



# THE PARK COMMUNITY SCHOOL

## Attendance Policy

### Policy Update

**Policy Lead Person:** Senior Assistant Headteacher

**Approved By:** Local Governing Board

**Next Review Date Due:** 07/22

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

# **Attendance Policy**

## **Rationale**

The Park Community School is committed to providing a full and efficient educational experience to all students.

Students need to attend school regularly if they are to take full advantage of the educational opportunities offered to them. Irregular attendance undermines the educational process and can lead to educational disadvantage. There is evidence that truancy places children at risk and can result in students being drawn into antisocial or criminal behaviour.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all students.

Our school will give a high priority to conveying to parents and students the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems that affect a student's attendance we will investigate, identify and strive in partnership with parents and students to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times.

## **Aims**

- To improve student attendance and punctuality.
- To ensure student entitlement to a full-time education is monitored and supported.
- To encourage students and parents/carers to comply with the legal requirements of school attendance.
- To encourage and reward good habits of attendance and punctuality.
- To ensure presence at all lessons and timetabled activities.

## **Legal Framework**

1. Parents/carers are legally responsible for ensuring that a child of compulsory school age receives a suitable education. They will be encouraged to contact the school early on the first day and subsequent days of absence and keep the school informed of any reasons for non-attendance.
2. Children registered at school must by law attend regularly, achieving the Government set target of 95%.
3. School must have two registers:

Admission register - which is the school roll

Attendance register - which is called twice a day.

4. Staff will be made aware of the Registration process and receive in-service training on Registration regulations and Education Law. If a student is absent the register must show whether the absence is authorised or unauthorised. Only the school, not the parent/carers, can authorise the absence and may require medical evidence to support notes.

The Authority may only instigate legal proceedings in cases where absences are unauthorised.

Students must attend unless:

- A. they are too ill to do so
- B. their absence lists any other of the school's discretionary reasons such as compassionate leave of absence, religious observance or where special educational requirements have been made. Parents/carers should not expect to take annual holiday in term time. The school can authorise up to **10 days** absence in exceptional circumstances.

### **Tutor Handbook**

Provides all staff with guidelines as to how attendance should be recorded and monitored. Tutors meet at least once a term with the Head of House where reminders about Electronic Registration attendance procedures are given.

### **Parents**

The prospectus outlines parent's responsibilities and action that needs to be taken should a child be absent from school. Details are published on the school website.

### **Action**

Attendance at AM Registration and all lesson periods will be registered via the school's Electronic Registration system.

Form Tutors will monitor attendance and punctuality carefully referring any developing patterns of absence or lateness to the attention of the Head of House should it persist after their own counselling of the student.

Heads of House, Senior Assistant Headteacher, Attendance Officer and Educational Welfare Officer will monitor attendance and punctuality on a fortnightly basis, sending letters, via the Attendance Officer, to notify or request information from parent/carers.

Heads of House will check details of absence and note and file relevant information in the individual Student's Records. Any emerging patterns of absence or lateness will be investigated and should this lead to further concern then the parent/carers will be contacted for clarification.

Contact will be made with all parents of absent children for every day of the absence. All children who are absent will be contacted on the first day of absence. Students who are persistently below 70% attendance will be removed from their Tutor Group list and placed on the "Ghost Register" to encourage and enable 'real' tutor group and inter house competition for Attendance Awards.

All parent/carers of students with 90% or less will receive a letter every half term informing them of their child's progress regarding his/her level of attendance. This letter encourages parent/carers to contact the school and to work in partnership in improving the child's attendance.

Letters raising the school's concerns regarding a student's poor attendance are available to be sent at the Head of House discretion, in consultation with the Senior Assistant Headteacher and Education Welfare Officer. A "Legal Meeting" is always arranged prior to a child's absence being referred for prosecution by the Education Welfare Service. Currently, a student's attendance must fall below 90% before prosecution can be implemented.

In any of the above, the Head of House and Attendance Officer may choose to telephone the home of the student depending upon the known circumstances and history of the family.

Heads of House and the Attendance Officer will regularly complete 'Spot-checks' on their House group's attendance to highlight any internal truancy.

The importance of good Attendance and Punctuality will be displayed at all Parent Evenings. Attendance data by Tutor Group, Year Group, House and whole school will be published and displayed across the school.

### **Rewards**

Students will be awarded 100% attendance certificates at the end of each term to go into their Progress File. Students who miss the odd half day for unavoidable appointments will also receive a certificate acknowledging excellent attendance.

Students with 100% attendance each term will be entered into a prize draw at the House end of term assembly.

Best attending House, Tutor Group (by Year) will receive a termly certificate to recognise their achievements.

Assembly time and Tutor time will address the importance of attendance on a regular basis.

Lateness is punished by detention. Students who arrive late to school will be met at the school gates by a member of staff. A Red Card detention for that day will be issued for lateness if there is not a valid reason. Head of House and tutors will monitor lateness and contact with home will be made where necessary. Late letters can also be issued for persistent lateness by Head of House and Senior Assistant Headteacher.

Children whose attendance has significantly improved will be seen by Head of House and rewarded using the school's reward system.

### **Meetings**

Weekly meetings are held with the Head of House, Assistant Headteacher, the School's Attendance Officer and EWO to ensure the policy is implemented and attendance monitored.

"Legal Meetings", "Fast-Track", truancy and parent/carers' meetings to discuss and counsel students will be recorded.

### **Targets**

Attendance targets will be set for the year in discussion with Governors and TLP.

All students who fall below 95% are monitored closely and regularly.

All students who fall below 90% are to be known as 'Persistent Absentee' (PAs). They are to be supported in improving their attendance. They will be monitored closely and regularly.

Staff are aware that we should be aiming for at least 95% attendance over the whole school.