

# The Sandon School



## **ATTENDANCE POLICY**

Last Adoption Date: December 2018

Next Review Date: Autumn 2021

## 'Effort plus Attendance = Achievement'

### **Introduction**

1. The Sandon School (School) policy document has been produced for the whole School community in order that we are all clear with regard to the rights, responsibilities and rules relating to attendance at the School. Good attendance promotes the best learning opportunities, all valuable attributes for a successful working life after leaving school.
2. The School aims to encourage and assist all students to achieve good attendance and punctuality in order that they may take full advantage of the educational opportunities available to them.
3. Any reference to parents within this document applies to all those with parental responsibility including carers and adult students.

### **Rights and Responsibilities**

#### - School

4. The School expects students to attend school for all timetabled lessons, on time, properly equipped and ready to learn.
5. The School will encourage good attendance and will communicate with parents as soon as possible if there is a problem with attendance or punctuality.
6. The School staff will set a good example in matters of attendance and punctuality and will promptly investigate all absenteeism and lateness.
7. The School will work in partnership with parents and students to resolve issues, which affect attendance or punctuality.
8. The School will include details of a student's attendance in the annual reports to parents.

#### - Students

9. Students will ensure that they attend all timetabled lessons properly dressed and equipped to learn.
10. Students will attend all timetabled lessons punctually.
11. Students can expect to be welcomed and to receive assistance following extended periods of authorised absence in order to catch up.
12. Students will have individual records of attendance/punctuality maintained by the School.

#### - Parents

13. Parents are responsible for ensuring that their child attends School for all timetabled lessons and punctually, properly dressed and equipped to learn.
14. Parents are responsible for immediately informing the School of the reason for any absence by telephone call on the first morning of any absence. Please also advise the School on each subsequent day of absence **or** advise us of the date you expect

your child to return to School. Reasons for absence should be confirmed in writing, by a parent, when their child returns to School. If this does not occur absences will be recorded as unauthorised.

15. Where there are safeguarding concerns regarding absence we may refer to other agencies.
16. If attendance problems do develop, the School expects parents to work actively with School staff and the appropriate Local Authority Officer to solve them.
17. If a student misses 10% of timetabled lessons they are classed as a persistent absentee.
18. In cases of persistent absentism the School may contact the Local Authority who can issue penalty notices.
19. In accordance with amendments to the Education (pupil registration) (England) Regulations 2006 (amendment 2013), the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.
20. If a request for absence is denied but still taken, the absence will be unauthorised and may result in a referral to the Local Authority.
21. Parents can expect the School to keep them informed of their child's attendance/punctuality record.

#### **Registration (including lateness)**

22. Registration begins at 8.25 am until 8.35 am and at 1.35 pm until 1.40 pm.
23. If a student arrives after 8.35 am or after 1.40 pm they must sign in at the Student Reception.
24. Until 9.00 am (or 1.45 pm) the student will be classed as 'Late' but a justified reason for the lateness must be given.
25. If the student arrives after 9.00 am (or 1.45 pm) the registers are officially closed and therefore the student will receive an 'unauthorised absence' for that session. A note signed by parents will be required to explain that unauthorised absence.
26. Lateness and absences will be regularly analysed and the school will take appropriate action.
27. Regular lateness due to traffic conditions is not an acceptable reason for lateness.
28. Each teacher will take a register in each timetabled lesson.
29. The register is a legal document. It must be marked accurately, recording a student's attendance or absence and, in the case of absence, if authorised or unauthorised. Registers will be completed electronically. A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order in respect of a student. Registers will be archived for three years following completion at the end of the School year.
30. Parent/Carers' letters do not authorise absences. Only designated School staff can decide to authorise absences based on the information offered. The School has the right to request further medical letters in order to assess the situation accurately.

31. The School is committed to following advice and guidance issued from time to time by the government on attendance. We will comply with present and future legislation. This policy will be well publicised. It will be reviewed at least every three years. It was adopted on 3 December 2018.