

Parklands High School



Attendance Policy

LEARN RESPECT ASPIRE ACHIEVE

Legal requirement

The attendance register is kept by the school and updated daily by appropriate staff. The register is kept in accordance with the legal and statutory guidance and requirements as follows: Legislation: The Education (Pupil Registration) (England) Regulations 2006: (SI 2006/1751) as subsequently amended: The Education (Pupil Registration) (England) (Amendment) Regulations 2011 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

What is regular attendance?

We expect all our pupils to strive to have 100% attendance and attend school every day. We rate attendance into three categories:

100 - 97%	96.99 - 90.01%	90% and below
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We consider pupils who fall into the green category to have regular attendance. Pupils who fall into the amber or red categories will be expected to improve. The ways in which improvements are supported are detailed within this policy.

Why regular attendance is so important

Any absence affects the consistency of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Report to you regularly on how your child is performing in school, what his/her attendance is, how many times your child has arrived late to school, and how this relates to his/her academic attainment.
- Celebrate good attendance by rewarding individual and tutor group achievements.

Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Medical evidence

The school office needs to see any letter or appointment card for an appointment which falls within school hours, before the day of the appointment. Unless these are seen then we will be unable to authorise the leave and it will therefore show as an unauthorised absence on any trackers.

For any emergency appointments arranged on the same day, a stamped appointment card from the doctor/dentist on either the pupil's return to school or the following day will be required. All emergency appointments will be marked as unauthorised until the school office receives the required information; only then will the mark be changed.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Absences for which there is no official medical evidence from a medical professional to support the absence
- Pupils who arrive at school too late to get a mark
- Shopping, looking after other children, or birthdays
- Day trips and holidays in term time which have not been agreed

Solutions to any problems with regular attendance are best sought between school, parents and the child.

Unauthorised absences can be changed to authorised if official medical evidence is provided from either a Consultant or CAMHS.

Persistent absenteeism (PA)

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be resolved this way, the school may refer the child to the Children's Integrated Services operated within the Local Authority.

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. Absence at this level is doing considerable damage to any child's education and future prospects and we need parents' fullest support and cooperation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and pupils and parents/carers will be informed of this immediately.

These pupils will be tracked and monitored by both the Achievement team and Form Tutors and targets will be set. Pupils whose attendance and/or punctuality is becoming a concern may be moved into a new form, detached from the House system, where they will be monitored closely and form time work will focus on improving attendance/punctuality. As part of our tracking and monitoring system we may conduct home visits. If no significant improvement in attendance occurs, parents will be required to come to an Attendance Panel to discuss the situation, to set formal targets and to sign a contract. The Panel will consist of the school's attendance lead or their House Achievement Leader, the pupil, the parent/carer, a member of the school leadership team and, where possible, a governor and a representative from the Children's Integrated Services. Failure to attend the Panel will result in all future absences being deemed as unauthorised even if absence notes are supplied, until such time as the parent/carer visits the school.

If within any term pupils record 10 or more unauthorised absences the school is entitled to institute proceedings for a Penalty Notice to be issued according to the stipulations described under section 444 of the Education Act 1996 which was brought into force by section 23 of the Anti- Social Behaviour Act 2003.

If your child is absent you must:

- Contact us as soon as possible on each day of absence by telephone, text or email

If your child is absent we will:

- Telephone, e-mail or text you on the first day of absence if we have not heard from you.
- Send out appropriate letters which will require an immediate response. All letters will be logged.
- Invite you in to discuss the situation with a House Achievement Leader (HAL) if absences persist.

Frequent absences

It is the responsibility of the Attendance Lead/Achievement Team/Form Tutors to bring attention to any emerging attendance concerns. In these circumstances, the school will try to resolve the problem with

the parents/carers. If unsuccessful, the school will take further action which may include home visits, attendance and punctuality panels and fixed penalty notice fines

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they will miss work and will not receive vital information and news for the day. Late arriving pupils also disrupt lessons which can be embarrassing for the child and can have a negative impact on other pupils.

How we manage lateness

The school day starts at 8.40am and we expect your child to be in school for registration by that time; if they are not in by that time your child will receive a late mark and be expected to serve a same day, 15 minute break-time detention. Pupils who fail to attend the same day detention or are issued a late detention twice or more in any half-term will be required to serve an additional Friday, after-school detention with a member of the Strategic Leadership Team. Persistent lateness will be treated in a similar manner to persistent absence (see above).

Leave in term time

No holidays will be authorised during term time. Parents/carers may apply for 'leave of absence' for exceptional circumstances. It is a legal requirement for parents/carers to obtain permission of the Headteacher before removing their child from school in order to take any leave in term time. The process to apply for this must be at least 3 months in advance of the requested date. Parents do not have an automatic right to take their child out of school for leave during term time and may be issued with a penalty notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.

Covid 19 Regulations and school information with regards to attendance

[For full guidance please click here](#)

In extreme circumstances, including the school being extremely short staffed due to staff self-isolating or receiving a positive Covid19 result the Headteacher, after discussion with the Governing body, may decide to close the school to ensure the safety of all pupils and remaining staff. This decision will not be made until a further discussion takes place with PHE and the local authority.

