



# **CASTLEMAN ACADEMY TRUST**

## **POLICY :**

### **Attendance of Pupils**

**Author: Chief Executive Officer**

**Date: February 2019**

**Review Body: Trust Board**

**Date Adopted: 7<sup>th</sup> February, 2019**

**Review Date: Spring 2020**

## CASTLEMAN ACADEMY TRUST

### Attendance of Pupils Policy

#### Why is regular attendance so vital?

There is a clear link between poor attendance at school and low achievement. Government figures show that:

- Of pupils who fall below 50% attendance, only 3% will achieve 5 A-C grades at GCSE (including maths and English)
- Of pupils in the 80%-90% range, only 35% will achieve 5 A-C grades at GCSE (including maths and English)
- Of pupils below 95%, only 73% will achieve 5 A-C grades at GCSE (including maths and English)

We want the children in Castleman Academy Trust schools to have the best possible life chances, so we will do all that we can to encourage attendance of well above 95%.

#### First Day Absences

Any phone calls regarding absence are logged – child's name, reason for absence. After registration in classrooms via Integris G2, the school office then check for any absences or anomalies. A code is given for each type of absence eg.

- O – unauthorised absence
- M – medical and dental appointments
- I – illness

There are also two codes which relate to lateness – authorised late before registration closes and unauthorised late after registration closes, as detailed below:-

- L - Late before register closes – prior to 9 am which is authorised
- U - Late after register closes – after 9 am which is unauthorised

Parents must ring in before 9.20am on the first day of their child's absence from school. Children's absences must be written on the daily '**Absentee Log**'. If a parent has not phoned the school by this time then by law, the office must ring the parent to ascertain the reason for absence. The First Day Absence Log must be completed, recording our actions and the reasons given by the parent for the absence. If we cannot contact the parent and they do not phone the school back before 9.30am, the School may choose to carry out a welfare check or request a welfare call be made to home by the SAW Team/Police.

If children leave school during the day, other than on a school trip, their name must be reported on the daily '**Absentee Log Sheet**' noting the time they left school and the reason why. Similarly, if children are late into school, this must also be noted in the daily '**Pupils Late Log**' stating the time they arrived at school and the reason for the lateness. School specific consequences may be put in place for pupils who are repeatedly late to school.

When a child returns to school after any absence, a letter should be sent by the parent/guardian confirming the reason for absence. This is then filed within the pupil's admissions folder. The Management Information System (MIS) is updated on a daily basis, for both morning and afternoon registration. This enables access to many types of information – trends, particular age groups, numbers of any particular type of absence etc.

The school monitors attendance and this is also carried out by Borough of Poole School Attendance Workers (SAW). If we have a concern about attendance and/or lateness, we will use the following to inform parents about their child's attendance.

- Concerns about lateness
- Letter of concern (children below 95%)
- Invitation to attend a meeting with the SAW

### **Lateness**

Parents should make sure children are in school by the start time.

If a child is late, they **must** report to the office, so that the registers can be updated.

If a child arrives after the start time and before 9.00 am they will be marked as late, authorised.

If a child arrives after 9.00 am, they will be marked as unauthorised late, which is counted as an absence by law.

### **Penalty Notices**

Penalty notices are fines of a statutory amount imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. They can only be issued by a Headteacher or someone authorised by them (a deputy or assistant head authorised by the Headteacher), a local authority officer or the police. All schools and the police must send copies of penalties issued to the local authority. Penalty notices can be issued to each parent liable for the attendance offence or offences. Penalties can be used where the pupil's absence has not been authorised by the school.

Penalties may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies.

### **Appointments during the day**

Parents should avoid arranging appointments for their child during the day, wherever possible. However, if this is unavoidable, please telephone or send a note giving details of the appointment. When collecting children for an appointment, parents should bring a copy of the appointment card or letter. Children should only be taken out of school for **their own** appointments. Siblings will not be excused because another family member etc as an appointment.

## **Leave during term time**

The Department for Education, in 2013, stated that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances AND current attendance is at least 95%. An example of exceptional circumstances may be that a family member is returning home from service duty in term time. There is now no such thing as a 'holiday request form'. Requesting Leave of Absence must be done in writing to the Headteacher, but will only be considered under **exceptional circumstances**. It is impossible to present an exhaustive list of exceptional circumstances. Individual cases will be considered.

If leave of absence is taken without authorisation, it will be recorded as unauthorised. If the overall attendance level continues to be below expected standards, parents may be subject to a fixed-penalty notice.

## **The Law**

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments came into force on 1st September 2013.

Amendments remove previous references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments also reduce timescales for paying a penalty notice from 28 days to 21 days. Our Attendance Policy has been amended to reflect the changes to the 2013 Law.

## **Equality Impact Assessment**

This policy has been reviewed with the equality impact considerations as laid down in the Trust's Equality Policy.