



MANGOTSFIELD SCHOOL SPECIALIST COLLEGE IN ENGINEERING & SCIENCE



1. Title: Attendance Policy

2. Purpose:

- To improve attendance and punctuality
- To aim continue to achieve the DfES set attendance targets

3. Aims:

- To make attendance and punctuality a positive priority and a responsibility for all those associated with the school including parents/carers, pupils, teachers and governors.
- To improve the overall percentage of pupils attending school, to decrease unauthorised and persistent absence and broken weeks
- To improve levels of punctuality to school and individual lessons.
- To develop and implement a consistent system for gathering, monitoring, analysing and evaluating attendance data.
- To provide advice, support and guidance to parents and pupils
- To implement a system of rewards for good and improving attendance.
- To implement a system of sanctions including Legal Proceedings and Penalty Notices
- To operate effective partnerships with LEA/EWO and any other appropriate organisations to help monitor and improve attendance.
- To effectively manage the return of pupils after a period of absence.

4. Policy:

Based on the 1996 Act stating that...

- All children of school age (5 –16) should receive a full-time education.
- Children should be in school, on time, everyday the school is officially open unless the reason for the absence is unavoidable.
- Permitting absence from school without a good reason is an offence by the parent/carer.
- It is the responsibility of the parent/carer to ensure that their child is registered at a school and attends regularly and punctually.
- Every half-day absence from school has to be classified by the school, (not by the parents) as either AUTHORISED or UNAUTHORISED.
- This is why information about the cause of each absence is always required.
- The aim is to achieve the Governments set target of a 95% attendance rate.

Categorising absence

• Absence codes will be used to indicate the reasons for absence in line with the LEA format. These will also be used to identify patterns of absence and to give consistency in analysis of absence data.

Authorised and unauthorised absences

• Only school can authorise absence and not the parent/carer.

Authorised absences could be:

- Illness, Medical problems, Bereavement, Study Leave, Religious Observance, Interviews, Agreed Holiday up to a maximum of 5 days (see holiday request policy)
- Parents must obtain a holiday absence form from the Assistant Head teacher at least two weeks before the holiday. The Assistant Head teacher will decide based on the holiday policy and previous attendance figures, whether the holiday will be authorised will be given.

Unauthorised absences could be:

- Shopping trips, visiting relatives, Caring for family members, Day Trips, Waiting for repairs/deliveries and holidays over 10 days

Rewards and Sanctions

- Attendance certificates
- End of term awards
- Attendance reports
- Meeting with parents/carer
- Warning letter for fast track prosecution
- Fast Track Prosecution procedures (see South Glos Education Welfare Service Guidance for parents and carers on the Legal procedures for Irregular Attendance at School)
- Penalty Notices (see South Glos Education Welfare Service Guidance for parents and carers on the Legal procedures for Irregular Attendance at School)

Lateness

- Parents are responsible for their child arriving on time
- Any pupil late to school but arriving before 9.20 will be marked with an L code. Two of these in a week will result in a late detention the following Friday.
- Arrival 30 mins after registration will be counted as unauthorised absence and will be marked as U.
- If persistent unauthorised lateness is an issue the school will send out a warning letter detailing the Fixed Penalty Procedures. If a further 10 unauthorised lates occur then the school will request a fixed penalty notice

Advice and support for parents and pupils

- An information and advice sheet has been sent to all parents and will be given to the parents of any new pupils.
- It is the responsibility of the school community as a whole to value and to work towards achieving improved attendance and punctuality.

- Notification of any changes to this policy must be given to parents at least 2 terms in advance
- Parents will be notified of meetings by letter and phone. In the event of non-attendance, parents will be contacted by phone.

In order to implement this policy comprehensively specific roles have been identified:

- The schools governing body have identified the principles underlying the schools attendance policy.
- The Head teacher has framed this policy which establishes an ethos of regular and punctual attendance.
- The Assistant Head with responsibility for aspirations has written this policy and has overall responsibility to ensure that the policy is consistently and fairly applied.
- The Assistant Head in consultation with the EWO will set the school targets and standards on attendance and punctuality.
- The Heads of Year will work closely with the Assistant Head, tutors, parents/cares, pupils and EWO in order to fulfil the requirements of this policy.
- The attendance Clarke will deal with the day to day running of the attendance systems including tracking, monitoring and provide data for the school to interpret evaluate and act upon.
- The Assistant Head with responsibility for aspirations will have the responsibility to review overall achievement of the policy and to propose further developments as necessary.
- A full list of roles and responsibilities and attendance procedures can be found in the staff handbook

5. Relationship to Other Policies:

The Behaviour Policy
 The Teaching and Learning Policy
 The SEN Policy
 The Equal Opportunity
 Family Holidays in Term Time
 Code of Conduct (Penalty Notices) South Glous
 The Anti-Bullying Policy

6. Monitoring, Review and Evaluation:

The bodies consulted and to be consulted in the development and future revision of this document:

- DfES
- LA
- EWS
- Parents via parental voice questionnaires

Monitoring the implementation of the policy.

- Monitoring and implementing this policy will be the responsibility of the Assistant Head with responsibility for aspirations for learning.
- This policy will be reviewed by the Governing Body annually

The purpose of reviewing the effectiveness of the implementation and development of this policy are:

- To ensure that all parents are aware of the attendance Policy
- To ensure that all school staff are aware of the workings of the policy
- To ensure that all pupils are aware of the attendance guidelines
- To monitor the rise in school attendance levels to meet the set targets
- To see an increase in the levels of punctuality of pupils

Areas for future consideration

- Any new legislation/penalties.
- Review of Holiday policy
- Impact of shared students and Kingswood on-line

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