



**Pleckgate**  
HIGH SCHOOL

## Attendance & Punctuality Policy



## Document Control

Date agreed	June 2017
Date of next review	June 2019
Review period	2 Yearly
Policy status	Agreed
Owner	Governing Body/ Board of Directors
Lead Contact	Rob Hamilton (Assistant Headteacher)



## Principle:

Pleckgate High School is committed to encouraging all students to have good attendance and excellent punctuality. We believe this supports their achievement and any absence from school is detrimental. It is the responsibility of parents and carers to ensure good attendance and punctuality and to inform the school of reasons for any absences.

Reducing absence and persistent absence is a vital and integral part of schools' and local authorities' work to:

- Ensure parents/carers are aware of their legal duties to ensure that their child receives a suitable full time education
- promote children's welfare and safeguarding
- ensure every pupil has access to the full-time education to which they are entitled
- ensure that pupils succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities when they leave school.

## The school will:

- Promote good attendance and punctuality as a key target of school in order to ensure good progress in learning
- Be aware that students who are absent without good reason can be at risk of anti-social and sometimes criminal behaviour
- Keep a record of attendance and punctuality
- Work in partnership with parents and carers to ensure good communication about any absences
- Involve external services as required to support children back into school and pursue nonattendance
- Monitor individual student's attendance and punctuality, taking relevant action
- Not authorise holidays from school during term-time without very good reason
- Ensure through our prospectus, website and communications with students and their parents and carers, that excellent attendance is valued
- Conduct regular spot checks of punctuality and of attendance

## Request that parents will:

- Talk to their child about school and education. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations



- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to become involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head in good time

## Legal Sanctions

Penalty Notices (Anti Social Behaviour Act 2003) Penalty Notices will be considered when:

- A student is absent from school and the absence has not been authorised by the school
- A pupil has accrued unauthorised absence following written warning to improve.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Prosecution Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

## Evaluation

The following aspects will be audited annually and the results analysed as part of the Schools Behaviour and Attendance Profile, in order to inform practice:

- Regular target setting for individuals, groups and the whole school
- Annual reports to governors
- Regular review in meetings of teachers and pastoral managers

Reviewed: June 2017 next review June 2019

Responsible: M Cocker - Headteacher (Rob Hamilton - Assistant Headteacher)



## Appendix 1: The School Day

<b>Registration</b>	<b>8:30 – 8:50am</b>
<b>1</b>	8:50– 9:50am
<b>2</b>	9:50 – 10:50am
<b>Break</b>	10:50 – 11:10
<b>3</b>	11:10 – 12:10pm
<b>4</b> (Lesson Registration overwrites PM roll call)	12:10 – 1:10pm
<b>Lunch</b>	1:10 – 2:00pm
<b>5</b>	2:00 -3:00pm