

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



Attendance Policy

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OUR VISION

We aim for all members of our Christian community to flourish spiritually, academically and personally so that they can live life in all its fullness.

'I have come in order that you might have life - life in all its fullness.'

(John 10:10)

ATTENDANCE POLICY

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.
- 2.2 To ensure our pupils are successful, we set an attendance target of **at least 97%**. This equates to no more than five school days of absence in an academic year.

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 if 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;
- 5.3 We appreciate that there are times when a child is unable to attend school, e.g., due to illness. If your child is unavoidably not able to be in school, then please leave a message on our absence line by ringing 01524 64496, selecting the correct option for the key stage of your child, as soon as possible on the morning of the absence. For safeguarding reasons, a text message will be sent to parents and carers if a child is not in school, and we have not been informed of an absence.
 - 5.3.1 please avoid making medical and dental appointments for their child during school hours wherever possible;
 - 5.3.2 please ensure that their child arrives at school by 08.40am each morning; and,
 - 5.3.3 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 08.40am and all pupils are expected to be in school at this time. Morning registration is at 08.40am and closes at 09.15am.
- 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 Heads of School 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 Heads of School. Each case will be judged on its merits and the Heads of School decision is final.
- 8.2 The Heads of School 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.

Within this section of the Attendance Policy we have included a link that explains how the school may refer the matter on to the Local Authority attendance team and what action may be taken:

[Link to Lancashire Education Authority](#)

The Department for Education guidance 'Working together to improve school attendance' introduced a national framework for penalty notices alongside the amended penalty notice regulations which provides more guidance on when a penalty notice should be considered and the support that school should explore before resorting to a request for legal intervention.

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.