

Paulet High School	School Procedure Document		
Document Title	Attendance Procedure		
Document Status	Approved	Approved Date	February 2018 <small>updated 03/19</small>
Document Owner	Deputy Headteacher	Review	Annually
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>

Principles

Promoting excellent attendance is the responsibility of the whole school community. The school will promote excellent attendance through its focus on community; character and curriculum learning. This Policy should not be seen in isolation but is a strand that underpins all other policies related to the wellbeing of children including safeguarding, behaviour for learning and anti-bullying policies.

Good attendance by students will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

This attendance policy refers to section 444A of the Education Act 1996. This means that schools have a duty to refer to Local Authority any child of compulsory school age who is continuously absent from school without explanation or whose attendance or punctuality is an issue. The Education Act empowers the Local Authority, Headteacher (Deputy Headteacher authorised by the Headteacher) and the police to issue Penalty Notices in cases of unauthorised absence from school.

- The Education Penalty Notices Regulations 2007
- The Education and Inspections Act 2006
- The issuing of penalty notices must conform to all requirements of the Human Rights Act 1998 and the Equality Act 2010
- Section 444 of the Education Act 1996 makes it an offence if a parent fails to secure their child's regular attendance at school at which they are registered, if that absence is not authorised by the school. Penalty Notices supplement the existing sanctions currently available under s444 Education Act 1996 or s36 Children Act 1989 to enforce attendance at school where appropriate.

Schools are required to take an attendance register twice a day. This shows whether the student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. Only school can authorise the absence, not parent/carer. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness or another unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "permission" has been given.

This includes:

- Parents keeping children off school unnecessarily including holidays
- Truancy during the school day
- Absences which have never been properly explained
- Leave of absence taken during term-time

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- Children who arrive at school too late to get a mark

Lateness

Morning registration is 8.30 am. Our close of register is 8.45 am – students arriving after this point will receive a ‘late after register closed’ mark. Students arriving after 8.45 am will have a ‘U’ (unauthorised absence) recorded on the register, unless there is an acceptable reason verified by a parent/carer. Where a student does arrive late, it is ESSENTIAL, that they sign in at reception stating the time of arrival and reason for lateness.

Please note that in order to improve punctuality; the attendance code of conduct now states that you need only 10 unauthorised lates (U code) within a 12 week period before a request is sent to the local authority to begin statutory action to address persistent lateness.

Working Together: School Procedures

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the school in resolving any problems.

Wherever possible the school will take action to improve a student’s attendance and address any underlying causes of problems before requesting support from the Local Authority.

Throughout this policy the term ‘parent’ refers to all adults or carers with either

- Parental Responsibility, or
- Are responsible for the day-to-day care of the student.

Promoting excellent attendance is the responsibility of the whole school community. Regular and punctual attendance at school is both a legal requirement and essential for students to maximise their educational opportunities. In recognition of this, the law makes it an offence for a parent or carer to fail to secure regular attendance of their child at the school.

Some children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parent/carer and the child. If a child is reluctant to attend, it is never advisable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent/carer. The Wellbeing Hub and Home School Link Worker can coordinate a package of support to ensure a young person who is a reluctant attender can be fully re-integrated back into school with effective wellbeing support.

Children Missing From Education

Paulet High School will inform the Local Authority of all deletions from the Admissions Register as stated in regulation 8 of the Education (Student Registration) (England) Regulations 2006, apart from at standard transition points.

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Should a student meet the criteria of being deleted from the Admissions Register and their whereabouts are unknown, as stated in the grounds for deleting a student from the school admission register, section 6 and 8, then the Attendance Officer and Home School Link Worker will make reasonable enquiries to ascertain where the student is.

The Children Missing Education Officers, at the Local Authority, will be informed that enquiries into the whereabouts of students as stated in the above criteria. Paulet High School will remove the student from the Admissions Register, following the Guidance, and the CTF file will be retained until further advice is provided from the Children Missing Education Officers.

Requesting a leave of absence in term time

Amendments to the 2006 regulations in January 2018 also removed references to family holiday and extended leave. Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. **A leave of absence during term time form must be completed and returned to the school in all circumstances.** Changes to unauthorised leave during term time no longer requires there to be 10 days of unauthorised leave but now only requires there to be a period (i.e. one day or more) of unauthorised leave before school will notify the local authority.

The amount of the penalty is £60/£120 in accordance per parent per child. If you pay this penalty within the time limits set out below, no further action will be taken against you in connection with the offence as set out in this notice. Payment should be made within 21 days from date of issue. If paid after 21 days but within 28 days the penalty is doubled to £120 per parent per child.

Other circumstances: It is not appropriate for the school to authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which cannot be scheduled outside the school day.

Attendance Targets

There is now no longer a requirement to set statutory attendance targets. As a school we see the need to set, and internally respond to, attendance targets as an important part of our school improvement.

School set attendance target is a minimum whole school attendance of 95%.The school recognises that to close gaps in achievement between disadvantaged (Student Premium) and other students we need to rapidly close attendance gaps between these groups of students these targets are identified in our Student premium Strategy.

Those people responsible for attendance matters in this school are:

Mrs Victoria Deer– Deputy Headteacher
Mrs Jo Smith - Attendance Officer and Home School Link Worker

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.