

**Stanchester Academy Attendance Policy**

**Aims**

Our attendance policy aims to:

- Support students and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- Ensure that all students have full and equal access to the best education that we can offer in order to increase learning;
- Enable students to progress smoothly, confidently and with continuity through the school;
- Make parents/carers aware of their legal responsibilities;
- Ensure attendance meets Government and Local Authority targets

**Attending School**

School education lays the vital foundations of a child’s life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

**Expectations**

**Good attendance**

- We consider that **good attendance is 97%** or above.

<b>100%</b>	<b>Exceptional</b> attendance.
<b>97-99%</b>	<b>Good</b> attendance.
<b>90-96%</b>	<b>Concerning</b> attendance.
<b>Less than 90%</b>	<b>Poor</b> attendance and is classified by the Government as <b>Persistent Absence</b> .

**We expect that all students will:**

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day
- Discuss promptly with their form tutor or student office any problems that may affect their school attendance.

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**We expect that all parents/carers will:**

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school **daily** of absence or if known in advance, whenever their child is unable to attend school.
- Contact school promptly whenever any problem occurs that may keep their child away from school.
- Notify the school of any home circumstances that might affect the behaviour and learning of their child.
- Notify school immediately of any changes to contact detail.
- Attend meetings at the school as requested.
- Provide medical evidence for absence as requested (this may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle).

**We expect that the school will:**

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Provide a sympathetic response to any child's or parent's concerns.
- Keep regular and accurate records of morning and afternoon attendance and punctuality and monitor each individual child's attendance and punctuality.
- Contact parents each day when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body will be requested.
- Encourage good attendance and punctuality through a system of reward and recognition.
- Regularly inform parents of the % attendance of all students.
- Make initial enquiries regarding students who are not attending regularly.
- Communicate with the Education Safeguarding Service (ESS) to monitor and support school attendance and welfare.
- Discuss irregular or unjustified patterns of attendance at fortnightly welfare meetings with our Academy Attendance Officer. Failure by the family to comply with the planned support set by the Attendance Officer may result in further actions, e.g. a Parenting Contract, parental prosecution or an application for an Education Supervision Order.
- Will notify the PEVP Panel after 15 days continuous medical absence.

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- Refer for additional support that will assist good attendance, such as the school counsellor, mental health support team or CAMHS, where appropriate.

**Registers, Punctuality and Lateness**

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other students in the class. It is paramount therefore that all students arrive at school on time. The school is supervised from 7.50am and the gates opened until the bell at 8.20am before being closed for admission at 8.25am. Any students arriving after 8.20 however will be marked as late.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every student.
- Registration takes place at 8.20am and students who arrive after 8.20am will be recorded as late to school.
- Registers close at 8.30am.
- Electronic registers are taken every lesson throughout the school day. Afternoon registration is taken at 1.50pm.
- Persistent lateness by a student will be dealt with through the Head of Year.

**Student Leaving During the School Day**

During school hours the school staff are legally in loco parentis and therefore must know where the students are during the school day.

- Students are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time.
- Parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- Students must sign out on leaving the school and be signed back in on their return at the main office.
- Where a student is being collected from the school, parents are to report to the school office before the student is allowed to leave the site.
- If a student leaves the school site without permission and we are aware of it, their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the students as a missing person.
- Internal truancy will be coded as a 'K' and be monitored internally.

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**Absence**

- Students are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:
  - Authorised Absence: is when the school has accepted the explanation offered as a satisfactory justification for the absence, or given approval in advance for such an absence.
  - Unauthorised Absence: is when the school has not received a reason for absence or has not approved the child’s absence from school after a parent’s request.

Examples:	
Authorised absences:	Unauthorised absences:
<ul style="list-style-type: none"> <li>• Genuine illness of the student;</li> <li>• Hospital/medical appointments unable to be booked after school;</li> <li>• Major religious observances;</li> <li>• Visits to prospective new schools;</li> <li>• External exams or educational assessments;</li> <li>• Compassionate leave.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor illness;</li> <li>• Shopping/day trip/visit to theme park;</li> <li>• A birthday treat;</li> <li>• Oversleeping due to a late night;</li> <li>• Looking after children/other family member;</li> <li>• Appointments for other family members.</li> </ul>

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- When a parent telephones the school with information that their child is unable to attend due to illness or other circumstances, this may not be automatically authorised. A child’s current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.
- Keeping a child off school with minor ailments such as headache, sore throat or slight cold is not acceptable. Repeated absences will require us to request that the parent or carer obtain medical evidence from their doctor’s surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle.

**Leave of Absence**

The school holiday dates and examination periods are published a year in advance and leave of absence **will not** be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change. In line with the Government’s amendments to the 2006 regulations, holidays during term time will NOT be authorised. The Principal and Governors have determined that:

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- In **exceptional circumstances** permission may be granted for a maximum of five days of holiday providing your child has a good (97% or higher) attendance record over the previous three terms.
- Where leave of absence in term time is due to exceptional circumstances, an application form must be submitted for consideration in advance of the requested date. The Assistant Headteacher and welfare committee on behalf of the school governors will consider the request and inform parents/carers of their decision.

**Penalty Notices**

Penalty notices can be issued for unauthorised leave and may also be issued if a parent/carer fails to ensure regular school attendance.

**Penalty Notices for Holidays**

In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The Headteacher can now request that the local authority issue a Penalty Notice to **each** parent, when students are taken out of school for 5 or more day's holiday or leave of absence without school authorisation.
- The amount payable on issue of a Penalty Notice is £60 per parent, per child, if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days.
- If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance.

**Changing Schools**

It is important that if families decide to send their child to a different school that they inform Stanchester Academy soon as possible.

A student will not be removed from the school roll until the student leaver form has been completed and the following information has been received and investigated:

- The date the student will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

The student's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority as a Child Missing from Education.

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**The Process for Monitoring Punctuality**

Staff will log instances of lateness and this will be reviewed weekly by the Head of Year who will then put in place the appropriate sanctions.

Students will be given a fresh start for punctuality at the start of each term.

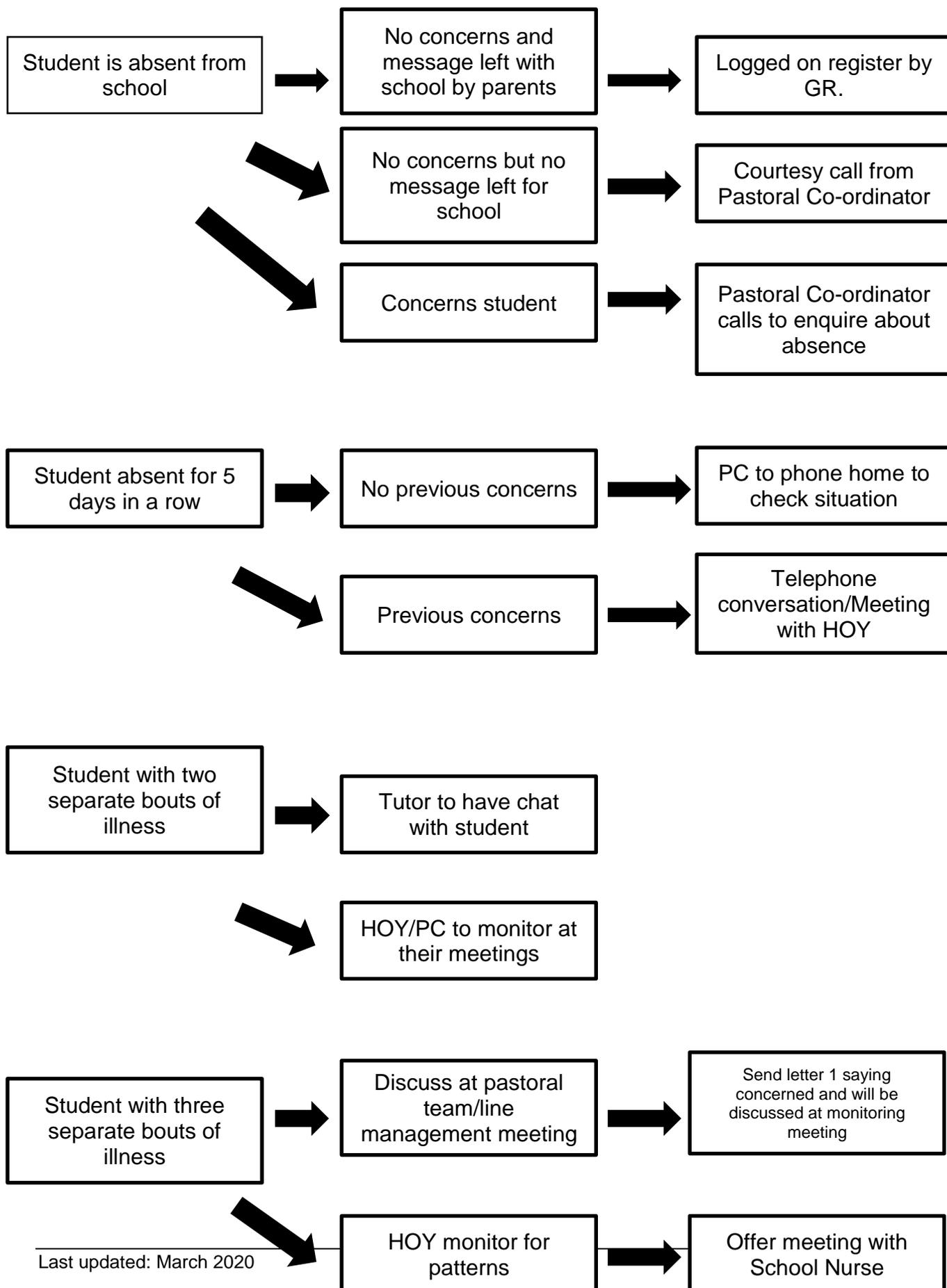
**The Process for Monitoring Attendance**

The Pastoral team will log instances of absence and lateness and discuss fortnightly with the Assistant Headteacher and Attendance Officer. Where issues persist the following will be initiated:

- Stage 1: Where there are concerns about attendance and punctuality the school will make verbal contact with home.
- Stage 2: If the concerns persist the school will write to the parents/carers.
- Stage 3: If the concerns persist the school will arrange a meeting between the parent/carer and Head of Year or Attendance Officer.
- Stage 4: If the concerns persist the school will make a formal referral to the Local Authority Educational Safeguarding Service.

Should concerns persist the Attendance Officer/ESS/Head of Year will agree action (as above) and where necessary meet with the parents/carers. Please note that ultimately the Local Authority can take legal act.

Attendance Procedures



Last updated: March 2020

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