



## LANGTREE SCHOOL GOVERNORS' POLICY ON ATTENDANCE

THE LANGTREE SCHOOL ACADEMY TRUST COMPANY

AN EXEMPT CHARITY LIMITED BY GUARANTEE

COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company ("TLSATC") any reference to Langtree School, School, Governors of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the headteacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

<b>STATUS:</b>	
<b>RECOMMENDED</b>	✓
<b>STATUTORY</b>	
<b>REVIEW FREQUENCY</b>	3 years
<b>DATE OF LAST REVIEW</b>	January 2018
<b>REVIEW DUE</b>	January 2021
<b>COMMITTEE</b>	Pastoral & Community
<b>Attendance Policy</b>	

## **LANGTREE GOVERNOR'S POLICY ON ATTENDANCE**

### **Aims of the policy**

1. To encourage and enable all students to take full advantage of the educational opportunities available to them through maximising attendance rates.
2. To promote and achieve excellent levels of attendance and punctuality.
3. To emphasise that raising levels of attendance is a concern of staff, parents and the wider community.

### **Statutory Requirement**

The 1996 Education Act places a duty on the parent of every child of compulsory school age to ensure that their child attends school regularly and punctually. Should parents fail to do so, they render themselves liable to legal proceedings.

### **Roles and Responsibilities**

Governors	are responsible for ensuring procedures for monitoring attendance are in place
Headteacher	will inform the governors on a termly basis of attendance data via the Headteacher's Report to the Governors. There is a statutory requirement to report attendance to the DFES
Assistant Headteacher	has overall responsibility for monitoring the implementation and effectiveness of the policy
Heads of School	are responsible for monitoring attendance within year groups and employing appropriate strategies for raising attendance. They liaise with the Attendance and Engagement Team at Oxfordshire County Council where necessary.

Tutors	are responsible for encouraging good attendance of all students in their tutor group
Attendance Officer	is responsible for entering attendance data, alerting parents to truancy and issuing letters to account for unexplained absence
Parents/Carers	are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit state to learn, and to inform the school promptly of the reason for any absence

## **Procedures**

### Registration

1. Tutors are required to mark the register at the beginning of each morning and **the teacher for p5 for the** afternoon session, and follow the procedure in the staff handbook. **These are both legal registers.** SIMS produces a print out which is a legal document and the only evidence permissible in a Magistrates' Court should a prosecution of parents occur.
2. Teachers are required to take a register **promptly** at the start of each lesson.
3. Staff and students are required to sign in and out if they leave the site for any reason.

### Lateness

1. Students who arrive after the register has been taken are deemed to be late and an L will be recorded in the register.

### Contacting parents

1. All parents will receive a record of their child's attendance with the full annual report.
2. The Attendance Officer will contact the parents on the same day of absence, if no reason has been given. The Attendance Officer will endeavour to do this by 11am.
3. **If a student has registered and is then missing from lessons, a search of the school will be made. Parents will be made aware of the search and/or if the student is not found. If the Attendance Officer is unable to contact the parent(s)/carer, they will continue to the next priority contact on SIMS. If no contact has been made after these attempts, the Attendance Officer will contact the police.**

4. Heads of school are responsible for contacting parents where there are serious concerns about attendance. **The Head of School will use a range of strategies to improve attendance which may include a parent being contacted at each absence, the student being placed on a monitoring report and letters home. In extreme circumstances of concerns about attendance, the school may consider issuing Fixed Penalty Notices.**
5. If school interventions have failed, the Heads of School will inform parents that they are referring the case to the Attendance and Engagement Team at Oxfordshire County Council (OCC)
6. The Assistant Teacher for Student Welfare will oversee work with OCC.

#### Authorised / Unauthorised absence

1. Parents may not authorize absence; only schools can do this. Schools may authorize any absence they deem appropriate; conversely, they can refuse to authorize any absence.
2. Parents do not have an automatic right to withdraw students from school for a holiday, and, in law, have to apply for permission in advance. Retrospective approval may not be given.
3. Holidays taken during term time without approval from the headteacher will be recorded as unauthorized.
4. **In the case of prolonged illness, parents/carers can certify their child's absence for up to 5 days. After this, evidence from a GP or consultant must be obtained to support their continued absence.**

#### Statutory Responsibilities

1. Students who are absent through sickness for extended periods of time will, where appropriate, have work sent home to them, and will be integrated back into school upon their return.
2. Students who have had extended periods of absence for any other reason will, when appropriate, have individual reintegration programmes organised by the Learning Support Department.
3. The Pastoral Team will liaise with Social Services and other agencies – when this may support and assist students who are experiencing attendance difficulties.

#### **Links to other policies and documentation**

This policy should be read in conjunction with:

The Governors' Curriculum Policy.

The Governors' Behaviour Policy.