

# Attendance Policy

Reviewer	Status	Notes
R Pollock (Headteacher)	Reviewed ▾	Revisions made
C Holt (Operations Manager and Health and Safety Manager)	Reviewed ▾	Revisions made
R Morris (Head of Juniors)	Reviewed ▾	Revisions made
J Pargeter (AHT Wellbeing)	Reviewed ▾	Revisions made
Governing Board	Reviewed ▾	16/3/23. Next review date - January 2025

<b>Purpose and Aims</b>	<b>2</b>
<b>General Principles</b>	<b>2</b>
<b>Attendance and Absence: Categorising absence</b>	<b>3</b>
Illness	3
Medical/Dental Appointments	3
Other Authorised Circumstances and Family Holidays	4
Exclusion	4
Religious Observance	4
Unauthorised absence	4
<b>Punctuality</b>	<b>5</b>
Late Arrival at School	5
<b>Step to Address Poor Attendance and Poor Punctuality</b>	<b>5</b>
Step 1	6
Step 2	6
Step 3	6
Step 4	6
<b>Support Systems</b>	<b>6</b>
<b>Failure to improve</b>	<b>7</b>
Extract from the Cransley School Parental Contract Terms and Conditions	7

## Purpose and Aims

Regular school attendance is essential if pupils are to achieve their full potential - academically, socially and emotionally.

Cransley School believes that regular school attendance is the key to enabling pupils to maximise the opportunities available to them. The School values all pupils and we will work with families where attendance is difficult and try to resolve any difficulties.

## General Principles

Under the Education Act 1996 the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age. Parents must ensure that children of compulsory school age receive full-time education suitable to their age, ability and aptitude.

The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances

## Attendance and Absence: Categorising absence

Where pupils are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence will be categorised on the register as follows:

- Illness
- Medical/Dental Appointments
- Other Authorised Circumstances
- Exclusion
- Religious Observance
- Unauthorised absence

### Illness

Absence due to illness can be authorised by the Headteacher following receipt of information from parents through the School Office only. Parents must advise the School Office by telephone or email

before 8.45am on the day of absence and provide the school with an expected date of return. For clarity, parents are required to indicate absence on a daily basis.

If a pupil has an attendance record which causes concern, it may be necessary for any absence due to illness to be followed up with medical evidence from a medical professional etc. This can be in the form of an appointment letter/card, fitness to work declaration etc.

## **Medical/Dental Appointments**

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should, when possible, attend school for the part of the day.

Any pattern of unauthorised absence is unsatisfactory and can often point to other underlying problems; the school takes this seriously and investigates appropriately as absence patterns can often flag a safeguarding or welfare concern.

## **Other Authorised Circumstances and Family Holidays**

This relates to where there is cause for absence due to rare and exceptional circumstances, e.g. serious family illness or bereavement.

Family holidays should be taken out of term. However, if you wish to take your child on holiday during term time, we ask you to apply for leave in writing using the [Application for leave of absence during term time form](#). We will not produce academic work to accompany pupils on their holiday.

If your child's attendance rate over the previous 12 months is below 90%, the application for leave will automatically be refused, and the absence unauthorised.

If your child is in Year 10 and Year 11, the GCSE years, the application for leave of absence for a family holiday will automatically be refused, and the absence unauthorised.

There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence for a holiday in term time, the school will take these and other factors into account.

If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised.

## **Exclusion**

Short fixed term or long term exclusion from attending school is counted as an authorised absence. The school will only arrange for work to be sent home if appropriate.

## **Religious Observance**

Cransley School understands that on some occasions, religious festivals may fall outside school holidays or weekends, and this necessitates a consideration of authorised absence.

## **Unauthorised absence**

Absence will not be authorised unless a satisfactory explanation is provided within the categories above or an application for leave of absence has been accepted (see above).

Poor attendance and persistent unauthorised absence will be addressed by the steps below.

## **Punctuality**

Good punctuality at school is essential for students to achieve their full educational potential. It is also vital for pupils to form good habits for later life. Poor punctuality in school affects friendships, the smooth running of the school day, the sharing of vital information and the teaching and learning of other pupils.

It is understood that the responsibility for punctual arrival rests with both parent and pupil.

All pupils are expected to arrive punctually for school in the morning and then to arrive punctually for each lesson. We ask parents to support their child in maintaining good punctuality by:-

- Ensuring that their children get up in plenty of time to be ready and prepared for school.
- Ensuring their child has organised their bag and equipment the night before so that this does not delay departure in the morning.
- Discussing any issues of lateness to ensure this does not become a habit.
- Monitoring their child's attendance record when it is sent home and looking for patterns of lateness.

## **Late Arrival at School**

Registration begins at 8:45am with registration and lasts for 10 minutes. In this time, valuable information may be shared by form tutors.

**The first taught session begins at 8.55am and the register is closed. If a pupil arrives after 8.55am, parents are required to go in person to the front of Belmont Hall to report to the School Office so that a reason for lateness can be recorded on the register.**

If the lateness is due to a legitimate reason e.g. a medical appointment, the absence can be authorised. Otherwise, the session can be marked as an unauthorised absence. Persistent lateness will be addressed by the steps below.

The minibus schedule should facilitate the arrival of pupils for 8.45am. If circumstances (traffic etc) lead to a bus arriving after 8.55am, the minibus should drive to the front of the Hall, so pupils can be registered, and so a record can be made of the late arrival and adjustments made to the journey as necessary.

## **Step to Address Poor Attendance and Poor Punctuality**

Good attendance and punctuality are essential to ensure the pupils make good holistic academic and personal progress.

Attendance statistics will be regularly produced by the School Wellbeing Secretary and discussed with members of the Senior Leadership Team. While the individual circumstances of pupils and families will always be sympathetically considered, for example long term illness or medical conditions, the following steps will be put in place:

### **Step 1**

This applies to pupils with attendance below 90% during the academic year (with the first review in December and each term thereafter) or persistent lateness. Contact will be made by email or telephone from pastoral staff or form-tutors to advise that the pupil's attendance is becoming a cause for concern. There will be a discussion of the pupil's circumstances and an agreement to improve attendance.

### **Step 2**

This applies to pupils with attendance below 85% during the academic year (with the first review in December and each term thereafter) or those with consistently detrimental lateness. There will be a meeting between parents/carers and appropriate pastoral staff and/or form tutors and a discussion of pupil's circumstances and agreement of an attendance improvement plan. Monitoring and attendance targets will be put in place. Additional support and/or sanctions will be applied as necessary.

### **Step 3**

This applies to pupils with attendance below 80% during the academic year and/or with a record of poor punctuality which disrupts the learning of the child and others in the class. There will be a

meeting with parents/carers and appropriate pastoral staff and/or form tutors, and a member of the management team (if required) with a discussion of the pupil's circumstances, including possible consideration of amendments to the pupil's academic and co-curricular programme at Cransley School.

- Agreement of a high-priority attendance improvement [Provision Outcomes Map \(POM\)](#).
- Monitoring and attendance targets put in place.
- Additional support and/or sanctions applied as necessary.

#### Step 4

Pupils with attendance below 75% for the academic year will receive a formal review with the Headteacher or appropriate members of the Senior Leadership Team. **This may include giving consideration to repeating the academic year and a review of the pupil's place in the school, in accordance with the school's Terms and Conditions (see below).**

#### Support Systems

Cransley School recognises that poor attendance can be an indication of challenges for a pupil. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the School identify any additional support that may be required.

The School will implement a range of strategies to support improved attendance where necessary and included on a [Provision Outcome Map](#). Strategies used can include:

- Discussion with parents and pupils
- Referrals to support agencies
- Peer support networks
- Time-limited reduced timetables
- Additional learning support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

In order to provide a deterrent, when the conduct and organisational skills of a Senior pupil results in a consistently poor punctuality record, they can expect to receive proportionate sanctions such as behaviour detentions, in accordance with the school's Behaviour for Learning Expectations and Policy. This is at the discretion of the Headteacher and AHT for Wellbeing.

## Failure to improve

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs or lateness persists, Cransley School will consider whether parents are failing to fulfil their contractual obligations and if it is concluded that they are, will consider their actions to be a breach of the parental contract, resulting in termination and a request to remove the pupil.

### Extract from the Cransley School Parental Contract Terms and Conditions

**6.3** *The Head's discretion to require you to remove your child from the School.* Instead of exclusion or suspension, the Head may in his or her discretion require you to remove your child from the School if the Head considers that:

- i. your child's attendance or progress at the School is unsatisfactory and, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of your child or other children. If this happens, fees in lieu of notice will not be payable and any prepaid fees and/or supplemental charges for the period after the removal (including, if applicable, the deposit held by the School) will be refunded.