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ATTENDANCE AND PUNCTUALITY POLICY

DOCUMENT CONTROL

This document has been approved for operation within:	Pleckgate High School
Date effective from	December 2019
Date of next review	December 2021
Review period	2 yearly
Status	Mandatory - School
Owner	Local Governing Body
Version	1
School Link	Kimberley Ferguson



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1. Principles

Pleckgate High School is committed to encouraging all students to have excellent attendance and punctuality. We believe this supports their achievement and any absence from school is detrimental to the delivery of the curriculum. 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 School 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 student has access to the full-time education to which they are entitled
- ensure that students succeed whilst at school
- ensure that students have access to the widest possible range of opportunities when they leave school.

2. Legislation and guidance

This policy meets the Department for Education (DfE) requirements of the [school attendance guidance](#), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the legislation listed below and which highlight the legal powers and duties governing school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2016](#) [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

3. School responsibilities

- The School's Local Governing Body (LGB) is responsible for monitoring whole-school attendance figures on at least a termly basis. It also holds the Headteacher accountable for the implementation of this policy.
- 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 and where necessary take relevant action.
- Not authorise holidays during school term-time. The school understands that there may be exceptional circumstances and will consider each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.
- Ensure that excellent attendance and punctuality is valued by creating awareness through the school prospectus, website and communications with students and their parents and carers.
- Conduct regular student attendance and punctuality spot checks.

4. Parental responsibilities

- Ensure students arrive in school by 8:20am on each school day. This is to ensure that students have access to lockers; student services etc and are seated in tutor group by 08:30 to start the school day.
- 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 aspire.
- Contact the school as soon as possible to let them know the reason why their child is absent and the expected date of return. Follow this up with a note where possible.
- 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, bedtimes, homework, 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 under exceptional circumstances send a written leave request to the Headteacher in good time.

5. Absence

Unplanned absence

Parents must notify the school on the first day of an unplanned absence. For example, if their child is unable to attend due to ill health –as soon as practically possible. This notification should be done by telephoning the school's absence line on 01254 249134 and choose option 1.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not unnecessarily ask for medical evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified accordingly.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours. Where this is not possible, the student should be out of school for the minimum amount of time necessary. Applications for other types of absence in term time must also be made in advance.

Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

6. Reporting to parents

Parents may request a summary of their child's attendance from the school. Attendance is also reported on annually in the student's academic report.

7. 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 student has accrued unauthorised absence following written warning to improve attendance and punctuality.

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 may be taken in the Magistrates' Court. 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

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

- Regular target setting for individuals, groups and the whole school.
- Annual reports to the School's LGB.
- Regular attendance and punctuality review in teachers and pastoral manager meetings.

Appendix 1: The School Day

Student arrival and preparation (Arrival & access student lockers / student services etc.)	08:20
Tutorial Period	08:30 - 08:50
1	08:50 – 09:50
2	09:50 – 10:50
Break	10:50 – 11:10
3	11:10 – 12:10
4 (Lesson registration overwrites afternoon roll call)	12:10 – 13:10
Lunch	13:10 – 14:00
5	14:00 – 15:00