

Southernly Point Co-operative Multi-Academy Trust

PUPIL ATTENDANCE POLICY

Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.*	✓
The EIA has not identified any conflict with the Trust's co-operative values or the Church Schools' values.	✓
Adjust the policy to remove barriers identified by the EIA or better promote equality.	✓

*Inclusive of protected characteristics

Provenance	Date
Working Party	Jan 2018
HR checks	
Union Consultation	Feb 2018
Trustees' Ratification	Mar 2018
Implementation	May 2018

Review Date
Jan 2021. Wording change: 'If parents / carers do not respond positively to the support on offer and attendance does not improve' in place of 'If ongoing support is not effective'.
Mar 2022. Amendment to second paragraph under 'Leave of Absence' to better reflect current guidance.
Jan 2024

To be read in conjunction with:	SEND Policy Managing Medical Conditions Policy Safeguarding and Child Protection Policy
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Southerly Point Co-operative Multi-Academy Trust

PUPIL ATTENDANCE POLICY

The school is committed to providing a full and effective education to all pupils, and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcomed. School attendance is subject to various Education laws - this Attendance Policy is written to reflect these laws and the guidance produced by the DfE and Cornwall Council. This policy applies to all pupils, including Post 16.

For a child to reach their full educational achievement, a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils, and their parents or carers, the importance of regular and punctual attendance.

School staff work with pupils and their families to ensure each student attends regularly and punctually. There is an effective and efficient system of communication with pupils, parents and appropriate agencies, to provide mutual information, advice and support. The school has a system of incentives and rewards, which acknowledge the efforts of pupils to improve their attendance or time keeping, and will challenge the behaviour of those parents who give a low priority to attendance and punctuality.

The school will:

- Review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.
- Examine its attendance figures and set attendance targets annually. These will reflect both national and county attendance targets.
- Liaise with outside agencies to improve attendance, or deal with attendance issues.

Pupils / students are expected to:

- Arrive on time and register at 9.00am and 1.00pm promptly each school day.
- Register at the School Office if they are late.
- Parents must ring school office or supply a note if they need to their child to leave the school site during the day
- Attend all lessons and register on time in each lesson.

We request that parents/carers:

- Work with the school to ensure their child's attendance is the best it can be. Parents have the primary responsibility in this respect.
- Ensure their child arrives at school on time.
- Inform the school if their child is absent on every day the child is absent, giving the reason for the absence.
- Contact the school secretary if they have concerns over their child's attendance and feel they need support.
- Make routine medical and dental appointments outside the school day where possible, or in the holidays.
- Attend before and after any appointments made within school time.

Procedures:

To support our key policy statements, the following procedures will be followed:

- The school uses an electronic system to record and monitor attendance. Teaching staff will take an electronic register at the start of every lesson and tutorial, which is automatically stored in SIMS.
- The school's Record of Attendance is maintained electronically and supervised by the School secretary.
- Reasons for absence must be provided by a parent/carer, by letter, by telephone call to the School office or by email..
- The school will contact home on the first day of absence if the School Secretary has not received notification from a parent/carer. This will continue for each day a pupil is absent if no explanation has been given by a parent/carer.
- To assist in the monitoring of attendance, the School secretary meets every two weeks with members of the Senior Leadership Team to review those pupils with low attendance, details of previous intervention, and to formulate a plan of action.
- The school will send concern letters to parents/carers of pupils who are falling below attendance targets.
- The school secretary maintains a list of pupils who have attendance problems. These pupils' attendance is reviewed fortnightly and support measures are agreed.
- Pupils whose attendance falls below 90% are designated as 'Persistent Absentees' by the Government, and this triggers a more formal support plan. This may take the form of an Attendance Intervention Meeting with the student and parents/carers.
- If parents / carers do not respond positively to the support on offer and attendance does not improve, the school will consider implementing legal proceedings in line with the Education Act 1996.
- Details of each student's record of attendance will be included in their annual report.
- Through Parents' Evenings, the school website and letters home, we will inform parents of the importance of regular attendance. The SLT will include attendance as an item in assemblies.
- Attendance will feature on the agenda of Pastoral Support meetings.

Punctuality

School registers close at 9.20am, and any arrival after this time may not be authorised, unless a valid reason is supplied by a parent/carer.

Staff will challenge pupils who do not arrive on time. If lateness persists, parents/carers will be contacted by the School office or head teacher.

Leave of Absence

Please note that, following new Government legislation, the school **can no longer authorise any leave of absence in term time** unless there are exceptional circumstances. Parents/carers wishing to remove their child during term time must apply to the Headteacher / Head of School at least 14 days prior to the planned absence, using the Leave of Absence Request Form, which is available from the School Office and Reception. Each case is assessed on an individual basis.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in

accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444[1] or Section 444[1A] of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

The school will promote good attendance by:

- Sending letters of congratulation to those with good/improving attendance.
- Sending traffic light letters termly to inform parents of their child's attendance.
- Presenting certificates to those who achieve 100% attendance.
- Making the School a place where pupils are valued as individuals within a positive learning environment.
- Seeking the views of pupils and parents/carers on School policies and procedures.

Appendix 1 – Information specific to Post 16 only.

Motivation and Rewards

Pupils in Post 16 are recognised and praised for good attendance and punctuality through assemblies. Good attendance and punctuality is a pre-requisite to pupils being awarded home study privilege in Year 13.

Procedures

The Post 16 Administrator emails an updated Attendance Report to all members of the Post 16 Leadership team every four weeks. The Attendance Report shows all pupils with an attendance of less than 90%.

95% plus	90 to 95%	80% to 90%	Below 80%
Good Green traffic light letter sent	Cause for concern Amber traffic light letter sent home The Education Welfare Officer may be involved in meetings with parents.	Serious concern To be discussed with the education Welfare Officer Red traffic light letter sent home The Education Welfare Officer to be involved in meetings with parents.	The Education Welfare Officer to be involved in meetings with parents.