



# Quarrydale

*an Academy with science specialism*

## Attendance Policy

### To be reviewed Autumn 2019

At Quarrydale Academy we know that good attendance is crucial to the future educational success of our students. Nationally, good attendance is defined as school attendance above 95.5% and students who fall below this level will not be able to fulfil their education potential. It is our mission to ensure that every student has access to a high quality education and the opportunity to engage positively with the school. It is important to us that all students are able to enjoy a feeling of belonging to their class and school community. Good attendance can only promote this.

Statistics show that:-

Of the student who miss less than 4% of school, 73% achieve 5 GCSEs grade A\* to C including English and Maths.

Of the students who miss between 10% - 20% of school only 35% manage to achieve 5 GCSEs grade A\* to C including English and Maths.

Of the students who miss more than 50% of school, only 3% manage to achieve 5 GCSEs grade A\* to C including English and Maths.

The Academy's aim is to achieve good attendance by operating an attendance policy which staff, students and parents, the local community and the Family Service work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and school will liaise with parents and outside agencies to support this. Good attendance will be seen as an achievement in its own right and recognised as such by the school. This policy states the school's focus and with it, the roles and responsibilities of key stakeholders.

### Parental Responsibility

Under Section 7 of the Education Act 1996, the parent is responsible for ensuring that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude. Attendance below 90% will be classed as persistent absence and in the event that this absence is not authorised penalty notices or referral to family services may occur.

### School Day

Registration	08:35 – 08:45
Lesson 1	08:45 – 09:45
Break	
Lesson 2	10:00 – 11:00
Lesson 3	11:00 – 12:00

Lunch	12:00 – 12:40
Registration	12:40 – 13:00
Lesson 4	13:00 – 14:00
Lesson 5	14:00 – 15:00

## **Roles and Responsibilities**

### **Students**

- To attend school regularly and punctually.
- To arrive at school by 08:30 for a start at 08:35.
- To attend registration and all lessons promptly.
- To arrive promptly to lessons.

### **Parents**

- To ensure that your child attends school regularly, punctually, properly equipped and ready to learn. **Regular attend is a legal requirement.**
- To notify the school of absence by 09:00 on the first day of absence on 01623 554178 (Option 1 for Yrs 7, 8 &9) and (Option 2 for years 10 & 11).
- To take family holidays in the school holiday period, not in term time.
- To provide up to date contact details and telephone numbers for every adult with parental responsibility. **If details change school must be informed as soon as possible.**

### **Tutors**

- To keep an accurate attendance register.
- To praise students for punctuality and good attendance.
- To monitor students with absences and act as a point of contact for a parent who is concerned about their child's health/attendance.
- To mentor and support students to achieve a good level of attendance.

### **Student Support Coordinators**

- To ensure that all student absences are correctly logged on the attendance registers (in conjunction with the tutor and class teachers and Heads of Year).
- To maintain an overview of the attendance of students in their year groups.
- To praise students for punctuality and good attendance.
- To be a point of contact (along with the tutor) and offer appropriate support around improving the attendance.
- To monitor attendance and arrange for the parent to be informed when their child has dropped below 95% attendance (this amounts to 10 days in an academic year).
- To liaise with the Family Service and other agencies around the attendance of their year groups.

## **Procedures**

### **Attendance and Illness**

There are two types of school absence

- Authorised where the school approves the student's absence
- Unauthorised where the school will not approve the student's absence

Only the school can authorise the student's absence. Whilst this is straightforward in most cases, there may be a time when the school will refuse to authorise a student's absence without medical proof.

If a child is ill, the parent will call the school before 09:00 and notify the school of the child's absence, the reason and when the child is expected back in school. (Tel: 01623 554178 (option 1 – yrs 7, 8 & 9) and (option 2 – yrs 10 & 11))

Unfortunately there are occasions when a child can suffer from more sustained health problems. If this is the case, parents will be required to supply a medical letter from the consultant in order to be able to support the child in the appropriate manner. In these circumstances it is not appropriate for the parent to contact school every day and a more appropriate frequency of communication will be established with the parent.

If the student is not in school by 09:30 and the school has not been contacted by the parent/carer then the appropriate Student Support Coordinator will contact the parent during the day to find out why the student is not in school. Where the school is also unsure of the reason for illness, or needs clarification about this, the parent/carer will also be contacted.

The parent is expected to book routine dental and medical appointments outside school hours.

Quarrydale run a "traffic light" system in relation to attendance.

'Green' signals a good attendance, where the student's attendance is above 95%.

'Amber' signals a student whose attendance is causing concern. This is where a student's attendance is below 95% but above 90%. At this point the student will be involved with some form of attendance monitoring and support.

'Red' signals a student who has poor attendance and their attendance level is below 90% - at this point other services may be involved.

### **If a student's attendance falls below 90%**

This is the lowest limit of what is viewed as 'satisfactory attendance'. Students who fall below this level are endangering their education. Attendance reports are monitored for the basic attendance percentage or worrying patterns of absence. If regular time is being lost through absence and/or a number of broken weeks of education then this is also a trigger for intervention.

The following procedures will be applied from the October half term of any school year. This is when all students have their first attendance review. In exceptional circumstances these procedures may be applied earlier in the school year.

If attendance falls below 90% then:-

1. The Student Support Coordinator will write to inform parents that their child's school attendance has fallen below 90%. The parent will be reminded of their legal duty to ensure that their child receives an education and the school's expectations in relation to this. At this point, it may well become clear that there are other issues and interventions/support may be put in place.
2. We will request that all further absences are supported with medical proof. An appointment slip from the surgery receptionist or letter of appointment for orthodontists etc is acceptable. We do not expect a parent to pay for proof of illness. Absences will not be authorised without this proof being provided, and the parent will be reminded of the possible consequences of unauthorised absences.
3. If the attendance does not improve over a 6 week period the Pastoral Team (namely either the tutor, Head of Year or Student Support Coordinator) will

contact the parent to discuss ways in which the school can support the family in getting their child to attend school regularly. A meeting will be held and an action plan agreed. This will be reviewed regularly. If there is an improvement then there will be a further period of monitoring before the student is removed from any attendance intervention. In some cases a home visit will be made to ensure parents are fully aware of the situation.

4. If attendance remains low then in some cases the school will refer the attendance to the Family Service which may lead to legal action being taken by the local authority.

In exceptional cases of poor attendance the school reserves the right to accelerate the process of create bespoke plans to address the attendance concern.

### **Legal action to enforce school attendance**

Local Authorities and school can use various legal powers if your child is missing school without a good reason:

#### **Parenting Order**

This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

#### **Education Supervision Order**

If the Local Authority thinks you need support getting your child to go to school but you're not co-operating, they can apply to court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local authority can do this instead of prosecuting you, or as well as.

#### **School Attendance Order**

You'll get a School Attendance Order if the local authority thinks your child isn't getting an education. You have 15 days to provide evidence that you've registered your child with a school or that you're giving them home education. The order will require you to send your child to a specific school. If you don't, you may be prosecuted.

#### **Penalty Notice**

Instead of being prosecuted, you can be given a Penalty Notice. The penalty is £60, rising to £120 if paid after 21 days but within 28 days. If you don't pay the fine you may be prosecuted.

#### **Prosecution**

You can get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court can also give you a Parenting Order.

### **If the student is late**

Registers open at 08:35 and close at 08:45. Students are marked present if they are in registration with their tutor. Students arriving after 08:45 but prior to 09:30 will be recorded as arriving late. A student arriving after this time will be marked as an unauthorised late (which impacts on their attendance).

If lateness becomes an issue the tutor will advise the parent reinforcing the schools expectations in this area. A sanction to make up lost learning time will also be put in place, such as a detention.

IF this lateness persists the Student Support Coordinator will contact the parent to arrange a meeting to agree an action plan to ensure punctuality improves.

Afternoon registers will take place between 12:40 – students must be in tutor by 12:50 to be marked present, if after this time they will be marked late.

## **Truancy**

If the student is known to have been in school, but has not attended all, or some of their lessons, they will have truanted. In most cases the truant is discovered and depending on the number of lessons missed, the sanction will vary from lunchtime detention to use of isolation. The parent will be informed by the Head of Year or Deputy Head.

If it is believed that the truant has left the school site then, the school will inform the parent. In this situation we would advise the parent to contact the child themselves. If the school is unable to contact the parent to inform them of their child's truancy, then message will be left for the parent. It is up to the parent to decide if they wish to contact the police. In either case, the student's sanction will be similar to the previous example.

Sometimes parents believe that their child is at school, but the student has not actually entered the premises. Should this happen, the school will naturally believe the child is absent and would contact the parent for a reason for the absence. At this point the truancy would come to light. In this situation we would advise the parent to contact the child themselves, but if they do not get any response, then we would advise they contact the police. For this reason it is important that parents keep the school informed of any changes of contact details.

## **Requesting authorised leave**

There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the headteacher to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.

Leave of absence during school time will not be routinely granted. Any request for leave of absence should be submitted at least four weeks in advance of the time asked for. Parents should fill in a Leave of Absence form and hand in to the Head of Year who will then discuss with the Student Support Coordinator and head teacher. Parents will then be informed whether the absence has been authorised or not. The head is only allowed to authorise leave of absence in 'exceptional circumstances'.

It is reasonable to say that unless the request meets the case of exceptional circumstances then it is quite likely the request will be turned down. If the student still takes the leave of absence, this will be classed as unauthorised absence. If a student's attendance is low this absence is likely to be taken into account by the Family Service and may result in legal action.

The school reserves the right to refer any case where a student takes a holiday during term time to the Local Authority Law Enforcement Team Lead with a view to issuing a penalty notice. However, the circumstances around any absence of this nature will always be examined on an individual basis before any decision to request a penalty notice is taken. This is not a decision that the school will take lightly and all aspects will be thoroughly considered and taken into account.

Please refer to the Government website for details of these notices and their present value [www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance](http://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance)

**If a student is absent for more than 10 consecutive days absence without permission and attempts to contact the parent to ascertain the detail of the absence have failed. The Local Authority will be contacted. In some cases the CMO will be informed and under these circumstance it is possible for the student to be removed from the school roll and listed as missing from education.**

### **Post 16 Attendance**

Attendance in Post 16 is expected to all lessons and is essential for student to make progress; we expect student attendance over the year to be at least 95%.

If you are absent, absence notes signed by a parent, carer or doctor should be given to your tutor.

<b>Attendance definitions</b>	
95-100%	Expected
90-95%	A cause for concern
Below 90%	A serious cause for concern – persistent absence

The Head of Year monitor attendance closely, informing parents/carers when attendance becomes a serious cause for concern.

Please note that the following do not count towards the 95% attendance target even if they are authorised:

- Medical and dental appointments
- Family Holiday
- Illness

On the first class of illness please telephone **01623 554178** (Miss Straw) to inform the school of your absence. Please **repeat this on any subsequent days** of illness.

### **Work Related Learning including work experience**

Attendance is monitored as part of replacements. Providers are required to contact the school over absence. The school also conducts regular phone calls and visits to ensure attendance.

### **Off Site Provision**

Either students are registered prior to attending off site provision or registration data is forwarded to the school. The above practices for absence will still be provided to ensure that the student attends school.