

Attendance and Punctuality Policy (Students)

**Co-ordinator – Headteacher/Senior Student Support Leader for
Attendance**

Updated – November 2018

Ratified by Governors – November 2018

Review Date – November 2019

Robertsbridge Community College: Attendance Policy (Students)

This policy reflects the vision and aims of Robertsbridge Community College by

- Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.

Principles

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better 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.

Every half-day absence has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- ***parents keeping children off school unnecessarily***
- ***truancy before or during the school day***
- ***absences which have never been properly explained***
- ***children who arrive at school too late to get a mark***

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the East Sussex Behaviour and Attendance Service (ESBAS) from the Local Education Authority. They will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

- Parents are expected to contact the College before 9.30 am on the first day of absence. The designated absence line is 01580 881264.

- Students arriving late must ensure that they complete the late book in Reception.
- If a child is required to leave College during the school day, written notice must be provided. If written notice has not been provided beforehand, parents must contact the Senior Student Support Leader for Attendance to seek authorisation before the child leaves the premises.
- Holiday requests during term time are in line with LA guidelines, and at the discretion of the Headteacher. Parents are asked to complete a Withdrawal from Learning Application Form, available from Reception or via the school's website. If there are extenuating circumstances, these will be taken into consideration. Other factors are also taken into consideration before a decision is made i.e. general attendance rate, whether the absence clashes with examinations etc. Notification of the Headteacher's decision will be provided to the parent/s in writing.
- The Senior Student Support Leader for Attendance and Student Support Leader for the student's house will deem appropriate which process of attendance monitoring to implement, to ensure good attendance is maintained by all students. This can include an informal attendance monitoring period, a 10 week formal attendance monitoring period or a referral to the East Sussex Behaviour and Attendance Service (ESBAS). Students who are on any form of attendance monitoring must provide medical evidence in order for any absences to be authorised. If medical evidence is not provided, these will be unauthorised.

It is not usually appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time. Permission for these must be sought from the Senior Student Support Leader for Attendance and before a child leaves the premises.

Persistent Absenteeism

The Government threshold for Persistent Absenteeism is now any attendance of 91% or lower. This includes all absence whether as a result of genuine illness or for unauthorised reasons. The names of those on this figure or below are reported to East Sussex County Council on a termly basis.

If a pupil falls into this category the College may request that parents or carers provide medical evidence to support any absence in order to better understand the nature and pattern of the absence. This evidence could be in the form of a doctor's note, hospital letter, copy of a prescription, appointment card or medicinal packaging. Due to the level of absence at that point the College will not be able to authorise any further absences which are not supported by medical evidence.

Punctuality

Robertsbridge Community College places a great deal of emphasis on good attendance and punctuality as it ensures that our pupils have the best opportunity of being successful at school, and also teaches them good habits for the rest of their lives. Please note traffic coming from Hastings is notorious for poor traffic flow, so parents should allow extra time for the journey to school. Heavy traffic is not an excuse for being late. Students should arrive on time at morning registration which starts at 8.50am. Please see Appendix 1 and Appendix 2 below which outlines the College's process in monitoring punctuality.

Child Missing from Education

If a child leaves the College and is not enrolled at another school within the required period, a CME notification is made. This notification may be made at an earlier point of there are Child Protection or Safeguarding concerns.

Timings of the College day:-

The College follows the daily schedule listed below.

| | |
|---------------------|--------------|
| 8.50 am – 9.20 am | Registration |
| 9.20 am – 10.10 am | Lesson 1 |
| 10.10 am – 11.00 am | Lesson 2 |
| 11.00 am – 11.20 am | Break |
| 11.20 am – 12.10 pm | Lesson 3 |
| 12.10 pm – 1.00 pm | Lesson 4 |
| 1.00 pm – 1.40 pm | Lunch |
| 1.40 pm – 2.30 pm | Lesson 5 |
| 2.30 pm – 3.20 pm | Lesson 6 |

Information about individual school targets, projects and special initiatives

The school has adopted the following attendance targets and special projects:

- target assemblies
- mentor group rewards
- whole school rewards trips
- Student Support Leader for the student's house target friendship issues which cause absence
- SATs attendance rewards
- Student Support Leader for the student's house liaise with home tuition (TLP) for smooth reintegration
- Bi-Termly prize draw for students with 100% attendance

Those people responsible for attendance matters in this school are:

- Mrs Alison Eggleston – Senior Student Support Leader for Attendance

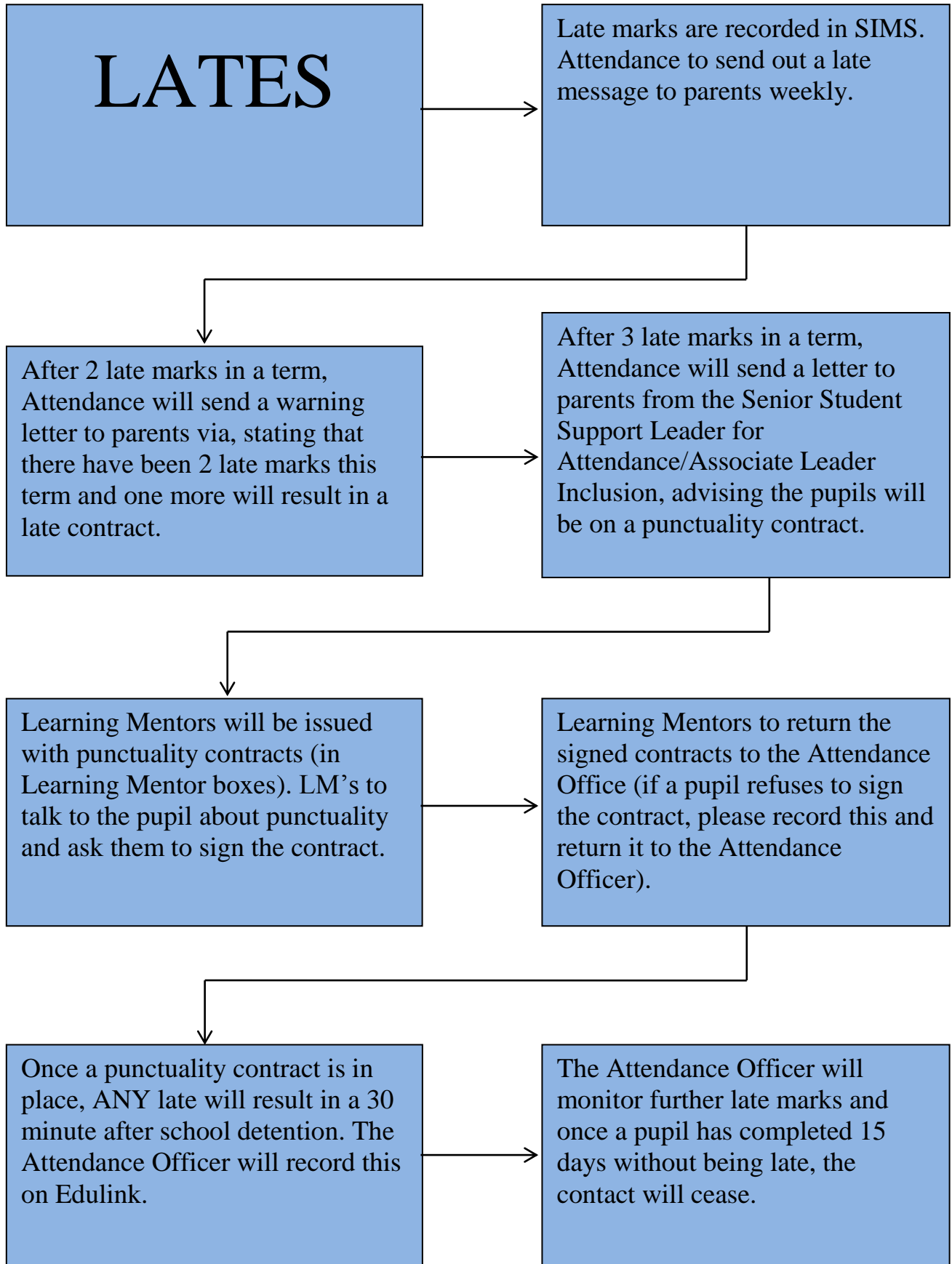
- Mr David Kilby – Associate Leader for Inclusion
- Interim Headteacher

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents 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.

Last updated: November 2018 (AE)

Protocol for persistent lateness 2018-2019



Appendix 2



PUNCTUALITY CONTRACT

Name: _____

Year/Learning Mentor Group: _____

To achieve these targets you should;

- **Arrive at school and in tutor room on time (before 8.50)**
- **Be properly dressed and prepared for learning**
- **You will be required to attend a 30 minute after school detention for each late arrival to school**

Pupil Agreement

Pupil agrees to improve his/her punctuality with the support of the school and his/her parents.

Please note that the 30 minute detention will be put in place as soon as the contract is issued.

By signing this agreement I/we understand that the information may be shared with other relevant agencies to ensure that the appropriate services are provided.

This contract is to be reviewed three weeks from the date of commencement. When 15 days are completed without any late marks, this contract will end.

Headteacher, or delegated member of staff, on behalf of the Governing body

Name: _____ Signed: _____

Position: _____ Date: _____

Pupil (The pupil's involvement is subject to age, maturity and understanding)

Name: _____ Signed: _____

Date: _____ Punctuality Target
100%

To be reviewed 15 days from date of issue.