





ATTENDANCE AND PUNCTUALITY POLICY

**DOCUMENT CONTROL**

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# 1. Principles

Pleckgate High School is committed to encouraging all pupils 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 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.

# 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on [school attendance parental responsibility measures](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

[The Education Act 1996](https://www.legislation.gov.uk/ukpga/1996/56/contents)

[The Education Act 2002](https://www.legislation.gov.uk/ukpga/2002/32/contents)

[The Education and Inspections Act 2006](https://www.legislation.gov.uk/ukpga/2006/40/contents)

[The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)](https://www.legislation.gov.uk/uksi/2006/1751/contents/made)

[The Education (Penalty Notices) (England) (Amendment) Regulations 2013](https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made)

It also refers to:

[School census guidance](https://www.gov.uk/guidance/complete-the-school-census)

[Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

[Mental health issues affecting a pupil's attendance: guidance for schools](https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools)

# 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.

* Promoting good attendance and punctuality as a key target of school in order to ensure good progress in

learning.

* Be aware that pupils 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 non-attendance.
* Monitor individual pupil 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. Parents or carers submitting a leave of absence meet with a member of the attendance team.

* + - All pupils who are absent from school receive a telephone call as soon as possible from a member of our attendance team on the first and any subsequent days of absence.
    - All parents also receive a text message via our Edulink Parent Communication App.
    - Ensure that excellent attendance and punctuality is valued by creating awareness through the school

prospectus, website and communications with pupils and their parents and carers.

* Conduct regular pupil attendance and punctuality spot checks.
* Implement intervention strategies which are timely and appropriate for individuals, including pastoral support, and referral to inclusion officer. This can include meetings, parent or carer contracts, attendance clinics and attendance drop in sessions.
* Home visits conducted with regards to concerning levels of attendance or unexplained absence.

# 4. Parental responsibilities

* Ensure pupils arrive in school by 8:20am on each school day. This is to ensure that pupils 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 (evidence of the appointment may be requested to authorise the 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 pupil 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 pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil 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 pupil’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.

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# 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 Local Governing Body.
* Regular attendance and punctuality review in teachers and pastoral manager meetings.

Appendix 1: The School Day

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| **Student arrival and preparation** | 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 |