



## **Attendance Policy**

The school recognises the clear link between the attendance and attainment of students. The aim of this policy, therefore, is to encourage the highest possible levels of attendance for individual students within the school.

In order to achieve this, all members of the school community have an important contribution to make. The policy should be read in conjunction with the Attendance Roles and Responsibilities Guidance.

### **Aims:**

- Improve the overall percentage attendance of students at Fearn.
- Reduce the number of persistent absentees.
- Raise the profile of attendance amongst the school community.
- Ensure the provision of appropriate guidance for parents, students and staff.

### **Policy**

- Develop and monitor clear procedures for the maintenance of accurate registers.
- Develop a systematic approach to gathering, analysing and acting upon data.
- Develop a whole school approach to ensure consistency of intervention strategies.
- An appropriate curriculum is essential and will be kept under constant review.
- The need for high quality learning and teaching throughout the school is recognised as being essential to the promotion of attendance.
- Students are provided with appropriate support to minimise disaffection with school. This includes multi agency provision as appropriate.
- Students with Special Educational Needs are identified and given support.
- Effective partnerships with parents through regular contact and support is provided. Parents are kept informed of pupils attendance through first day contact, letters of praise and concern and through individual interviews as appropriate.
- Parents are actively discouraged from taking students away from school during term time for holidays or other purposes.
- A comprehensive system of rewards for good attendance is used.
- Attendance is given a high profile through the Pupil Development structure, displays and assemblies.
- Appropriate sanctions are in place to deter poor punctuality.

### **Identifying and Tackling Poor Attendance**

- The Attendance Roles and Responsibilities Guidance details strategies for raising levels of attendance. All staff should ensure that these are followed.
- Attendance levels and patterns for individuals, form groups, year groups and the whole school are carefully monitored and action taken to address poor attendance at each level.
- Long term absentees are provided with appropriate support to enable them to make a positive return to school.
- Early identification of potential poor attendees is part of the schools primary liaison work prior to transition.
- Appropriate strategies are put in place to support students and parents where appropriate.
- 10 sessions (half days) of unauthorised absence in a term or 14 in 2 terms will result in parents/carers being issued with a Penalty Notice (PN). These notices may be used in a range of situations where unauthorised absence occurs such as:

- Truancy.
- Parentally condoned absence without good reason.
- Excessive leave of absence in term time or excessive delayed return from an extended holiday without prior permission.
- Persistent late arrival at school.
- Our strong Pastoral/Attendance team means that PNs are rarely issued as we aim to work with parents/carers to support pupils in maximising their attendance.

## Attendance Roles and Responsibilities Guidance

### Whole School Practice

When	What	By whom
Daily	Registers taken within the first 10 minutes of the lesson. To be done on PARS. Any faults must be reported immediately to IT technicians and a paper register sent for from reception. This must then be sent straight to Attendance Office. <b>This is a legal obligation and must be done carefully.</b>	Teachers
Daily	Registers taken by all class teachers throughout the day, using the PARS system.	Teachers
Daily	Any trips must be registered on paper at the start of the day and details sent immediately to the Attendance Office. It is not sufficient to have published names on the trip beforehand.	Trip Leader
Daily	While doing PARS teachers should check previous lesson / session for any potential truants. If in any doubt refer to the Attendance Office straight away. If a pupil is truanting they must be given an hour's detention by the class teacher.	Teacher
Daily	If a pupil is identified as truanting for ½ day or more a 9-5 sanction will be issued.	Attendance Officer
Daily	If a pupil is late they must be marked late and be issued with a detention to make up lost time.	Teacher
Daily	1 <sup>st</sup> day absence contact with parents / guardian	Attendance Officer
Daily	Visits to identified absentees homes by Attendance Improvement Worker.	Attendance Officer, Attendance Improvement Worker
Daily	Pupils to enter attendance data into planners	Form Tutor
Weekly	PD Leaders and Form Tutors issued with specific attendance data. Published on form notice boards.	Form Tutors.
½ Termly	Postcards home to all pupils achieving 100% attendance	Form Tutor
Termly	Attendance data and comparisons issued to Governors	Deputy Head

## Targeted Strategies

**Fearn uses a Red, Amber, Green identification format to target attendance strategies:**

**Red: All pupils achieving below 95%.**

**Amber: All pupils achieving between 95% and 97%.**

**Green: All pupils above 97%.**

### Red – Below 95% Attendance.

Daily	Visits to identified absentees homes by AIW	Attendance Officer, AIW
Weekly	Analysis of attendance records.	Attendance Officer
Weekly	<p>Identification of pupils at risk of persistent absentee threshold.</p> <p>Written request to parents and pupils to attend a school attendance panel to set targets for attendance. Failure to meet targets will result in a written request to attend a governors pupil panel</p> <p>Identification and implementation of appropriate strategies; inc Multi-agency involvement, target setting, appropriate rewards, meeting with pupils and /or parents, involvement of Attendance Improvement Worker.</p> <p><b>Records kept of interventions.</b></p>	Attendance Officer / AIW / Deputy head

### Amber – Between 95% and 97%

Weekly	<p>Identification of pupils causing specific concern.</p> <p>Identification and implementation of appropriate strategies; inc Multi agency involvement, target setting, appropriate rewards, meeting with pupils and /or parents, involvement of Attendance Improvement Worker.</p> <p><b>Records kept of interventions.</b></p>	Attendance Officer / Deputy Head
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### Green – 97% +

Weekly	On going monitoring	Form Tutor
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## **Attendance – Parental Guidance**

### **Why regular attendance is important.**

Pupils who fail to attend regularly experience educational and social disadvantage at school and their future life prospects can be impaired. They can also be at risk of drifting into anti-social and criminal behaviour. Pupil absence can also disrupt teaching routines so may affect the learning of others in the same learning environment.

To ensure your child reaches his / her full potential it is very important that you make sure your child attends regularly and punctually.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved through close communication between the school, the parent and the child. Once we know that your child is having problems we will try to resolve them.

### **What is good attendance?**

97% attendance is seen as a good level of attendance. If your child has an attendance rate below 97% please ensure that everything possible is done to improve it. Unless there are exceptional circumstances anything below 95% becomes a concern and pupils will be closely monitored by the school attendance team. You may be invited in for a formal meeting with the school. Pupils whose attendance does not subsequently improve may be referred to the Attendance Improvement Worker.

### **What to do if my child is absent.**

- Telephone the school office before 9.00am on each day of absence.
- Medical confirmation is required for any length of absence to enable school to authorise absence.

As of 1<sup>st</sup> September 2013 Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave.

There is **no** entitlement in law for time off in school time to take leave of absence. All applications for leave must be made in advance and in writing to the Headteacher. In making a decision the school will consider the circumstances of each application individually.

## **Fixed Penalty Notices**

10 sessions (half days) of unauthorised absence in a term or 14 in 2 terms will result in parents/carers being issued with a Penalty Notice (PN). These notices may be used in a range of situations where unauthorised absence occurs such as:

- Truancy.
- Parentally condoned absence without good reason. Medical confirmation required: medical appointment card/prescription or prescribed medication with label.
- Holidays in term time or excessive delayed return from an extended holiday without prior permission;
- Persistent late arrival at school. Please note that registers close at 8.55am.

## **Religious Observance in Term Time**

The school will authorise absence that is due to religious observance, but the day must exclusively set apart for religious observance by the religious body.

The school may only allow one day of authorised absence under these circumstances. All requests for leave due to religious observance must be made in advance and in writing to the headteacher.

## **Emergency closure e.g snow days/pandemic**

It is extremely rare for the school to shut for emergencies such as snow. If in doubt please listen to Radio Lancashire for an update. Please do not phone the school. If you have not heard otherwise we will expect all pupils to be in school. Absence may not be authorised if the school is open.

Fearn's is committed to helping your child to achieve their full potential. Please support us in ensuring that they understand the importance of attendance.