



THE APPLETON SCHOOL

ATTENDANCE

POLICY

November 2019

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Statement/Mission of Intent

The Appleton School is committed to providing a full and efficient educational experience to all its students. We believe that if students are to benefit from education, good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all students. Any problems that impede full attendance will be identified and addressed as speedily as possible.

Our school will give a high priority to conveying to parents and students the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

If there are problems which affect a student's attendance we will investigate, identify and strive, in partnership with parents and students, to resolve those problems as quickly and efficiently as possible.

Rights and Responsibilities

The Appleton School expects students to attend school regularly, on time and properly equipped and ready to learn.

The Appleton School will encourage good attendance and will communicate with parents as soon as possible if there is a problem with attendance or punctuality including a first day contact procedure.

Appleton School staff will set a good example in matters of attendance and punctuality and will promptly investigate all absenteeism and lateness.

The Appleton School, in conjunction with the Local Authority, will work in partnership with parents and students to resolve issues which affect attendance or punctuality as quickly as possible.

The Appleton School will include in reports to parents on achievement, student's attendance at least annually.

Students will ensure that they attend school regularly and on time.

Students will attend all lessons punctually.

Students can expect to be welcomed and receive assistance following periods of absence in order to catch up.

Students will have individual records of attendance/punctuality acknowledged by the school.

Parents are responsible for ensuring their child regularly and punctually attends school, properly dressed, equipped and in an appropriate condition to learn.

Parents are responsible for immediately informing the school of the reason for any absence by telephone call or by text message via MyEd on every morning of any absence.

If attendance problems do develop, the school expects parents to work actively with school staff and Aquinas to solve them.

Parents do not have a **right** to take children on holiday in term time. The law states that the Headteacher should not authorise leave during term time unless there are exceptional circumstances and any family holiday taken will be marked unauthorised. Penalty notices for Unauthorised Leave may be issued on behalf of Essex schools/academies **solely** on the basis of **5 or more consecutive days/10 or more consecutive session's unauthorised leave of absence (G coded)**

Leave of absence must be granted, in advance, by the school. Any application will be considered against the student's attendance record, family circumstances and timing with regard to assessments and examinations.

Parents can expect the school to keep them fully informed of their child's attendance/punctuality record.

Registration

Type of Registration and General Register Maintenance

At The Appleton School, an electronic registration system is used.

Registers are returned to the school office at the end of the registration period for safety and will be secured but accessible in case of an emergency.

Start and Close of Registration

The Appleton School will complete accurate registers at the beginning of each morning and afternoon session.

Registration begins at 8.40 am and 12.10 pm each school day.

If a student arrives after the register has closed, they must report to Student Services to be entered into the late record book and provide a reason for being late. A note must be handed in confirming medical appointments.

Students arriving after the register has closed, without an acceptable reason, will be marked as having an unauthorised absence for that session. Student Services will do lesson checks on all students marked with no reason provided yet before starting the first day absence procedure.

Use of Symbols

The following symbols are used in registers:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (Not dual Registration)	Approved Education Activity
C	Other Authorised Circumstances (Not covered by another appropriate code/description)	Authorised absence
D	Dual registration. (pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (Not medical or dental appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers close)	Unauthorised absence
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendance
Y	Enforced closure	Not counted in possible attendance
Z	Pupil not yet on role	Not counted in possible attendance
#	School closed to pupils	Not counted in possible attendance

The Legal Status of Registers

The register is a legal document and must be marked accurately, recording students' attendance or absence and in the latter case, if authorised or unauthorised.

A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order in respect of a student.

Registers must be kept for a minimum of 3 years following completion at the end of the academic school year.

Staff Responsible for Processes

The Head Teacher delegates responsibility to a senior member of staff who will meet regularly with the School's Attendance Officer to discuss any attendance/punctuality concerns.

The administrative team are responsible for ensuring that registers are kept safely and are available for inspection to relevant professionals.

The administrative team are responsible for logging attendance information onto the computerised system.

The form tutor is responsible for accurately taking the register daily during AM registration and the class teacher will take the PM register at the start of Period 4.

The form tutor is responsible for register maintenance of their own form register, including the following:

- ensuring that symbols used are appropriate
- ensuring the registers are neatly kept allowing for ease of reading at all times but especially in an emergency situation – i.e. during a fire procedure

The Appleton School will ensure that all staff are aware of the registration process and receive in-service training on register regulations and education law.

Each student should be called by name when the register is being taken.

Procedures for Following up Absence/Lateness

It is the responsibility of the parent/carer to contact the school on every morning of the child's absence wither by MyEd app, telephone, text or by email (absence@theappletonschool.org). If this contact is not made, then The Appleton School will:

- Endeavour to contact the parent by telephone, or text message.

If the above actions do not elicit an explanation for the absence and the absence continues, a letter will be sent to the parents/carers within 1 week.

The Child Missing Education Service will be informed, who will conduct a home visit. This visit is a safeguarding measure of which the School and Local Authority are duty bound to implement. If the Local Authority is unable to locate the pupil after 10 school days, then he/she will be removed from The Appleton School roll and listed as 'Missing from Education' with The Local Authority.

The Attendance Officer will review and identify individual pupils whose attendance is below the School's expectations. Where identified, in the first instance a letter will be sent from The School to the parent(s) to alert them to the concerns, inviting the parent(s) to make contact if they feel it necessary. If the attendance of the pupil continues to raise concern, the parent(s) will be invited into the School for a formal meeting. This meeting will be to identify and resolve the barriers to regular school attendance of the student. An individual Student Attendance Plan will be drawn up with copies sent to all parent(s). The parent(s) will also be made aware of their legal responsibilities regarding school attendance.

The plan will be reviewed and if it is not effective in improving the student's attendance and there are unauthorised absences recorded, a legal warning letter may be sent to the parent(s).

Should unauthorised absences continue following the issuing of the Warning Letter then Penalty Notices may be issued.

In the event of a student returning after a long-term absence, then an individual re-integration programme (IRP) will be implemented. The IRP will include all appropriate members of the school staff and will be designed to be as supportive of the student as possible.

Authorised and Unauthorised Absence

THE DFE CIRCULAR NUMBER 10/99 STATES THAT PARENTS MAY NOT AUTHORISE ABSENCE, ONLY SCHOOLS CAN DO THIS.

Absence for the following reasons could be **authorised** where parents have confirmed the absence in writing on the child's return to school (consideration should be given to procedures where parents have difficulty with the written word, or where English is not the first language):

- Sickness – in line with NHS guidance – minor or common illnesses do not necessitate absence from school
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances, i.e. bereavement
- If permission for absence has been granted in advance by the head teacher

Absence **WILL** be recorded as **unauthorised** when due to:

- Shopping
- Haircuts
- Missed bus
- Slept late
- No uniform
- Looking after brothers and sisters or unwell parents
- Minding the house
- Birthdays
- Unapproved holidays

It may be necessary for the school or The Local Authority to ask the parent/carer to provide the school with written evidence of reason for absence, e.g.

- Appointment cards/letters
- Medical certificate
- Letter from GP

If there is an extensive period of absence due to medical reasons, the school will ask for the permission of the parent/carer to contact the child's GP to confirm that the medical condition prevents the child from attending school and to establish a possible return date for the child.

Strategies for Promoting Attendance/Punctuality

The policy integrates with other policies, which impact upon attendance.

- The belief that students are more likely to attend regularly if the curriculum is lively and meets their needs, the curriculum will be regularly reviewed.
- Attendance statistics will be collected and used to inform pastoral and curriculum practices.
- Expectations are made clear to parents with regard to attendance and punctuality in the Home-School Agreement, School Prospectus
- Opportunities to maintain awareness through newsletters, parents' evenings and student reports will be used.
- Parents, students and staff will be regularly reminded of what constitutes authorised and unauthorised absence.
- Students with a known problem being admitted to school will be interviewed with the parents and will be set targets for improvement.
- Parents will be kept regularly informed of all concerns regarding attendance and punctuality.
- Students who have been absent for an extended period of time will be re-integrated back into school through a structured and individually tailored programme.
- All issues, which may cause a student to experience attendance difficulties, are to be promptly investigated by the school (bullying, etc.).
- Improved attendance will be rewarded and students achieving 100% attendance will receive the Attendance Colours in the Summer term.

This policy will be reviewed to its effective implementation on an annual basis and updated as appropriate.