



Attendance Policy

LAST REVIEW NEXT	July 2020	REVIEW PERIOD	Annually
NEXT REVIEW DATE	July 2021	TYPE OF POLICY	Non Statutory

This policy was reviewed and ratified by Academy Council.

Date of ratification:

Signature:

Print name:

We believe: Every student matters and has a fundamental right to be educated.

- Good attendance and punctuality are key to personal development, progression, learning and achievement.
- Parent/carers have a duty to ensure and encourage maximum attendance and punctual arrival at school and lessons.
- Teachers and Support Staff have a duty to monitor and encourage maximum attendance and punctual arrival at school and lessons.
- Teachers and Support Staff have a duty to record accurately and fully each student's attendance.
- Teachers and support staff should encourage maximum attendance of both the individual and the class.
- The Form Tutor and Form TAs have a duty have a duty to monitor the attendance of both individuals and the class.
- All staff and the Attendance Advisory Service will support maximum attendance and punctuality.
- We will praise & reward full & improved attendance & punctuality.

Responsibilities

1. Pupils must register between 8.50am and 9am in Form Group. Failure to do so will result in a late mark.
2. If a pupil has not been registered in form, the Welfare Department are responsible for contacting parents & carers to ascertain the reason for absence. Record reason on registers & Form Tutor to do follow up call if necessary.
3. AM registration will close at 9.30am & PM registration will close at 1.30pm, any pupil arriving after this time will be marked "U" (unauthorised).
4. Form tutors are responsible for registering students correctly using the appropriate code during registration
5. The Attendance Advisory Service (AAS) are the enforcement agency and work with the Welfare Department to improve attendance via scheduled weekly meetings. Referrals are made to AAS in the following circumstances;
6.
 - If an absence is longer than two days and medical evidence is not provided

- If there appears to be a pattern of non-attendance, e.g. every Monday or regular 2-day absence
- 7. The Leadership Group is responsible for supporting Form Tutors in ensuring full attendance and good punctuality and evaluating the effectiveness of systems and the policy.
- 8. Form Tutors and Welfare Officers are responsible for meeting with students who have issues with attendance, non-attendees and where necessary make home visits etc.
- 9. Where referrals are made to AAS, they may take action where there are no improvements in attendance & punctuality. This could result in a penalty notice and court prosecution. Should a student accumulate ten unauthorised sessions within six school weeks, our school's Attendance Advisory Practitioner will be informed and a Penalty Notice will be sent to each Parent/Carer. This letter will remind them of their legal responsibility to ensure their child's regular attendance at school. Should a student's attendance continue to be of concern, and a further ten sessions of unauthorised absence are recorded, a Penalty Notice may be issued to each parent, resulting in a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the fine will result in a court prosecution for their child's non-attendance.

Parent/ Carer Responsibilities

- Parents/carers MUST telephone school on the first day of absence & subsequent days thereafter.
- If an absence is longer than two days, then medical evidence must be provided

Monitoring and evaluation

The Leadership Group will monitor the effectiveness of the policy.

Term-Time Holidays

Please be aware that since the change of regulations Sept 2013, the law regarding term time pupil absences has changed. The new regulations state that "Head teachers may not grant any leave of absence during term-time unless there are "exceptional circumstances". Therefore, any requests for term-time holidays will not be authorised and any such absences will be referred to Attendance Advisory Practitioner and a Penalty Notice will be sent to each Parent/Carer. A Penalty Notice may be issued to each parent, resulting in a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the fine will result in a court prosecution for their child's non attendance

The following has been taken from Medway's Child Missing in Education Policy 2015 (CME)

Parents have the right to home-educate their children.

Medway Council monitors elective home education through a dedicated post within the Inclusion Team. The Inclusion Team manager oversees notification of children educated at home, or parents who are considering removing their child from school to educate at home. There is a clear process in place to track the progress of elective home education and it is undertaken jointly through multi-disciplinary co-operation.

- Parents inform the school that they intend to remove their child from school roll to 'educate otherwise';
- Notification is made to the Inclusion Team and AASSA (where appropriate) by school/academy to inform them of the intention and this must be in writing from parent/carers;
- Information of cases known to AASSA where a decision has been made to 'educate otherwise' will be shared with the Inclusion Team;
- Further information is gathered by the Inclusion Team to inform of the next action. If appropriate, contact is made with parents to offer mediation and possible support in school/academy;
- Contact is made by the Home Education Advisor to meet and offer advice and guidance on the education being provided. This is usually at the home address but other alternative venues can be offered;
- If there are concerns regarding the education provided and it is deemed inadequate, parents/carers will be advised to register their child/children at a school/academy. If this does not happen a report (must be submitted) to the AASSA Team Manager for the purpose of pursuing a School Attendance Order, if appropriate.

Inspire Academy will refer an elected home-education pupil to the local authority via Medway's referral form. On receipt of a referral the information will be logged onto the database, which will trigger immediate action.

If a child has left Inspire Academy with no forwarding school or academy:

Referral to the AASSA from school/academy with as much information about the child as known by the school/academy or other referrer;

AAP makes enquiries, including a home visit. Council tax/benefit systems checked;

Enquiries made of partners and other agencies including Children's Social Care and partner agencies with responsibility for housing to establish any additional risks to young person;

AAP to check that the school have uploaded information to CTF, Common Transfer File, lost pupil database, school2school website

Addendum – COVID-19 (September 2020)

Pupils who have COVID symptoms should self-isolate and get a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I – illness, as would usually be the case. Code X should only be used up until the time of the negative test result.

If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.

If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the member of the household tests negative, the pupil can stop self-isolating and can return to school. Code X should only be used up until the time of the negative test result when the pupil can return to school.

If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.

In all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. Schools should not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The [NHS test and trace](#) guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X should be used for these pupils during this period.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), the school must immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.