

**TREVI GLAS COMMUNITY SCHOOL****POLICY STATEMENT: ATTENDANCE AND REGISTRATION**

The Governors expect that parents will contact the school on the first day of absence by telephoning, emailing or sending a text message. If no such communication is received then the Attendance Officer will send a standard absence message. A record will be made of the sending of the message and the Attendance Officer will continue to try and contact parents. If there is no response to this communication within five days of its dispatch, the Head of Year will inform the Educational Welfare Officer as circumstances require.

The Governors also expect that when a student returns to school following an absence where no previous communication has been made, a letter explaining the absence will be brought. On receipt of such a note the absence may become an 'authorised absence' and the appropriate code will be entered. If daily contact has been made, however, this note is not necessary. All notes should be retained in the central office for that school year plus one term.

If no notification of an absence is received from parents the Attendance Officer should take steps to obtain such a note by reminding the student that if that fails, the Attendance Officer will contact parents.

Contact will be made with students in discrete groups being monitored or those whose attendance is a cause of concern on their first day of absence.

The Government has decided that in order to reach 97% as a minimum target, it will not allow Headteachers, across the country, to authorise holidays.

Absences during term time can only be authorised if they are taken due to exceptional circumstances – for example, compassionate leave. Parents will only be able to make a formal request for leave of absence by submitting a letter addressed to the Headteacher in which the exceptional circumstances are explained.

Every case will be considered individually and there are no set criteria defining 'exceptional circumstances'. The law dictates that each child's current attendance figure and educational level will be considered in each case, and detailed records will be required to be kept so that absence over a child's time in education can be examined. Treviglas is following the government guidance which may trigger a Fixed Penalty Notice.

The law says that if you do take unauthorised holiday it may result in a fixed penalty notice being issued. The fixed penalty notice would be £60 but would increase to £120 if not paid within 21 days. There is a possibility that further prosecution could result.

N.B. Attendance is monitored by the Heads of Year and the Attendance Support Team on a weekly basis. Key staff are informed of students who have three or more days of absence for any reason, at any time.

**Early intervention****Early Monitoring systems**

- The attendance target for all students is 97%. Attendance is discussed with the students in review and guidance. At target setting interviews attendance is discussed with parents.
- Parents are informed of their child's attendance in all reports and on schoolcomms.
- Tutor teams review attendance at every meeting and decide on actions that need to be taken.
- Heads of Year and the Attendance Officer maintain a record with a summary of attendance, unauthorised absence and interventions.

- The school seeks to contact parents on the first day of absence by phone, text or email
- Attendance letters and other interventions are logged on SIMs

## **Stages of Monitoring and Actions around Attendance**

**HOY = Head of Year**

**AHT = Assistant Head Teacher**

**EWO = Educational Welfare Officer**

### **Stage 1 96% or lower:**

- Attendance drops below 96% - Letter sent out to parents
- Tutor/HOH to monitor attendance of students on stage 1

### **Stage 2 93% or lower:**

- Letter sent out with parental meeting time allocated with Attendance Support or HOY
- Medical evidence requested from this point
- HOY to add stage 2 students to HOY attendance tracking system
- Tutors allocated two students on stage 2, all remaining to HOY strategy
- Attendance team conduct weekly monitoring of student attendance patterns using registration certificates, actions decided and recorded for any student with no improvement
- Consultancy with EWO (may lead to referral)

### **Stage 3 91% or lower:**

- Letter sent out with parental meeting time allocated with HOY or Attendance AHT
- Second meeting to establish support/action needed
- Parental contract in place (if appropriate) with review date meeting agreed
- Attendance team conduct weekly monitoring of student attendance patterns using registration certificates, actions decided and recorded for any student with no improvement
- Consultancy with EWO (may lead to referral)
- Possible legal action – Educational Planning Meeting / First Warning of Prosecution

### **Stage 4 88% or lower:**

- Referral to EWO / AHT ATTENDANCE (on safeguarding team)
- Possible legal action – EPM / First Warning of Prosecution
- Legal action continues if no improvement

An attendance certificate and absence graph will be sent with all correspondence linked to concerns over attendance.

Please note that where there are concerns about attendance and a first warning of prosecution has been issued, the school may take steps to inform other involved professionals such as the student's GP.

### **Long term medical issues suspected:**

- If a student is absent for 10 days with the same medical reason a home visit may be offered. The school will not authorise the absence without medical evidence
- If a student is absent for 15 days or more with a medical reason the school may work with other involved professionals to support reintegration and share information to safeguard children

### **Students leaving school during lesson time**

Students may leave the school during lesson time providing:

1. There is a letter from the parents indicating the nature of the request for absence and this has been approved by the Form Tutor and/or Student Services/Head of Year.
2. An exeat is obtained from and, signed by, the Form Tutor/Student Services or Head of Year.

**NB: Treviglas would like parents/guardians to plan routine medical or dental appointments at either end of the school day to avoid disruption as far as possible. If an appointment during the school day is unavoidable, then please can parents/guardians aim to ensure that students attend before and after the appointment.**

### **Lateness to morning registration**

A student will be coded as 'L' if they do not register by 8.45 a.m. If a student is late twice in one week and fails to attend a detention at break time for being late they will be issued with an after-school detention

Students will be expected to arrange their own transport home from the detention

Form tutors will issue a punctuality report where a student is late more than three times in one week

Heads of Year will hold a parental meeting if lateness becomes a cause for concern

If lateness persists then the Assistant Headteacher – Attendance or Educational Welfare Officer will be involved. Persistent lateness may also lead to a Fixed Penalty Notice being incurred

NB: Students will not be given a detention if their school bus was late

### **Attendance Rewards**

Certificates for 100% attendance will be given to students half termly

Students who achieve 100% attendance over the whole school year will receive a prize

Attendance will be celebrated in assemblies, during registration and around the school as a whole

At the end of each academic year, students with 100% attendance in any one half term will be entered into a prize draw

Improved attendance will result in a praise letter being sent home by Heads of Year

On random days throughout the academic year, attendance prizes will be issued. Students need to have shown an improvement and be 'present' that day to be eligible for a prize

## **Understanding types of absence:**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, text message or email is acceptable.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/guardians 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, with no good reason such as an emergency medical appointment
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed.

Whilst any child may miss school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your 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 usually make things much worse.

Any student at Treviglas identified as having attendance below 93% will have all further absence unauthorised on schools register.

However, should parent(s)/ guardians provide evidence from a medical practitioner advising that the period of absence was necessary, the absence for the evidenced period will be authorised. This evidence can include an appointment card from the GP, a screenshot of prescribed medication following an appointment, showing the student's name and date of birth clearly. For longer periods of absence linked to an illness, medical evidence from a specialist and not a general practitioner may be sought for the school's records.