



St John and St Francis Church School

Attendance Policy (January 2015)

Date of issue: November 2016

Date for review: September 2016

Approved by Local Governing Body: 22.November 2016

Context

The policy has been produced in consultation between the schools in the Multi Academy Trust (MAT) and in liaison with the Education Attendance Service.

Principles and aims

Aims

To maintain and improve upon current attendance levels through a consistent approach to registration and the monitoring of attendance

To ensure the completion and maintenance of attendance registers

To work with schools of the MAT to promote high levels of attendance and good punctuality

We work in partnership with parents, carers, support agencies and the local community to encourage and support with children to achieve high levels of attendance and punctuality. All pupils are expected to attend regularly and be punctual. This establishes good working habits. Pupils who attend regularly achieve better results than those who do not. All pupils should aim for 100% attendance as a minimum target. The School monitors all pupils' attendance regularly. Pupils with poor attendance are identified and appropriate action is taken.

St John and St Francis Church School recognise the importance of developing a culture and positive ethos in which students want to learn and attend school. The School follows the Somerset Local Authority and DfE Guidelines.

We work in close partnership with parents, Governors and the Education Welfare Officer. Many pupils come to school with a range of needs and feelings as a result of difficult experiences. St John and St Francis Church School has developed a range of flexible responses to meet the emotional and social needs of individuals. There are in place a range of strategies in pastoral, learning support and curriculum areas that focus on enabling the individual to achieve.

Glossary of Terms/Acronyms

LA	Local Authority
EWO	Education Welfare Officer
SLT	Senior Leadership Team
DfE	Department for Education

Scholar Pack Electronic Registration Codes

Registration Times

Early Years and Key Stage One	08.55am and 1.00pm
Key Stage Two	08.55am and 1.15pm

Present Marks	/ \	Present
	#	School closed to all Pupils
	B	Off site Ed. No dual

	C	Other Authorised Circumstances
	D	Dual Registration
	L	Late (before register closed)
	V	Educational Visit
	W	Work Experience
	X	Early Years
Absent Marks	E	Excluded
	F	Extended Holiday
	I	Illness NOT Appointments
	J	Interview
	M	Appointments
	N	No Reason Given
	O	Unauthorised
	G	Unauthorised holiday
	H	Authorised holiday
	N	No reason provided yet
	P	Sports
	R	Religious Observance
	S	Study Leave
	T	Traveller Absence
	U	Late After Registration Closes
	Y	Absence due to Exceptional Circumstances
	Z	Pupil not on Role

Authorising an Absence

The decision to authorise an absence rests with the school. The reasons must be clear and acceptable and usually fall into one of the following categories:

- Illness.
- Medical or Dental appointment (1/2 day only).
- Family bereavement.
- Exceptional special circumstance.
- A student who has been granted leave to perform through licensing.
- Child becoming a carer for a sick or disabled member of the family on a temporary basis.
- Fixed term or permanent exclusion.
- Days set aside for religious observance by the religious body to which the child's parent belongs.
- Where the school is outside the statutory walking distance for students of that age and the LA has not made provision for transport to and from school or has not offered a place at a school nearer to the student's home.
- Dual registration.
- Special or exceptional family holidays which meet the criteria laid down for authorised holiday in term time.
- Travellers when travelling.
- Approved sporting activity.
- Alternative provision off-site, organised by the school.
- Open Mornings for Year 6 children transferring to Secondary School.

When the Classteacher receives an absence note they must pass this to the School Office so the information can be put onto Scholar Pack and also on the Child's file.

Term Time Leave

St John and St Francis Church School follows the Government regulations. Absence as a result of holidays taken during term time will not be authorised unless there are special or exceptional circumstances, only up to ten days in school time and only if the student's attendance is at least 96%. No holiday absence even if it meets the criteria will be authorised even in special or exceptional circumstances for students whose

attendance is below 96%. We will also look at the proximity of SATs for Year 2 and Year 6 pupils. At the start of the academic year attendance of the previous year may need to be considered. Parents need to apply for holiday absence before going on holiday and need to explain the special or exceptional circumstances.

If a holiday request is not authorised and the parent still takes the student, a Penalty Notice of £60 may be applied per parent/carer per child.

Truancy

Internal truancy checks will be carried out at intervals by the Academy Attendance Officer.

Follow – up of Poor Attenders

Parents report absences on the main school number dedicated absence line – 01278 456918. Attendance data is produced weekly and supports an early intervention process. SLT review attendance every fortnight to discuss identified pupils and actions to be taken.

A tracking system has been set up to supervise this. The spreadsheet keeps a succinct record running of actions and meetings.

The Education Welfare Officer meets regularly with the School to discuss pupils who have been identified and actions to be taken.

The School Office team check absence daily and contacts home via text or phone if a pupil is absent. Long term absentees (due to medical reasons or truancy) returning to school are supported to ensure successful re-integration. This may include a restricted timetable initially.

Encouraging Excellent Attendance

- Certificates and Wear What you Want days half termly for those with 100% attendance and the class with the highest attendance in that half term.
- Weekly acknowledgement for classes with the best attendance.
- Attendance contributes to end of year reward certificates.

Taking Students off Roll and Missing Students

St John and St Francis Church School follows the procedures laid down by the local authority.

Monitoring Absence

For students who have odd days off on a regular basis, or reach 5 unauthorised absences parents will be contacted by the School. If a student has 7 unauthorised absences within 12 school weeks' parents will be requested to attend a meeting.

Please note LA guidelines state that schools can request a warning penalty notice is issued for pupils with at least 10 sessions of unauthorised absence within 12 school weeks.

When the academy suspects that absences due to medical reasons that are not genuine they will be unauthorised unless medical evidence can be provided. When a pupil's absence becomes a serious cause for concern the school may refer the pupil to the Education Welfare Officer.

If the pupils attendance doesn't improve or there are unauthorised absences legal action may be taken following LA guidelines.

Duties, Roles & Responsibilities

Expectations, roles and responsibilities

LA	Statutory Duties	<p>LA Policy for attendance at school.</p> <p>Ensure parents/carers cause their children to receive a full time education.</p> <p>Use statutory powers to take legal action to meet the Las statutory responsibilities.</p> <p>Inspect school registers.</p> <p>Advise on child protection.</p>
	Other Responsibilities	<p>Promote and maximise school attendance.</p> <p>Work to the government statutory guidance on schools attendance and implement prosecutions, attendance orders and so on.</p> <p>Support pupils and families to improve attendance including the promotion and support to schools to write up parenting contracts.</p> <p>Discuss with schools, pupils for whom attendance is a concern, offering guidance and support.</p> <p>Agree with the school a system for recording actions arising from meetings, clearly indicating responsibilities.</p> <p>Carry out assessments on attendance of individual pupils, calling attendance reviews where appropriate.</p> <p>In consultation with the school and where appropriate instigate legal action.</p>
Schools	Statutory Duties	<p>Keep an accurate and up to date admissions register.</p> <p>Keep accurate and up to date attendance registers.</p>
	Other Responsibilities	<p>Promote and maximise school attendance.</p> <p>Work to Government Statutory Guidance on School Attendance.</p> <p>Have a whole school attendance</p>

		<p>policy.</p> <p>Set individual school targets to improve attendance.</p> <p>Support pupils and families to improve attendance, including the use of parenting contracts.</p> <p>Identify senior members of staff to liaise with the Education Welfare Officer and arrange regular liaison meetings.</p> <p>Provide attendance data for the liaison meeting and to ensure regular transfer of accurate attendance data to the EWO via the LA.</p> <p>To inform the EWO of children with poor or irregular attendance where attempts by the school to rectify the situation have failed.</p> <p>To be clear, consistent and decisive in the approach to the authorisation of absence from school, consistent with DfE and LA Guidance.</p>
Parents / Carers	Statutory Duties	Ensure their children attend school punctually and at the required times
	Other Responsibilities	<p>Ensure their children attend school in a fit state to take full advantage of learning opportunities.</p> <p>Supporting the school and pupils in matter of school policy including behaviour and attendance.</p>

Attendance Levels

Above 96%: Less than 6 days absence a year	Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future
95%: 10 days absence a year	These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.
90%: 19 days absence a year	Pupils in this group are missing a month of school per year; it will be difficult for them to achieve their best
85%: 29 days absence a year	Pupils in this group are missing six weeks of school per year; it will be very difficult for them to

	keep up with work and they are unlikely to do their best.
80%: 38 days absence a year	The Government classifies pupils in this group as “Persistent Absentees”, and it will be almost impossible to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.

The importance of attendance.

90% attendance means that a pupil is absent from lessons for the equivalent of one half day every week. If a pupil had 90% in a school year they have missed the equivalent of four whole weeks (a month). If the pupil continued this pattern over five years they will miss the equivalent of about one half of a school year. If a pupil is absent one day per week this means you have an attendance of 80%. The chances of them achieving 5 A* - C at GCSE are down to 20%.

Habits of poor attendance and lateness in school are often repeated in working life. Employers and colleges ask Secondary Schools for this information as part of references.

The better the attendance the greater the achievement.

How parents / carers can help

Let the school know the first day of pupils absence on the dedicated phone line – 01278 456918

Make dental and doctor’s appointments outside school hours. If pupils have to go during school hours unless having a major treatment, pupils should return to school so they can get attendance mark. We only authorise half a day for medical appointments unless evidence is provided.

Make sure you leave home early enough to get to school in time for registration. Morning registration is at 08.55am. Classrooms are open from 08.45am. If you arrive 10 minutes after registration it is classed as an unauthorised absence.

Monitoring and review

This attendance policy is the governors’ responsibility, and they review its effectiveness annually. They do this by routinely examining the school’s attendance records and by discussion with the Headteacher. Governors analyse information for patterns of people, places or groups.

This policy will be reviewed in two years, or earlier if necessary

Next review September 2018