

RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



Attendance Policy

Originator	Katie Benter
Reviewed	November 2022
Next Review Date	November 2023

Ripley St Thomas
Ashton Road
Lancaster
LA1 4RS

t 01524 64496 **f** 01524 847069
e admin@ripley.lancs.sch.uk

website www.ripleystthomas.com

Believe.....

1 COMPLIANCE

1.1 This Attendance Policy has been drafted with regard to the following statutory provisions, codes and guidance:-

- 1.1.1 The Education Act 1996
- 1.1.2 The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- 1.1.3 The Education (School Day and School Year) (England) Regulations 1999
- 1.1.4 The Education and Inspections Act 2006
- 1.1.5 The Children Act 1989
- 1.1.6 Department for Education's advice "School Attendance" August 2020

2 ABOUT THIS POLICY

2.1 Ripley St Thomas is committed to providing a full and efficient education to all pupils. Regular attendance is critical for pupils to be successful and benefit from the opportunities available to them. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality.

3 AIMS

- 3.1 This policy aims to;
- 3.1.1 provide clear direction to staff, parents and guardians about the expected codes of behaviour in dealing with attendance;
 - 3.1.2 ensure continued high attendance;
 - 3.1.3 ensure that staff are aware of legal obligations;
 - 3.1.4 ensure that lateness and absence are monitored;
 - 3.1.5 ensure that parents are notified of concerns regarding lateness and absence.

4 THE ACADEMY'S RESPONSIBILITY

4.1 The Academy is required by law to take attendance registers twice daily; once at the start of the morning session and once during the afternoon sessions. On each occasion they must record whether the pupil is;

- 4.1.1 present;
- 4.1.2 attending an approved educational activity;
- 4.1.3 absent;
- 4.1.4 unable to attend due to exceptional circumstances; or,
- 4.1.5 not attending in circumstances relating to coronavirus (COVID-19).

4.2 The academy must follow up any absences to;

- 4.2.1 ascertain the reason;
 - 4.2.2 ensure the proper safeguarding action is taken; and,
 - 4.2.3 identify whether the absence is approved or not.
- 4.3 Registers are a legal document. The Academy will provide the registers to the Local Authority should they be required under Section 444 of The Education Act 1996 to prove a child's attendance.
- 4.4 Staff at the Academy shall;
- 4.4.1 ensure that all students are registered accurately;
 - 4.4.2 promote and reward good attendance with students;
 - 4.4.3 liaise with the attendance leader on matters of attendance and punctuality;
 - 4.4.4 ensure that registers are called at least twice daily;
 - 4.4.5 record and monitor attendance in accordance with both the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's education progress;
 - 4.4.6 communicate any concerns or underlying problems that may account for a child's absence; and,
 - 4.4.7 support pupils with absence to engage with their learning once they are back in school.
 - 4.4.8 conduct home visits and keep regular communication with parents when there are concerns.

5 **PARENTAL RESPONSIBILITY**

- 5.1 Parents and carers have a legal duty to ensure that their children of compulsory school age attend regularly and on time. Any parent who fails to ensure their child attends school regularly is guilty of an offence under the Education Act 1996.
- 5.2 Parents and carers must;
- 5.2.1 contact the academy by telephone or in person if their child is absent for an unavoidable reason (such as sickness) on the first morning of absence by 08.30am.
 - 5.2.2 avoid making medical and dental appointments for their child during school hours wherever possible;
 - 5.2.3 ensure that their child arrives at school by 08.45am each morning; and,
 - 5.2.4 avoid booking family holidays during term time.

6 **PROMOTING GOOD ATTENDANCE**

- 6.1 The foundation for good attendance is a strong partnership between the academy, parents and the child. To help focus on this the academy will;
- 6.1.1 provide information on all matters related to attendance in our weekly home school newsletter.
 - 6.1.2 report to the parent/carer on how their child is performing in school and what their attendance and punctuality rate is and how this impacts on their attainments;

- 6.1.3 celebrate good attendance through class competitions, certificates and events; and,
- 6.1.4 set targets for the school and for classes for attendance and display these around the school.

7 LATENESS

- 7.1 The academy emphasises the importance of attending on time.
- 7.2 The school day begins at 08.45am and all pupils are expected to be in school at this time. Morning registration is at 08.45am and closes at 08.50am.
- 7.3 All lateness is recorded daily. Arrival after the close of registration will be marked as an unauthorised absence.
- 7.4 Parents and carers of pupils with persistent patterns of lateness will be contacted to discuss the importance of good time keeping and to work out achievable goals to ensure their child arrives on time. If the pattern of lateness persists or if the parent/guardian or child refuses assistance, the academy will refer the matter on the Local Authority who may choose to pursue legal action against the parents/carers of the child.

8 LEAVE OF ABSENCE

- 8.1 The Principal may authorise a leave of absence in exceptional circumstances. This must be requested in advance and agreement to each request is at the discretion of the Principal. Each case will be judged on its merits and the Principal's decision is final.
- 8.2 The Principal will not authorise a leave of absence for the purpose of a family holiday.

9 MONITORING PROCEDURE

- 9.1 The academy recognises the importance of accurate register to support and underpin specific targets. We also recognise that it can identify individual or specific groups of children who are or may be at risk of becoming persistent absentees. The regular monitoring of registers allows the academy to identify and intervene in any issues.

10 LOCAL AUTHORITY ACTION

- 10.1 The academy will monitor attendance and when there are concerns about a child's attendance and it does not appear to be improving the school will offer appropriate support to facilitate the child's attendance. If the child's attendance does not improve or if the child's parent/guardian refuses support, the school will refer the matter on to the local authority attendance service who may consider the following action;
 - 10.1.1 Education Welfare Officer Actions; or,
 - 10.1.2 Penalty Notices for Poor Attendance.

11 RECORD PRESERVATION

- 11.1 School registers are legal documents. The academy ensures compliance with attendance regulations by keeping attendance records for at least three years in either a physical or digital format.