



ASHFIELD
SCHOOL

ATTENDANCE POLICY

Date of issue: 01/04/2022

ASHFIELD SCHOOL Ambition | Teamwork | Honesty



GOOD ATTENDANCE IS KEY TO SUCCESS

Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR

175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments

<p>190</p> <p>SCHOOL DAYS IN EACH YEAR</p> <p>190 days for your child's education</p>	<p>8 days absence</p> <p>182</p> <p>DAYS OF EDUCATION</p>	<p>19 days absence</p> <p>171</p> <p>DAYS OF EDUCATION</p>	<p>29 days absence</p> <p>A term missed</p> <p>161</p> <p>DAYS OF EDUCATION</p>
<p>100%</p>	<p>96%</p>	<p>90%</p>	<p>85%</p>
<p>Good</p> <p>Best chance of success. Gets your child off to a flying start</p>		<p>Concern</p> <p>Seriously reduced chance of success. Potential Court Action</p>	



At Ashfield School we know that good attendance is crucial to the future educational success of our students. Nationally, good attendance is defined as school attendance above 96% and students who fall below this level will not be able to fulfil their education potential. It is our mission to ensure that every student has access to a high quality education and the opportunity to engage positively with the school. It is important to us that all students are able to enjoy a feeling of belonging to their class and school community. Good attendance can only promote this.

Statistics show that :-

Of the students who miss less than 4% of school, 73% achieve 5 GCSEs grade 9 to 5 including English and Maths

Of the students who miss between 10 - 20% of school only 35% manage to achieve 5 GCSEs grade 9 - 5 including English and Maths

Of the students who miss more than 50% of school, only 3% manage to achieve 5 GCSEs grade 9 - 5 including English and Maths

The school aims to achieve good attendance by operating an attendance policy with which staff, students and parents, the local community and the Educational Welfare Service work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and school will liaise with parents and outside agencies to support this. Good attendance will be seen as an achievement in its own right and recognised as such by the school. This policy states the school's focus and with it, the roles and responsibilities of key stakeholders.

Parental Responsibility

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude. Attendance below 90% will be classed as persistent absence and in the event that this absence is not authorised penalty notices or referral to family services may occur.

School Day

Registration	8.40-9.00
Period 1	9.00-10.00
Period 2	10.00-11.00
Break	11.00-11.25
Period 3	11.20-12.25
Period 4	12.25-1.25
Lunch	1.20-2.05
Period 5	2.05-3.05



Roles and Responsibilities

Students

- To attend school regularly and punctually.
- To arrive at school by 8.35am for a start at 8.40am.
- To attend registration and all lessons promptly.
- To arrive promptly to lessons.

Parents

- To ensure that your child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement.**
- To notify the school of absence by 8.30 a.m. on the day your child is ill on 01623 455000.
- To take family holidays in the school holiday period.
- To provide up to date contact details and telephone numbers for every adult with parental responsibility. **If the details change then the school must be informed as soon as possible.**

Tutors

- To keep an accurate attendance register.
- To praise students for punctuality and good attendance.
- To play their part in the monitoring of students absence and act as a point of contact for a parent who is concerned about their child's health/attendance.
- To liaise with the Achievement Leader, Assistant Achievement Leaders and PSO as appropriate around reasons for student absence.
- To mentor and support students to achieve a good level of attendance.

Pastoral Team led by Achievement Leaders

- To ensure that all student absences are correctly logged on the attendance registers (in conjunction with the tutor and class teachers).
- To maintain an overview of the attendance of students in their year group.
- To praise students for punctuality and good attendance.
- To be a point of contact (along with the tutor) and offer appropriate support around improving the attendance.
- To monitor attendance and arrange for the parent to be informed when their child has 8 days off - This is the point where absence would no longer be authorised without medical evidence.
- To liaise with Targeted Support Services and other agencies around the attendance of their year group.
- To ensure parents/carers are regularly kept up to date on their child's attendance. Text messages will be sent regularly to inform parents/carers of excellent attendance (100%) and concerns around attendance (below 90%).

Procedures

Attendance and Illness

There are two types of school absence

- authorised where the school approves the student's absence
- unauthorised where the school will not approve the student's absence



Only the school can authorise the student's absence. Whilst this is straightforward in most cases, there may be a time when the school will refuse to authorise a student's absence without medical support.

If a child is ill, the parent is to call the school before 8.30 a.m. and notify the school of the child's absence, the reason and when the child is to be expected back in school **(Tel 01623 455000)**.

Unfortunately there are occasions when a child can suffer from more sustained health problems. If this is the case, the school will contact the medical professionals involved with the child in order to be able to support the child in the most appropriate manner. The school would like the parent to give permission for the medical professionals to be able to speak to the school about the best way to support the child. In these circumstances it is not appropriate for the parent to contact the school every day and a more appropriate frequency of communication will be established with the parent.

This bespoke arrangement will be put in place by the Tutor/Pastoral Team.

If the student is not in school you will receive a text message informing you of the absence. You will receive this even if you have contacted the school to inform us of the absence. The school will also aim to call the parents of any absent student as soon as possible. You could get a call even if you have informed us of a reason for absence.

Should a parent not have contacted the school then the pastoral team may ask the Community Liaison Officer or PSO to conduct a home visit. This is to check on the welfare of the child as we will not know the reasons for absence and the parent is not contactable.

Visiting parents/carers and students at their homes is a reasonable and suitable response to attendance concerns. Staff conducting a home visit will

- Explain who they are and why they are visiting.
- Ask the parent their name and the child's full name.
- Ask why the child has not been attending
- Ask what the parent has done to try to get the child back into school

The parent is expected to book routine dental and medical appointments outside school hours.

Ashfield School runs a 'traffic light' system in relation to school attendance.

'Green' signals a good school attendance, where the student's attendance is above 96%.

Amber signals a student whose attendance is causing concern. This is where a student's attendance is below 96% but above 90%. At this point the student is likely to be involved with some form of attendance monitoring and support.

Red signals a student who has poor attendance and their attendance level is below 90%.

If a student's attendance falls below 90%

This is the lowest limit of what is viewed as 'satisfactory attendance'. Students who fall below this level are endangering their education and are classed as persistent absentees. Attendance reports are monitored for the basic attendance percentage or worrying patterns of absence. If regular time is being lost through absence and/or a number of broken weeks of education then this is also trigger for intervention.

The following procedures will be applied in any school year.

If a student has 8 days of absence:

1. The Achievement Leader will write to the parents/carers with concerns around attendance. The parents/carers will be reminded of their legal duty to ensure that their child receives an education and the school's expectations in relation to this. At this point, it may well become clear that there are other issues and the type of individual arrangement with the Achievement Leader will be put in place. At this point, no more absence will be authorised without medical evidence which will be clearly documented in a letter sent to parents/carers.
2. If the attendance does not improve over a 4 week period the Pastoral Team will contact the parent to discuss ways in which the school can support the family in getting their child to attend school regularly. An attendance target for the student to achieve will be set and an action plan agreed. This will be reviewed regularly.
3. If the attendance does not improve, the parents/carers could face a fixed penalty notice.



4. Parents will be invited in for a formal meeting. The Attendance Panel will be led by the Pastoral Team. The parent will be reminded of the possible consequences of unauthorised absence. The action will be reviewed and amended, setting an attendance target. In some cases a home visit will be made by the pastoral team to establish an action plan and ensure parents are fully aware of the situation.
5. If attendance remains low then in some cases the school will refer the attendance issue to family services. This may lead to legal action being taken by the local authority.

In exceptional cases of poor attendance the school reserves the right to accelerate the process or create bespoke plans to address the attendance concern.

Legal action to enforce school attendance

- Local councils and schools can use various legal powers if your child is missing school without a good reason:

Parenting Order

- This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

Education Supervision Order

- If the council thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order.
- A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

School Attendance Order

- You'll get a School Attendance Order if the local council thinks your child isn't getting an education. You have 15 days to provide evidence that you've registered your child with a school or that you're giving them [home education](#).
- The order will require you to send your child to a specific school. If you don't, you may be prosecuted.

Penalty notice

- Instead of being prosecuted, you can be given a penalty notice. The penalty is £60, rising to £120 if paid after 21 days but within 28 days. If you don't pay the fine you may be prosecuted.
- A penalty notice can be given to any parent of a child who has had more than 3.5 days off unauthorised over a 6 week period.

Prosecution

- You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

If the student is late

Registers open at 8.40 am and close at 9.00 am. Students are marked present if they are in registration with their tutor before 8.45 am.

Students arriving after 8.40am, but before 9.00 am will be recorded as arriving late during the registration period. Should the student arrive at school after 9.00 am and the reason is related to illness this will still be registered as a late; otherwise this will be classed as an unauthorised late.

If lateness becomes a regular occurrence then the Achievement Leader will write to the parent to inform them of this punctuality issue, reinforcing the school expectations in this area. A sanction will be issued for each incident of lateness to make up for lost learning time.

Our school lateness policy will be to:-

- Take a child's name if they are late.
- A lateness card will be given to the child.



- The child will be expected to attend a 20 minute lunchtime detention on the day of the lateness.
- Should a child not attend the 20 minute lunchtime detention, an after school detention will be set.
- On the third occasion of lateness in a half term, the student will be expected to attend a 1 hour after school detention. This resets each half term.

If this lateness persists then the Achievement Leader will contact the parent and arrange a meeting to agree an action plan to ensure punctuality improves.

Afternoon registers will take place in Lesson 5 and will be taken at the beginning of the lesson.

There is no reason why students should be late. If they are, then the class teacher will implement appropriate sanctions in relation to this, in order to ensure that these students arrive to lessons promptly in future.

Truancy

If the student is known to have been in school, but has not attended all, or some of their lessons, then they will have truanted. In most cases the truant is discovered and depending on the number of lessons missed, the sanction will vary from after school detention to possible use of an internal suspension if there have been a number of lessons missed. The parents/carers will be informed if the student is discovered to have truanted.

If it is believed that the truant has left the school site then, the school will inform the parent should the student not be found. In this situation we would advise the parent to contact the child themselves. If the school is unable to contact the parent to inform them of their child's truancy, then messages will be left with the parent and we may make the decision to contact the Police. It is up to the parent to decide if they wish to contact the police if we are able to speak to the parent. In either case, the student's sanction will be similar to the previous example.

Sometimes parents believe that their child is at school, but the student has not actually entered the building. Should this happen then, the school would naturally believe the student to be absent and would contact the parent for a reason for the absence. If we are unable to contact the parent then messages will be left to make sure that the parent is aware of the absence. At this point the truancy would come to light. In this situation we would advise the parent to contact the child themselves, but if they do not get any response, then we would advise that they contact the police.

For this reason it is important that parents keep the school informed of any changes of contact details.

Requesting authorised leave

There will be no authorisation of absence for holiday during school time. The government guidelines are very clear and only allow the headteacher to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.

Leave of absence during school time will not be routinely granted. Any request for leave of absence should be submitted at least four weeks in advance of the time asked for. Parents should write to the Achievement Leader of their child stating the time requested and the reason. The Achievement Leader will discuss this with the Head and Leadership Team and will then contact the parents/carers with the school's response.

The Head is only allowed to authorise leave of absence in 'exceptional circumstances'.

It is reasonable to say that unless the request meets the case of exceptional circumstances then it is quite likely that the request will be turned down. If the student still takes the leave of absence, this will be classed as an unauthorised absence and there is the possibility of requesting the Local Authority to issue a penalty notice.

The school reserves the right to refer any case where a student takes a holiday during term time to the Local Authority Law Enforcement Lead with a view to issuing a fixed penalty notice. However, the circumstances around any absence of this nature will always be examined on an individual basis before any decision to request a penalty notice is taken. This is not a decision that the school will take lightly and all aspects will be thoroughly considered and taken into account.

Please refer the Government website for details of these notices and their present value www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance

If a student is absent for more than 10 consecutive days without permission and attempts to contact the parent to ascertain the details of the absence have failed. The Local Authority will be contacted. In some cases the CMO will be informed and under these circumstances it is possible for the student to be removed from the school roll and listed as missing from education.



Post 16 Attendance

Attendance in Post 16 is expected to all lessons and is essential for student to make progress; we expect student attendance over the year to be at least 95%.

If you are absent, absence notes signed by a parent, carer or doctor should be given to your tutor.

Attendance definitions

95-100%	Expected.
90-95%	A cause for concern.
Below 90%	A serious cause for concern - persistent absence.

The Heads of Year monitor attendance closely, informing parents / carers when attendance becomes a serious cause for concern.

Please note that the following do not count towards the 95% attendance target even if they are authorised:

- Medical and dental appointments.
- Family holiday.
- Illness.

On the first day of illness please telephone **01623 448854** to inform the school of your absence. Please **repeat this on any subsequent days** of illness.

Work Related Learning including work experience

Attendance is monitored as part of placements. Providers are required to contact the school over absence. The school also conducts regular phone calls and visits to ensure attendance.

Off Site Provision

Either students are registered prior to attending off site provision or registration data is forwarded to the school. The above practices for absence will still be applied to ensure that the student attends school.



Appendix A -



READY TO LEARN

What we expect from our Students



Be on time for your lesson

Be prepared for the lesson

Show pride in your work

Co-operate with your teacher

Respect other people and the classroom

Work hard to make progress

Challenge yourself to do better



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