

Attendance Policy at Hadrian School

1. INTRODUCTION

Ensuring Regular School Attendance

The guidance issued by the DfE in July 2019 states “Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education.”

The Government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every child has access to full time education to which they are entitled. **In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil’s individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. This includes shielding for medical purposes.**
- Act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- All pupils to be punctual to their lessons.

Hadrian School will encourage good attendance and punctuality for all pupils, by offering an environment in which pupils feel valued and part of the school community.

2. AIMS

- To promote a culture across the school which identifies the importance of regular and punctual attendance
- To make attendance and punctuality a priority for all those associated with the school including Pupils, Parents/Carers, Teachers and Governors
- To further develop positive and consistent communication between home and school
- To set targets to improve individual pupil and whole school attendance levels, including statutory targets.

This procedural framework will include guidance on:

- Registration
- What constitutes unauthorised absence
- Consistent use of symbols for authorised absence
- Holidays in term time / Extended leave
- Systems for monitoring attendance and punctuality for individual pupils

- Systems for dealing with absence
- Criteria and systems for parental contracts and/or referral to and working with the Education Welfare Service
- Systems for reintegrating pupils who have been absent
- Systems for monitoring whole school attendance and Action Planning
- Appropriate alternative curricular arrangements.

3. GUIDANCE

3.1 Holidays in term time / Extended leave

Pupils don't have the right to have time off for family holidays in term time. Parents/Carers must apply in advance for permission to have a family holiday in term time.

If school doesn't give permission and pupils go anyway, the absences will be marked as unauthorised and the parent/carer may be issued with a penalty notice for the child when they return.

3.2 Partnership Working

Hadrian School will work with the Education Welfare Service and other support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework on attendance.

Hadrian School may issue Parenting Contracts in respect of unauthorised absence, in accordance with the local Code of Conduct. The circumstances under which such requests will be considered will be set out in the procedural framework on attendance (see above).

3.3 Registration

Schools are required to take an attendance register twice a day and this shows whether the pupil is present, engaged in an approved educational activity off-site or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing. Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those that the school does not consider reasonable and for which no 'leave' has been given.

This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark.

Registers are marked with the codes and sub-codes required by the Department for Education (DfE).

3.4 Covid-19

School will follow current Government guidance in relation to any confirmed cases of Covid-19 and liaise with Public Health England when necessary. It is therefore, essential that all suspected cases are reported to the Business Manager or a member of the Leadership Team at the earliest opportunity.

4. RESPONSIBILITIES

4.1 Head Teacher

Overall responsibility for attendance lies with the Head Teacher. The Head Teacher will:

- Take the lead in ensuring attendance has a high profile within the school
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance
- Liaise with support agencies – such as the Educational Welfare Service, Social Services and Safeguarding Agencies as and when the need arises.

4.2 All Staff will:

- Promote attendance through Thrive, SEAL, PSHE lessons and Circle Time for pupils
- Promote attendance via the School Information Booklet, Web Site, newsletters, Hadrian Herald, Class Dojo, text messages and information letters for parents
- Provide a welcoming atmosphere for children
- Provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupils' concerns
- Be made aware of factors that can contribute to non-attendance
- Be made aware of the part all staff can play in ensuring attendance is seen as important for all pupils
- See pupils' attendance as a shared responsibility, even if the co-ordination and management of attendance are designated responsibilities of specified staff.

Participate in training regarding school systems and procedures as and when required

- Adopt any changes in policy enforced by the Governing Body.

Covid-19 All staff are responsible for reporting suspected cases of Covid-19, start date of symptoms/contact with a positive case, dates and results of Covid-19 tests in line with Public Health Guidance. All information must be reported to the Business Manager for completion of Staff & Children data spreadsheet as well as the Admin Officer for completion of the correct codes and sub-codes in the Attendance Register. Copies of all positive and negative test results of children to be filed with attendance records.

4.3 Class Teachers are:

- Responsible for the reporting of attendance to the Admin Officer who will complete registers
- Responsible for notifying the Admin Officer of any absences or messages received through Class Dojo.

4.4 Admin Officer

Our Senior Admin Officer Bev Heron is responsible for monitoring attendance and promoting and raising attendance within the school.

Bev will:

- Issue all new parents with the school's Attendance Information booklet
- Amend the absence codes in the register relating to late arrivals or non-attenders
- Promote Hadrian School's first day contact system
- Initiate a telephone call to the priority contact point
- Contact parents of absent pupils
- Ascertain the reason for absence
- Identify whether the absence is approved or not
- Identify the correct code and any relevant sub-code to use before entering it on the school's electronic register which is used to download data to the School Census
- Review registers and identify trends of absence
- Collate whole school attendance data and analyse this information
- Present this information at meetings held with staff/pupils/parents
- Inform a member of the Leadership Team about concerns around attendance and ultimately the Head Teacher or Deputy Head Teacher will make the decision to issue a parent contract letter
- Be responsible for submitting attendance data to the Local Authority and the DfE.

4.5 Parents / Carers

Parents/Carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Officer from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use court proceedings to prosecute.

Details of maximum penalties can be obtained from the Education Welfare Service. Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice.

It is not appropriate for the school to authorise absences for shopping, looking after other children, haircuts, etc. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

Parents / Carers will:

- Ensure children attend regularly, and punctually
- Contact school on 1st day of absence
- Keep frequent contact with school for long term absence
- Avoid holidays in term time wherever possible
- Ensure sufficient prior notice is given for authorising the request, if holidays are permitted
- Attend meetings if concerns are identified
- Participate in 'Attendance Parenting Contracts' where appropriate
- Support the school in agreed interventions/action plans.

Governors will:

- Set challenging attendance targets for school
- Receive termly reports on pupil attendance figures
- Publish data in relation to unauthorised absences.

5. MONITORING, ANALYSIS, ACTION PLANNING

Hadrian School will adopt systems for monitoring attendance at both individual pupil and whole school level, and will analyse patterns and trends of non-attendance to inform future Action Planning and target setting in respect of whole school attendance matters.

RELATED POLICIES

Admissions
Anti-Bullying
Behaviour Support
Child Protection and Safeguarding Children
Equal Opportunities
Equality and Diversity
Remote Learning

Confirmation that the Attendance Policy in respect of Hadrian School has been discussed by the Governing Body:

Signed by:

Chair of Governors: _____ Date: _____

Head Teacher: _____ Date: _____

Agreed at the Governing Body Meeting on: _____

Minute Reference: _____