Southerly Point Co-operative Multi-Academy Trust

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PUPIL ATTENDANCE POLICY

Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.*	✓
The EIA has not identified any conflict with the Trust's co-operative values or the Church Schools' values.	✓
Adjust the policy to remove barriers identified by the EIA or better promote equality.	✓

*Inclusive of protected characteristics

Provenance	Date
Working Party	**Jan 2018**
HR checks	
Union Consultation	**Feb 2018**
Trustees' Ratification	**Mar 2018**
Implementation	**May 2018**

Review Date
Jan 2021 Wording change: 'If parents / carers do not respond positively to the support on offer and attendance does not improve' in place of 'If ongoing support is not effective'.
Jan 2024

To be read in conjunction with:	**SEND Policy** **Managing Medical Conditions Policy** **Safeguarding and Child Protection Policy**

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PUPIL ATTENDANCE POLICY

The school is committed to providing a full and effective education to all pupils, and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcomed. School attendance is subject to various Education laws - this Attendance Policy is written to reflect these laws and the guidance produced by the DfE and Cornwall Council. This policy applies to all pupils, including Post 16.

For a child to reach their full educational achievement, a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils, and their parents or carers, the importance of regular and punctual attendance.

School staff work with pupils and their families to ensure each student attends regularly and punctually. There is an effective and efficient system of communication with pupils, parents and appropriate agencies, to provide mutual information, advice and support. The school has a system of incentives and rewards, which acknowledge the efforts of pupils to improve their attendance or time keeping, and will challenge the behaviour of those parents who give a low priority to attendance and punctuality.

The school will:

- Review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.
- Examine its attendance figures and set attendance targets annually. These will reflect both national and county attendance targets.
- Liaise with outside agencies to improve attendance, or deal with attendance issues.

Pupils / students are expected to:

- Arrive on time and register promptly at 8.45am and then at each subsequent lesson during the school day.
- Register at the Attendance Office if they are late to morning registration.
- Supply a note from parents if they need to leave the school site during the day. This must be submitted to Reception when signing out in order to obtain a pass.
- Attend all lessons and register on time in each lesson.

We request that parents/carers:

- Work with the school to ensure their child's attendance is the best it can be. Parents have the primary responsibility in this respect.
- Ensure their child arrives at school on time.
- Inform the school if their child is absent on every day the child is absent, giving the reason for the absence.
- Contact the Attendance Manager if they have concerns over their child's attendance and feel they need support.
- Make routine medical and dental appointments outside the school day where possible, or in the holidays.
- Attend before and after any appointments made within school time.

Procedures:

To support our key policy statements, the following procedures will be followed:

- The school uses an electronic system to record and monitor attendance. Teaching staff will take an electronic register at the start of every lesson and tutorial, which is automatically stored in SIMS.

- The school's Record of Attendance is maintained electronically and supervised by the Attendance Office.

- Reasons for absence must be provided by a parent/carer, by letter, by telephone call to the Attendance Office, or by email, text or through the MYEd app.

- The school will contact home on the first day of absence if the Attendance Office has not received notification from a parent/carer. This will continue for each day a pupil is absent if no explanation has been given by a parent/carer.

- To assist in the monitoring of attendance, the Attendance Manager meets every two weeks with members of the Senior Leadership Team to review those pupils with low attendance, details of previous intervention, and to formulate a plan of action.

- The school will send concern letters to parents/carers of pupils who are falling below attendance targets.

- The Attendance Manager maintains a list of pupils who have attendance problems. These pupils' attendance is reviewed fortnightly and support measures are agreed.

- Pupils whose attendance falls below 90% are designated as 'Persistent Absentees' by the Government, and this triggers a more formal support plan. This may take the form of an Attendance Intervention Meeting with the student and parents/carers.

- If parents / carers do not respond positively to the support on offer and attendance does not improve, the school will consider implementing legal proceedings in line with the Education Act 1996.

- Subject teachers maintain lesson registers, which are checked by members of the SLT.

- Details of each student's record of attendance will be included in their annual report.

- Through Parents' Evenings, the school website and letters home, we will inform parents of the importance of regular attendance. Senior and Middle Leaders plus the Attendance Manager will include attendance as an item in assemblies.

- Attendance will feature on the agenda of mentoring sessions, Year Team meetings and other Pastoral Support meetings.

Punctuality

School registers close at 9.30am, and any arrival after this time may not be authorised, unless a valid reason is supplied by a parent/carer.

Pupils in Years 7 to 11 who arrive late to school must sign in at the Attendance Office. Post 16 pupils should report to the Post 16 Centre to be registered.

Staff will challenge pupils who do not arrive on time. If lateness persists, parents/carers will be contacted by the Attendance Manager.

Leave of Absence

Please note that, following new Government legislation, the school **can no longer authorise any leave of absence in term time** unless there are exceptional circumstances. Parents/carers wishing to remove their child during term time must apply to the Headteacher / Head of School at least 14 days prior to the planned absence, using the Leave of Absence Request Form, which is available from the Attendance Office and Reception. Each case is assessed on an individual basis.

If parents/carers decide to take their child out of school without permission, they will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council, who may decide to take legal action against them. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60.00 per parent per child if paid within 21 days or £120.00 if paid after this, but within 28 days. Failure to pay the penalty notice may result in Court action. Persistent absences, which are not authorised by the school, may result in prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences. **The Council may also apply for the costs incurred in taking the matter to Court.**

The school will promote good attendance by:

- Sending letters of congratulation to those with good/improving attendance.
- Presenting certificates and prize draw tickets to those who achieve 100% attendance.
- Promoting competition between Tutor Groups.
- Making the College a place where pupils are valued as individuals within a positive learning environment.
- Seeking the views of pupils and parents/carers on College policies and procedures.

Appendix 1 – Information specific to Post 16 only.

Motivation and Rewards

Pupils in Post 16 are recognised and praised for good attendance and punctuality through assemblies. Good attendance and punctuality is a pre-requisite to pupils being awarded home study privilege in Year 13.

Procedures

The Post 16 Administrator emails an updated Attendance Report to all members of the Post 16 Leadership team every four weeks. The Attendance Report shows all pupils with an attendance of less than 90%.

95% plus	**90 to 95%**	**80% to 90%**	**Below 80%**
Good No action required	Cause for concern A phase 1 letter will be sent to parents making them aware of the attendance rate (it will include a breakdown of attendance to each subject).	Serious concern The Co-Director of Post 16 will discuss attendance with the student and engage with parents to put remedial strategies in place. The Co-Director will monitor using an attendance report card. Immediate improvement is expected.	The student's place at the College is under threat and immediate action is required: The Co-Director of Post 16 will meet with the student and parents, to put additional strategies in place and issue a Post 16 Contract*****. The Co-Director and Director of Post 16 will monitor attendance using an attendance report card. In addition to attending College, the student must attend all lessons and study sessions that are relevant to their timetabled programme of study. The student will also be required to catch up and complete all tasks missed due to previous absences. Repeated incidents of truancy are likely to result in the student losing their place at the College.

***** A Post 16 Contract is a formal written warning that a student's place at the College is under review, unless all terms of the contract are met. The contract will clearly set out what is expected from a student, and if the student fails to adhere to the terms of the contract, their place in the College is under threat.