



ASHBY SCHOOL

STUDENT ATTENDANCE POLICY

Title of Policy	Student Attendance
Date of adoption	Autumn 2013
Originator	Geoff Staniforth
Date of review	Autumn 2018 Next review Autumn 2021
Additional information	<p>This policy should be read in conjunction with the DfE publications</p> <p>School Attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (November 2016).</p> <p>Parental responsibility measures for school attendance and behaviour: Statutory guidance for maintained schools, academies, local authorities and the police (November 2013).</p>

Ashby School
Attendance Policy

Principle

Under Section 36 of the Education Act 1994, parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. This includes a parental responsibility to see that the student arrives on time, properly attired, has respect for the staff in the school and ensuring that students complete homework on time. Parents should also impress upon their children the need to observe schools' codes of conduct.

Aims

To achieve a high level of attendance by all students in the school.

Attendance - Information for Parents

At Ashby School, we carefully monitor attendance and punctuality at every lesson using an electronic system. This data is instantly fed into the parental portal, My Child at School (MCAS) to enable parents to monitor their child's attendance. Students whose attendance falls below 95% suffer a major impact to their learning and those with poor attendance are far less likely to achieve their expected levels of attainment. In light of this, parents are asked to take steps to ensure your child attends school every day.

Absences soon mount up – see the impact of time off over one year:

Student's attendance	No. of days missed	No. of Hours of lessons missed
95%	9½	47
90%	19	95
85%	28½	142
80%	38	190
75%	47½	237

Children with below 90% absence (classed as persistent absence) will be referred to the Attendance Improvement Officer and they will contact parents to discuss issues and ways to improve attendance.

Procedures

Any absence should be reported to the Attendance Officer at School by 9.30am, using email, text message or phone on 01530 413748 Option 1.

Registers should be completed at the start of the lesson where possible. The attendance officer monitors student attendance at every lesson. Any absence or suspected truancy from a particular lesson is followed up with possible parental contact. Any truancy results in after school detention.

All staff have on their Webfolder register a clear indication of each student's attendance in that particular lesson. This is monitored by class teachers to identify any students where attendance is cause for concern.

All student attendance is published on the school intranet homepage. Attendance is part of the inter house league. This data is analysed by the House Managers who then liaise with Tutors to encourage good attendance.

Medical/dental appointments should be made outside of the normal school day. Where this is unavoidable the appointment card (or letter from parent/carer) should be shown to the Form Tutor no later than the previous school day, wherever possible. Alternatively, a message can be left on the absence line for the Attendance Officer

Each week a meeting takes place between the AIO, Year Tutor (and when needed, with the Director of Care and Guidance), and the Support members of staff to discuss concerns, and formal referrals are made. Year Tutors can make referrals to the AIO at any time.

Year Tutors monitor closely the weekly uncoded absences and pursue them.

The school will decide on what is authorised and unauthorised absence, ie the production of a note does not automatically mean the absence can be authorised.

Parents and students are offered counselling and support by the AIO and Pastoral staff in the case of attendance difficulty, and various strategies can be adopted when appropriate, eg change of set, time to catch up.

The school will do its best to ensure work is forwarded in the case of long-term sickness or help sought from the Hospital School.

The school will willingly supply the figures required annually to DfE and publish these in the Prospectus and Governors Report to Parents. The school sets annual attendance targets.

It will also support the AIO by meeting formally with parents in cautioning them of the consequence of non-attendance and in prosecuting persistent offenders. Letters are sent home weekly to those students with an attendance under 92%.

At all times registers must be kept accurately, safely and preserved for at least three years, (Regulation 9 of the 1956 Regulation), as they are legal documents which can be used as evidence.

Holidays during term time

Ashby School is obliged to follow the guidelines as laid down by the Department for Education July 2013

“Head teachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a head teacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday. Parents can be fined for taking their child on holiday during term time without consent from the school.”

From August 2014 where a student is removed from school for a holiday or combination of holidays which exceed four school days the college will request that the Local Authority issues a Fixed Penalty Notice of £60 to each parent/carer. Where the fine is not paid within 21 days this sum will rise to £120.

All fines are paid to the Local Authority. The school receives no financial reward/incentive as a result of requesting the issuing of a Fixed Penalty Notice.