



St. John's Church of England Academy

ATTENDANCE POLICY

Date of Policy November 2012
Review of Policy October 2015

Vision

Together we will offer an outstanding education where every pupil develops a lifelong love of learning.

Mission

We will provide an inspirational and caring learning environment founded on Christian values where every pupil has the opportunity to develop to their full potential.

This policy reflects our school Christian values of responsibility and trust.

St John's C of E Academy recognises that good attendance is central to raising pupil standards and attainment. To achieve the greatest benefit from their education it is vital that pupils attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect learning. In addition, pupil's absence or late arrival disrupts teaching routines and may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Promoting Regular Attendance

To help everyone within the school community focus on creating a pattern of regular attendance, the school will:

- Mark registers twice daily
- Provide details on attendance in the weekly newsletter
- Report to parents/carers three times a year on their child's attendance record
- Contact parents/carers when their child's attendance falls below 90%

Types of Absence

The decision as to whether an absence is authorised or unauthorised rests solely with the school not with the parents.

Examples of Authorised Absences:

- Illness
- Medical/dental appointment
- Family bereavement
- Examination
- Sporting activity
- Religious observance/Festival

Examples of Unauthorised Absences:

- Pupils who arrive at school after 9.20 a.m.
- Truancy
- Parents keeping pupils off school unnecessarily
- Absences which have never been properly explained
- Day trips and holidays in term time that have not been agreed

In the event of a child's absence the parent/carer must contact the school before 9.20 a.m. on the first day of absence. There is an answer phone available for messages. Parents/carers will be contacted by phone call or text message if a reason for absence has not been received.

Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. The full support and co-operation of the child's parent/carer will be sought to improve attendance rates as absence at this level does considerable damage to any child's education.

Lateness

Poor punctuality is not acceptable. The school day starts at **8.50 a.m.** and pupils are expected to be in the playground before this time ready to enter school.

Class registers are marked by **9.00 a.m.** and pupils will receive a late mark if they are not in by that time. At **9.20 a.m.** the registers will be closed and the pupil will be given an unauthorised absence mark on the register. All pupils (or the parent/carer) arriving after 9.00 a.m. are signed in by a member of staff on a record file stating their arrival time. The Principal will meet with parents/carers of children who are persistently late to resolve the problem.

Excluded Pupils

A pupil who has been temporarily excluded remains on the school roll. The pupil is absent as a result of the school's decision to exclude them, thus the absence is authorised. Work is set for the period of the exclusion.

Holidays in Term Time

There is no automatic entitlement in law to time off during term time to go on holiday. In accordance with Section 444(1) of the Education Act 1996, leave of absence will only be authorised in exceptional circumstances, up to a maximum of 10 school days in any school year. Advance permission must be sought on a 'Leave of Absence' request form obtained from the school office. If a holiday is unauthorised then the pupil will be marked accordingly on the register.

Monitoring and Evaluation

- When an explanation has not been provided for absence, parents/carers are contacted on the first day by the Attendance Officer
- The Attendance Officer regularly collates and analyses attendance data to identify trends and enable action to be taken. This information is shared with the Principal and the Attendance Officer.
- Attendance is a termly agenda item at Governing Body meetings.
- If a pupil's attendance falls below 90%, parents/carers are informed of the situation and the school will work with towards improving the pupil's attendance rate.
- Attendance data is issued to parents/carers in December, March and July.
- Regular reminders about the arrangements for notifying absence are circulated via newsletters to parents.
- A summary of the school's attendance policy is outlined in the prospectus.
- Annual school attendance figures are collated and sent to the DfES.

Attendance Officer

Where a pupil's attendance or punctuality record is poor, the Attendance Officer will contact the family to discuss the situation. Wherever possible, the Attendance Officer will work with the family to improve attendance. If the situation continues to be unresolved, then the Education, Entitlement and Inclusion Team will be informed and can use court proceedings to prosecute parents or to seek an Education Supervision Order on the pupil. The maximum penalty on conviction is a fine of £2,500 and/or 3 months imprisonment. Alternatively, parents may wish to contact the Education Welfare Service themselves to ask for help or information. The Education,

Entitlement and Inclusion Team is independent of the school and gives impartial advice. Their telephone number is available from the Office or by contacting the Local Education Authority.

Children Missing Education

Anyone concerned that a child is missing education (CME) must make a referral to the Education Entitlement and Inclusion Team at Gloucestershire County Council. Full information and up to date contact details are provided at:

<http://www.gloucestershire.gov.uk/schoolsnet/article/114779/Children-missing-education>

Children Missing Education (CME) refers to 'any child of compulsory school age who is **not** registered at any formally approved education activity, e.g. school, alternative provision, elective home education, **and** has been out of education provision for at least 4 weeks'.

CME also includes those children who are **missing** (family whereabouts unknown), and are usually children who are registered on a school roll/alternative provision. This might be a child who is not at their last known address **and either**

- has not taken up an allocated school place as expected, or
- has 10 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

Links with Other Policies

- Anti-Bullying
- Behaviour
- Child Protection and Safeguarding
- E-Safety
- Inclusion Policy for Disability and Special Educational Needs
- Sex and Relationships