

Treetops Learning Community

Attendance and Punctuality

Policy

December 2019



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The school recognises the clear link between the attendance and attainment of students. The aim of this attendance policy is therefore to encourage the highest possible levels of attendance for pupils, subsequently they will be able to take full advantage of the educational opportunities available.

1. Statutory Duty of Schools

Regular and punctual attendance at school is a legal requirement for pupils and is essential if pupils are to maximise the opportunities available to them. The Education Act 1996 requires parents or guardians to ensure their children receive effective and efficient full-time education, either by regular attendance at school or otherwise.

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of [compulsory school age](#) who are on the school's admission roll.

2. Roles and Responsibilities

Pupils should:

- Attend school regularly and on time.
- Inform staff if there is a problem that may lead to absences.

Parents or Guardians will:

- Actively encourage good attendance and time keeping.
- Inform the school on the first day of non-attendance
- Request any planned absences with the Headteacher in advance (e.g. family holidays, exceptional circumstances).
- Provide the school with appointment letters for all medicals appointments that occur within the school day

Trustees will:

- Regularly monitor the schools attendance targets and appoint a trustee to be a member of the attendance review panel.

Headteacher will:

- Set an annual attendance target that is realistic but challenging.
- Ensure procedures and processes are in place that will encourage good attendance for all pupils

Assistant Headteacher will:

- Monitor and oversee the roles of other staff
- Ensure the schools attendance policy is reviewed annually
- Meet with the Attendance Officer regularly to review pupil attendance (at least each half term).
- Be a member of the schools attendance panel

Key Stage Leaders will:

- Receive copies of the termly attendance reports from the Attendance Officer.
- Be aware of any pupils whose attendance is of concern.
- Support Form Tutors in following up any persistent absences or any absences of concern

Form Tutors/Class Teachers will:

- Complete registers in line with the school policy twice daily at the start of both morning and afternoon registration.
- Follow up in liaison with the Attendance Officer any unexplained absences.
- Ensure any pupils who are late report to the school office.
- Follow up any persistent absences or any absences of concern with parents or guardians.

Attendance Officer will

- Check registers on administrative system and update if needed.
- Make phone calls to parents on the first day of any unexplained absences.
- Provide Key Stage Leaders with monthly attendance reports highlighting any concerns.
- Meet half termly with the Assistant Headteacher to review pupil attendance.
- Send letters to parents/guardians, in consultation with Assistant Headteacher if further action is required regarding a pupil absence.
- Liaise with the EWS (Educational Welfare Service)
- Provide the LA with any information they require.
- Follow the Treetops School Attendance Management Protocol

All other Staff will

- Report any absences, lateness or related issues to the appropriate Form Tutor.

3. Procedures

3.1 Registration Procedures

Registers will be completed by Form Tutors or very occasionally by Senior Support Staff in their absence.

Registers will be open from 8.50am – 9.00am for the morning session and 1.55pm -2.00pm for the afternoon session.

3.2 Lateness

Pupils who arrive after the registers are closed should report to the office. Their name, form, arrival time and reason will be recorded in the 'attendance book'. The attendance officer will update the registers accordingly.

Pupils will be marked as authorised late if they arrive late but before the register is closed or unauthorised if after the close of the register*.

**There are sometimes occasions where this may be extended e.g. where school transport is delayed and in no way the fault of the pupil/parent. This will be at the discretion of the Attendance Officer and Assistant Headteacher.*

3.3 Categorisation of Absences

A pupil will be deemed absent from school when they are not physically present on school premises. It is only the school that can authorise an absence if it is satisfied that the reason is legitimate.

The school may authorise the following:

3.4 Illness, medical and dental appointments

The school will need to be satisfied that this is legitimate. The school will ask for evidence for all appointments that occur within the school day. If a pupil is sent home from school for sickness and/or diarrhea the pupil cannot attend school for a period of 48 hours following the initial absence in line with the Medical Policy.

3.5 Family bereavement

The school will always consider requests to attend funerals or to give pupils appropriate time to come to terms with such an event.

3.6 Family Holidays and extended trips overseas

Whilst parents can apply for holiday during term time. In accordance with the Government's Education Regulations mean Headteachers are no longer able to grant any leave of absence unless there are exceptional circumstances. However the school will consider any application from parents on its merits and will take into account the impact on the pupil's education, the time of year (SATs, Exams etc.) and the pupil's attendance record which would normally need to be more than 95%.

3.7 Days of religious observance

Parents should seek permission from the school, in writing. The school should satisfy itself that the religious festival is related to the religion practised by the family.

3.8 Other exceptional circumstances

These will be looked at individually bearing in mind the considerations laid out above.

3.9 Sickness reporting procedure

Parents can report a child's absence:

By phoning the school and either speaking to the Attendance Officer or leaving a message with the school Admin team.

Sending in a dated letter of which the Attendance Officer will make a note and place on the pupil's file accompanied with supporting medical evidence where appropriate.

3.10 Letters Home

Where a pupil's absence is of continued concern despite contact by phone by the Attendance Officer and/or Form Tutor the Attendance Management Protocol will be followed.

3.11 Incentives and Rewards

Weekly class attendance cup with certificate

Termly class attendance certificate

Yearly class attendance certificate

100% attendance certificates

3.12 Exclusions

On the rare occasion when a pupil is excluded from school for a fixed term they will be deemed as absent but authorised. The school will follow all local and national procedures.

3.13 Penalty Notice Code of Conduct for Unauthorised Absence from school

With effect from September 2017 a Code of Conduct for issuing Penalty Notices in cases of Unauthorised Absences from any school or alternative provision was shared with Heads of Centres. It applies to all schools within Thurrock, including academies, free schools and establishments where alternative provision is arranged under section 19 of the Education Act 1996. Treetops Learning Community falls within these parameters and the attached booklet provides advice regarding the issuing of penalty notices by the local authority.

4. Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

5. Treetops School Attendance Management Protocol

Initial absence actions

- On the first day of an absence, if Treetops has not received absence notification from home the Attendance Officer will send a text via In Touch and then follow up if a response is not received with a telephone call home to establish the reason. This will also apply on the second day of absence.
- On the third day of absence where Treetops have still not been notified of a reason for the absence a home visit will take place by a member of staff.
- On day three if a reason is not established having carried out all of the above, Treetops will inform the Multi Agency Safeguarding Hub (MASH) in liaison with the Designated Safeguarding Lead.
- Social Care will be informed at every trigger if the student is either on a CIN/CP Plan or Looked After Child.

