



DRET Attendance and Registration Policy

Introduction/Overview

Regular attendance and punctuality are important if children are to take part fully in the life of the academy and take advantage of the learning opportunities offered by the academy. We recognise that attending this academy regularly and being punctual is vital to the educational process and encourages a good pattern of work.

Policy			
Version	Date Approved by Trustees	Date Released to Academies	Next Review Date
V1.0	28 June 2016	1 September 2016	January 2018
V2.0	CRA 18.10.18	n/a	
V2.1	CRA 18.11.18	n/a	November 2019

1. Purpose

- To encourage good attendance and discourage lateness.
- To monitor patterns of absence and take action to seek improvement if appropriate.
- To identify authorised and unauthorised absence and take appropriate action.
- To establish a common academy procedure for responding to absence.

2. Procedure

2.1 The Principal will:

- Ensure that students are registered accurately and efficiently.
- Liaise with the governing body to set attendance targets for the academy.
- Ensure that parents or carers are contacted on the same day when reasons for absence are unknown or unauthorised to ensure the child is safe.
- Monitor student attendance and lateness.
- Report academy attendance statistics to the governing body and Trust.
- Provide the attendance team with registers of attendance and attendance statistics and support in following-up all absences when this affects overall attendance
- Ensure that students absent for long periods because of ill health receive appropriate learning support.
- Analyse attendance data and compare with previous years.
- Work with outside agencies and parents/carers to promote good attendance
- Work with outside agencies and parents/carers to resolve issues where attendance is poor

2.2 All teachers are expected to:

- Register students accurately and efficiently.
- Register student attendance and lateness at the start of morning and afternoon sessions.
- Encourage students to attend the academy regularly and inform the attendance team if there is a problem that may lead to absences.

2.3 Pupils will be encouraged to:

- Attend the academy regularly and on time
- Inform staff if there is a problem that may lead to absences.

2.4 Parents and carers will be asked to:

- Ensure the child attends the academy regularly and is on time.
- Inform the academy on the first day of non-attendance giving the reason why.
- Discuss planned absences with the academy in advance and ensure that these are only in exceptional circumstances
- Work with the academy and outside agencies to maintain good attendance rates
- Work with the academy and outside agencies to overcome poor attendance

2.5 The Governing Body will:

- Ensure that they are informed about the long-term absence of students.
- Ensure the Policy is up-to-date and reviewed regularly.

Support the academy in its application of the policy through demonstrating high expectations for attendance to parents

Keep parents/carers informed when attendance is in danger of becoming below that expected

3. Understanding types of absence

3.1 Every half-day absence from the academy has to be classified by the academy (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

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

3.3 Unauthorised absences are those which the academy 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 (but not limited to):

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- holidays taken in term time because they are cheaper than non- term time
- shopping, looking after other children or birthdays
- day trips and absences in term time which have not been agreed.

3.4 Any problems with regular attendance are best sorted out between the academy, the parents/carers and the child. If a parent/carer feels they need support getting their child to school regularly and on time then we will work with that family to understand the root problem. We can use outside agencies to help with this such as the Parental Support Adviser.

4. Persistent Absenteeism (PA)

4.1 A student becomes a 'persistent absentee' when their attendance is below 90% across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and our academies need parents'/carers' fullest support and co-operation to tackle this.

4.2 Academies monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and the academy will inform the parents/carers immediately.

4.3 PA students are tracked and monitored carefully and this is also combined with academic tracking where absence affects attainment.

4.4 Students who have poor attendance records (below 90%) and/or significant poor behaviour records, with significant time lost to Remove, Fixed Term Exclusions or Detentions, will not be given permission to attend or selected to participate in external events such as Winter Cup, Spring Cup, etc.

4.5 Any PA students whose attendance falls below 90%, their parents may be subject to an Action Plan. The plan may include: allocation of additional support through the School Nurse, Parent Support Adviser or Local Authority Education Welfare Officer. The academy may also use circle time, individual incentive programmes, individual targets and participation in group activities around raising attendance.

5. Resources

5.1 Each academy will provide their own processes and procedures for the following:

- First Day Response
- Monitoring of absence
- Referral of case information to LA
- Missing Children
- Unexplained absences
- Lateness (before registers close)
- Promotion of Good Attendance and Punctuality

5.2 The Director of Secondary will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.

5.3 This policy does not form part of any employee's contract of employment. The Trust may alter or adapt this policy, and any components of it, at any time provided it notifies the Chair of the Local Governing Bodies.

Appendix 1

Requesting leave of absence in exceptional circumstances

Regular school attendance is essential if children are to maximise their educational opportunities. Interruptions in school attendance disrupt continuity of learning and have a negative impact on attainment.

It is the school's responsibility to provide the best education possible. We can only do this if children attend regularly. There is a direct correlation between achievement and attendance, well before GCSE study. There are 190 statutory school days a year; so there are 175 other days (weekends and school holidays) available for holidays which would not have a negative effect on a child's education.

Amendments to the 2006 regulations mean that the Principal no longer has the discretion to allow absence for a family holiday or extended leave and the previous statutory threshold of ten school days has been removed. The amendments to the regulations make it clear that Principals may not grant any leave of absence during term-time, unless there are exceptional circumstances. Principals should determine the number of days a child can be away from the Academy if the leave is granted. A copy of the DfE's guidance can be found:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

In line with national and local guidance the school would like to outline clearly when permission will not be granted:-

- During transition time as a student is settling into the school.
- If the student has attendance below 95.2%.
- If the student already has unauthorised absences.
- As of January 2013, the school is no longer able to authorise requests for term-time holidays even when the above criteria do not apply.

Section 444(A) of the Education Act 1996 empowers the Local Authority to issue Penalty Notices for failure to ensure regular school attendance. Parents or carers who take their children on holiday in term-time without school's permission or are late returning from an extended holiday, may receive a Penalty Notice fine of £60 per parent/carer per child, which must be paid within 28 days. If payment is made after 28 days but within 42 days, the penalty is increased to £120. Where a fine remains unpaid after 42 days, the matter will be referred to the Borough Solicitor, who will consider instigating criminal proceedings.

Please note that Penalty Notices can be issued after 4.5 unauthorised absences in a 6-week period — this is 4.5 registration periods, i.e. 4.5 days. Children who are late without good reason after registration closes (9.00) also receive an unauthorised absence mark.

Appendix 2

Supporting students with low attendance

Several measures have been put in place to support students with low attendance; these include:

- Attendance meeting with Form Tutor and/or Attendance/Admissions Officer
- Referral to pastoral support team
- Strategies to integrate students back into lessons after an absence
- Attendance Panel interview with parents/carers
- Attendance Panel interview with Governing Body
- Home visits by pastoral support team
- External agencies support e.g. Pilgrim Hospital School
- Reducing time out of taught lessons when the student is in school e.g. school trips, sports fixtures during lesson time

Students with low attendance and/or poor behaviour record attending trips/visits/events during school time

In order to ensure that we are able to support students academically, who have low attendance or poor behaviour record, there may be times that special permission will need to be granted to excuse them from lessons. If there is low attendance or poor behaviour record, there is the following procedure to apply:

For educational trips/visits/events/opportunities which do not impact on educational courses:

1. If the student has attendance between 90% and 100%, and/or a significantly negative behaviour record, they will be usually be allowed to attend. Work missed must be caught up by the student prior to the next lesson.
2. If the student has attendance below 90%, and/or a significantly negative behaviour record, approval will not be given.

For educational trips/visits/events/opportunities which are required to complete courses (e.g. field trips to gather data):

1. If the student has attendance between 90% and 100% and/or a significantly negative behaviour record, they will be allowed to attend. Work missed must be caught up by the student prior to the next lesson.
2. If the student has attendance below 90% and/or a significantly negative behaviour record, approval will need to be given by a member of SLT.