

ASHLEY HIGH SCHOOL POLICY ON ATTENDANCE

The Education Act 1996 requires parents and guardians to ensure that their children receive efficient full-time education, either by regular attendance at school or otherwise until the end of year 11.

RATIONALE

A positive attitude towards school attendance will increase opportunities for learning.

Regular school attendance is good practise for positive attitudes needed for the responsible citizens entering the world of work.

PURPOSES

- To promote the importance of regular attendance at school.
- To improve attendance figures.
- To improve systems of reporting absence.

PROCEDURES

Promote the importance of parents making a phone call on each day of absence. Require an absence note (signed & dated) from parent/guardian/carer on return to school. If absent for 5 or more days a doctor's note will be required to authorise the absence. If we are not informed of the absence this will automatically be 'unauthorised'.

Ashley High School will contact the family if no reason for absence is provided.

Consider if reasons given can be accepted in order to authorise absence

Any absences of 8 or more days within the same calendar month will not be authorised unless a doctor's note is provided.

Promote good attendance through a reward system.

Use Attendance Support Assistant to build up home/school links.

Contact Educational Welfare Service for assistance with pupils having continual or regular unauthorised absences.

Review and update procedures on an annual basis.

CONCLUSION

Attendance figures will improve in an environment where attendance and the reporting of absence are seen as important.

Pupils should respond to reward systems and high quality teaching.

Attitudes and views of parents and pupils are vital components to the process.

ASHLEY HIGH SCHOOL ATTENDANCE POLICY

The aim of this attendance policy is to encourage pupils to attend school regularly; subsequently they will be able to take full advantage of the educational opportunities available.

STATUTORY DUTY OF SCHOOLS

The Education Act 1996 requires parents or guardians to ensure their children receive 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.

STAFF

Ashley High School will ensure:

- pupils are registered accurately and efficiently
- attendance targets are set for individual pupils and year groups where relevant/appropriate
- parents or guardians are contacted when reasons for absence are unknown or unauthorised
- school attendance statistics are reported

Students are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence

- authorised (where the school approves pupil absence)
- unauthorised (where the Headteacher will not approve absence)

STRATEGIES

- the school will contact parents on each day of absence. This will be carried out by the office staff.
- the school will set whole school or cohort targets as appropriate.
- students with 100% attendance for a full academic year are rewarded with a certificate and a book voucher presented at Prize Giving Day in the summer term.
- each pupil has a unique number and for every full week of attendance they will receive a numbered token. A draw takes place at the end of each term with the winner being able to purchase something to the value of £100.

PUPILS

Pupils will be encouraged to:

- attend school regularly and promptly
- inform staff if there is a problem that may lead to absences.
- For some pupils with ASC additional measures may need to be put into place to aid understanding (e.g. social stories)

STRATEGIES

- where an individual pupil attendance is an issue it will be monitored with the pupil by the Form Teacher.
- pupils with poor attendance will be referred to the Attendance Support Assistant.

PARENTS

Parents are very important partners in securing the attendance and punctuality of pupils.

Parents or Guardians will:

- encourage good attendance
- inform the school on each day of non-attendance
- discuss planned absences with the Headteacher in advance as soon as possible.(e.g. family holidays, special occasions)
- provide school with doctor's certificate if absent for 5 or more days and/or 8 days within a calendar month

STRATEGIES

- parents should call the school as soon as possible on each day of absence stating a reason.
- A copy of the Attendance Policy is available to parents on the school website.

A note should be sent on the day the child returns to school explaining the absence if no prior reason has been made. The school will then decide whether to authorise the absence. If authorisation were to be refused, for instance if a child were kept off school for a birthday, then the parents would be informed.

COMPLETING THE REGISTER

The marking of registers can sometimes become so routine that it's importance is lost. However, incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-

attendance at school. They also may contribute to pupil's end of term reports and to records of achievement. Registers are created and monitored electronically.

FAMILY HOLIDAYS DURING TERM TIME

From 1st September 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.

LATENESS

School begins at 9.00 a.m. and all pupils are expected to be in school for registration at this time. Any child arriving later than 9.00 a.m. should enter school via the main entrance reporting to the School Office. If accompanied, a parent or carer should give a reason for the lateness. The child will then be sent to their classroom as soon as possible to join their lesson.

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action may be taken.

WHAT CAN PARENTS DO TO HELP?

- let the school know as soon as possible why the child is away
- send a note when the child returns to school
- try to make appointments outside school time
- do not allow your child to have time off school unless it is really necessary

IF PARENTS ARE WORRIED ABOUT THEIR CHILD'S ATTENDANCE AT SCHOOL WHAT CAN YOU DO?

- talk to the child; it may be something simple
- talk to the Headteacher and staff at the school

If it continues...

- the school may refer the problem to the Education Welfare Service
- you may also contact the Education Welfare Officer, who will work with you and the school to resolve the situation. (telephone number available from the school)
- for students consistently absent, school may refer them to the NEET team (Not in Education, Employment or Training) at Halton Borough Council.

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.



Ashley High School

Attendance Policy

This policy was adopted/updated March 2018
This policy will be reviewed March 2019