parents/carers. We will inform the police if there is no answer when school staff visit the family home.

For all pupils we have in place at least three emergency contact phone numbers for different adults associated with each pupil.

We believe truancy is a matter that we treat very seriously as we feel pupils are not only losing valuable learning time but they are putting themselves at serious risk as the school and their parents are not aware of their whereabouts.

We have a duty to ensure that all parents are aware of our 'legal powers to use parenting contracts, parenting orders or penalty notices to address poor attendance and behaviour in school.' Parents have a duty to ensure their children are well behaved and attend school regularly as 'good behaviour and attendance are essential to children's educational prospects'.

We are aware that 'parenting contracts, orders and penalty notices for irregular attendance apply only to pupils of compulsory school age who are registered at a school', but they can also be applied for misbehaviour by pupils outside compulsory school age such as sixth

form pupils or pupils at a maintained nursery. While 'penalty notices for parents of pupils found in a public place during school hours after being excluded also apply only to children of compulsory school age who are registered at a school.'

We believe it is essential to have a strong working relationship with the Education Welfare Service which provides support for pupils and their families in order to promote good pupil attendance and to reduce truancy.

We are aware that leave of absence can only be granted to a pupil in exceptional circumstances and in authorising a holiday in term time we will take into account the child's attendance record, the child's age, the reason for the trip, the time in the academic year and the employment difficulties that parents face by taking holidays in school holiday time.

We will exercise a consistent approach and ensure equity for all pupils.

We aim to be judged Outstanding in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend. We believe we will achieve this by having in place a home-school agreement that all parents have signed up to and by improving pupil attendance and truancy.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To have in place procedures to prevent truancy.
- To comply with The Education (Pupil Registration) Regulations 2006
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Directors

The Directors will:

- delegate powers and responsibilities to the Headteacher to ensure all school Staff are aware of and comply with this policy;
- promote the importance of attendance and punctuality with all stakeholders;

- have appointed an Office Manager and a First Day Contact person who will be responsible for the day to day management of the attendance system;
- ensure compliance with all statutory pupil registration regulations;
- ensure the Attendance Administrator identifies and follows up all absence and lateness;
- ensure that the attendance policy is carried out;
- set statutory attendance targets for the year that are realistic and challenging in order to raise school attendance;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress towards these targets by considering the following questions:
 - Has attendance improved?
 - Has punctuality improved?
 - Has parental response to absences improved?
- ensure the Headteacher exercises his/her discretionary power to authorise absence in extenuating circumstances for up to 10 days in an academic year between September and July which may include term time holidays;
- ensure the Headteacher does not authorise absence if it is to the detriment of a child's education;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Director to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Directors;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Directors
- make effective use of relevant research and information to improve this policy;
- nominated a link Director to:
 - visit the school regularly;
 - work closely with the Headteacher and the First Day Contact Supervisor;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Directors every term;
 - annually report to the Directors on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school Staff, pupils and parents are aware of and comply with this policy;
- create a culture which encourages attendance;
- work with the School Council to develop this policy;
- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;
- address all school based causes of poor attendance such as bullying, racism etc;
- undertake the daily monitoring of school attendance via the Attendance Administrator by using an appropriate and effective registration system;
- ensure registration is taken at the start of the morning session and at the beginning of the afternoon session;
- ensure school Staff are fully trained in the registration process and with the appropriate categorisation of absence;
- ensure pupils are aware that registration is a significant part of the school day;
- monitor attendance according to gender, age, ethnicity, first language, eligibility for Free School Meals, special educational needs and persistent absentees;
- monitor trends by using data effectively to help strategic planning;
- ensure early intervention in order to prevent absenteeism or truancy and to put in to affect a range of procedures to deal with this problem;
- send to parents at the end of each half term a detailed attendance report on their child;
- target intervention and support to those children that have been highlighted as poor attenders;
- send out data sheets for parents to confirm or correct pupil contact details;
- check all pupil emergency contact telephone numbers to ensure they are correct;
- agenda attendance and truancy at periodic meetings with school Staff;
- work closely with the Education Welfare Service;
- attend termly meetings with the EWO;
- have in place a system for parents to report a child's absence;
- question any parental explanation for pupil absence if there is doubt as to the validity of the explanation;
- expect an explanation for every absence and if one is not forthcoming then the absence will be categorised as unauthorised;
- report to the Directors every term attendance figures and progress to achieving set targets;
- remind parents of their commitment to this policy;
- meet with parents if they have applied for a holiday during school time;
- ensure school Staff are aware that unauthorised absence is absence without approval from the Headteacher and includes all unexplained absences;
- when considering an application for term time holiday request will consider the:
 - time of year of the proposed trip
 - length and purpose of the holiday
 - impact on continuity of learning
 - circumstances of the family
 - overall attendance of the child
 - wishes of the parents
- apply a consistent approach across the school and ensure equality for all pupils;
- promote the importance of attendance during collective worship;

- publicise good attendance during assemblies, newsletters and the termly report to the Directors;
- award good attendance badges to pupils when they have achieved 100% attendance;
- introduce rewards and incentives to encourage punctuality;
- organise home tuition with the local support services for pupils with long term illness provided they are well enough to undertake the work;
- adopt procedures for reintegrating long-term absentees;
- organise training for school Staff on the use and understanding of attendance codes and authorised and unauthorised attendance;
- improve teaching in order to improve pupil engagement;
- work closely with the link Director and First Day Contact Supervisor;
- strengthen links with external agencies who engage with and support families;
- recommend to the Directors the use of a parenting contract:
 - in cases of truancy/poor attendance;
 - when a pupil has consistently misbehaved or has been permanently excluded or excluded for a fixed period;
 - when it is considered that parenting is a factor in the truancy or bad behaviour of a child and where the parent appears to be in need of support.
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff especially on bullying and the needs of vulnerable groups;
- monitor the effectiveness of this policy by:
 - monitoring trends and patterns as highlighted in attendance data
 - achieving results above the national average
 - looking at results from parent, pupil and school Staff questionnaires
- annually report to the Directors on the success and development of this policy.

Role of the Office Manager and First Day Contact

The Office Manager and First Day Contact will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher/Director;
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor.

Role of the Attendance Administrator

The Attendance Administrator is responsible for:

- implementing the policy with the Headteacher;
- monitoring class registers;
- contacting parents if they have not reported their child's absence by 10.00am;
- continuing to contact the parents throughout the day until contact is made;

- contacting the key worker if a child is on the child protection register and no reason has been given for the child's absence;
- sending appropriate school staff to the family home of an absent pupil if no contact has been made with the parents by telephone;
- informing the police if no contact has been made even after visiting the family home of an absent pupil;
- monitoring individual and class attendance on a daily basis;
- keeping the Headteacher informed of attendance figures and trends;
- keeping up to date emergency contact details of all pupils;
- contacting parents regarding concerns about their child's attendance;
- organising meetings between the Headteacher and parents to discuss their child's poor attendance;
- organising meetings between the Headteacher and parents to discuss their child's truancy;
- organising meetings between the Headteacher and parents to discuss their application for a term time holiday;
- compiling attendance data reports for the Headteacher, the Directors and the EWO;
- ensuring registers are distributed to the teaching staff and are kept up to date.

Attendance Registers

We believe that attendance registers are important for:

- effective attendance management
 - providing evidence in the event of prosecution of parents under the Education Act 1996
- We have in place a manual/computerised attendance register system.
 - Entries will be taken twice a day.
 - All absences will be recorded as either authorised or unauthorised.
 - If we have given approval for a pupil to be away then the absence will be recorded as authorised.

The only time when a register will not be taken is when the school has had to close due to:

- in-service training
- severe weather conditions
- structural damage
- fire.

Libra acknowledges its' duty to inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State)

Admission Register

The admission register contains an alphabetical index of all the pupils in the school. The following will be recorded for each pupil:

- Pupil's full name
- Sex
- Parent's name and address

- The name of the person who has custody of the child
- Emergency contact numbers of the parent/carer
- Admission date

Pupils will be entered on the admission register on the first day that we expect them to attend.

Libra acknowledges its' duty to inform local authorities of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The local authority will be notified when a pupil has been deleted from its register under the above circumstances. It will be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Inspection of Admission and Attendance Registers

The admission register and all attendance registers are available at all times for inspection by:

- HM Inspectors
- Ofsted Inspectors
- Education Welfare Officers

Preservation of Registers

It has been decided that the admission register will be retained indefinitely. All attendance registers will be retained for a minimum of three years.

Role of the Education Welfare Service (Deputy Head)

The Education Welfare Service will:

- appoint education welfare officers (EWO) who will promote good attendance in schools;
- establish effective working relationships with schools, pupils and parents to ensure educational entitlement and regular attendance;
- ensure pupils attend school regularly;
- investigate reasons for a pupil's poor attendance;

- provide support and counselling for children and their families;
- work with local agencies providing education, health and social services for pupils with specific needs;
- work with disaffected pupils;
- work with pupils who may be excluded;
- find alternative educational provision for excluded pupils;
- support schools at Common Assessment Framework meetings;
- undertake truancy watch patrols with the local police.

Role of School Staff

School Staff will:

- comply with and implement this policy;
- be aware of all other linked policies;
- set an example of punctuality and good attendance;
- ensure registration is taken at the start of the morning session and at the beginning of the afternoon session;
- to assist the office to ensure all absences are reported promptly when known, when a child does not turn up to tutor group first thing in the morning, teachers inform the office by 9:15am
- Staff are advised not take the taxi drivers word that the child is ill, please inform the office so that we can confirm this with parents and confirm that the child is safe and whereabouts are known.
- Staff are reminded that this is extremely important, and to remember that the welfare of the child is paramount at all times.
- bring to the attention of the Office Manager any irregularities in pupil attendance;
- ensure pupils are aware that registration is a significant part of the school day;
- ensure registers are up to date;
- be responsible for identifying trends in attendance and punctuality by monitoring class and individual attendance patterns;
- inform the school office of any concerns about attendance or suspected truancy;
- emphasise the importance of punctuality and good attendance with pupils and parents;
- discuss individual pupil attendance at parent-teacher consultations.
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Parents

Parents/carers will:

- will be made aware of and comply with this policy;
- work as partners with the school in the education of their children;
- ensure their children of compulsory school age receives suitable full-time education;
- ensure their children are punctual and know the importance of good attendance;
- inform the school on the first day of absence;
- inform the school of any changes to their contact details;
- collect their children on time
- take part in periodic surveys conducted by the school;

- avoid taking family holidays in term time;
- be aware that the Headteacher when considering an application for a term time holiday request will consider the:
 - time of year of the proposed trip
 - length and purpose of the holiday
 - impact on continuity of learning
 - circumstances of the family
 - overall attendance of the child
 - wishes of the parents
- be aware that where parents fail to seek permission for time off then the absence will be treated as unauthorised;
- be aware that it is not advisable to apply for a term time holiday during the following times of the year:
 - the first six weeks of any academic year
 - during Y6 transition week
 - during Y6 SATs week
 - during Y9 options time
 - at any time during Y10 and Y11
- be encouraged to take an active interest in their child's work and to take an active role in the life of the school by attending:
 - parents and open evenings
 - parent-teacher consultations
 - class assemblies
 - school concerts
 - fundraising and social events
- encourage effort and achievement;
- encourage completion of homework and return it to school;
- provide the right conditions for homework to take place;
- expect their child to hand in homework on time;
- join the school in celebrating success of their child's learning;
- supporting the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of the Local Authority

The Local Authority may prosecute a parent for not ensuring their child attends school regularly or may issue or apply for:

- Penalty Notice
- Education Supervision Order
- Parenting Order
- School Attendance Order

The Local Authority should:

- provide training on the understanding and analysing attendance data and clear guidance on the correct use of attendance codes;
- analyse attendance patterns in order to improve pupil attendance especially those from vulnerable groups;
- make schools more aware of national priorities, initiatives and available grants in order to improve pupil attendance;
- try to identify why there is a variation in the use of attendance codes between schools;
- share good practice within the Local Authority and should identify and explore good practice in other Local Authorities.

Role of Pupils

Pupils are responsible for:

- being aware of the school attendance and truancy policy;
- maintain good attendance throughout the year;
- ensure their parents report their absence to school;
- arriving at school on time;
- knowing the value of good attendance;
- knowing the seriousness of truancy, attending classes during the school day and not playing truant;
- accepting sanctions if they are caught playing truant;
- returning to school after a period of illness;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of the School Council

The School Council will be involved in:

- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;

Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Headteacher and EWO to explain their child's repeated absence.
- Support will be given if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement then the EWO will take the appropriate action.

Dealing with Lateness

The office Staff monitor lateness and inform:

- the Head of patterns of lateness;
- parents of the school's concerns and arrange a meeting so that the problem can be addressed

Dealing with Truancy

If a pupil is thought to be playing truant then the school will immediately inform:

- the police
- the parent/carer;

All truants will receive:

- sanctions;
- support;
- discussions with the EWO to understand the seriousness of the matter;
- a programme of monitoring and support

The Police must be informed immediately if a pupil leaves school without prior permission.

Absence

Holidays during term time – parents are encouraged to take a family holiday not in term time. Leave of absence only allowed in exceptional circumstances. Parents are asked to complete a holiday form requesting permission to take their child on holiday.

Religious Observance – a maximum of three days absence is allowed for religious observance.

Medical, Dental or Hospital Appointments – we encourage these appointments to take place out of school time in order not to disrupt the child's education.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school Staff
- communications with home such as weekly newsletters, daily report cards and end of half term newsletters
- reports, such as annual report to parents and Headteacher reports to the Directors
- information displays in the main school entrance

Training

All school Staff:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
 - the importance of good attendance and punctuality
 - all aspects of this policy
 - the use and understanding of attendance codes
 - authorised and unauthorised attendance
 - looking at trends and patterns

- bullying
- the needs of vulnerable groups

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated Director.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Behaviour	▪ Home School Agreement
▪ Inclusion	▪ Anti-bullying
▪ Troubled and Vulnerable Children	▪ Outside Agencies
▪ Admission and Attendance Registers	▪

Director:	Joan Wilkes	Date:	24.01.18
Head Teacher:	Kirsty Crosby	Date:	24.01.18