



PORTLAND SCHOOL

Attendance Policy

Statement of intent

Portland School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) regulations 2006 (as amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 2008
- Dfe 'Keeping Children safe in education' 2019
- Dfe 'Children missing education' 2016

'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise'.

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

1. Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the attendance policy and procedures of Portland School.
- 1.2. The Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- 1.4. The Headteacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Portland School.
- 1.5. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 1.7. Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.
- 1.8. Parents and carers will be expected to promote good attendance behaviour and ensure that pupils attend school every day.
- 1.9. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

2. Definitions

- 2.1. Portland School defines "absence" as:
 - Not attending school for any reason.
- 2.2. Portland School defines an "authorised absence" as:
 - An absence for sickness for which the school has granted leave.
 - Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
 - Religious or cultural observances for which the school has granted leave.
 - An absence due to a family emergency.
- 2.3. Portland School defines an "unauthorised absence" as:

- Parents/carers keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.

2.4. Portland School defines “persistent absenteeism (PA)” as:
Missing 15 per cent or more of schooling across the year

3. Training of staff

- 3.1. At Portland School, we recognise that early intervention can prevent persistent absenteeism. As such, teachers will receive training in identifying potentially at risk pupils.
- 3.2. Teachers and support staff will receive training on the attendance policy as part of their new starter induction.
- 3.3. Teachers and support staff will receive regular and ongoing training as part of their development.

4. Absence Procedures

- 4.1. Parents/carers must contact the school as soon as possible on the first day of absence.
- 4.2. Parents/carers must send a note in on the first day their child returns with a signed explanation as to why they were absent. This must be done even if we have already received a phone call.
- 4.3. Alternatively, parents/carers may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- 4.4. A text message/phone call will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.
- 4.5. In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer/head of year/headteacher.
- 4.6. If pupil absence drops below 80 per cent, the local Attendance Officer will be informed.

5. Contact information

- 5.1. Parents/carers must provide accurate and up to date contact details.
- 5.2. Parents/carers are responsible for updating the school if the details change.

6. Attendance Officer

6.1. If they are persistently absent, pupils will be referred to the local School Education Welfare Officer who will attempt to resolve the situation by agreement.

6.2. If the situation cannot be resolved and attendance does not improve, the local Welfare Officer has the power to issue sanctions such as prosecutions or penalty notices.

7. Attendance register

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to illness or exceptional circumstances

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival after register has closed
- C = Authorised absence
- E = Excluded
- I = illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site educational activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Education visit or trip
- P = Participating in a supervised sporting activity
- D = Duel registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code # will be used for relevant pupils who are absent. The Y code will be recorded for school closed in exceptional circumstances i.e. snow closure.

Every entry received into the attendance register will be preserved for three years.

8. Lateness

- 8.1 Punctuality is of the utmost importance and lateness will not be tolerated
- 8.2 The school day starts at 9.00am. Pupils should be in class by this time#
- 8.3 Registers are marked by 9.25am. Pupils will receive a late mark if they are not in their classroom before this time. Registers close at 9.30am
- 8.4 Afternoon registers are to be completed immediately after lunch
- 8.5 Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

9. Term time leave

- 9.1. At Portland School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 9.2. Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, Headteachers no longer have the discretion to authorise holidays during term time.
- 9.3. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.
- 9.4. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- 9.5. Requests for leave will not be granted in the following circumstances:
 - When a pupil's attendance record shows any [unauthorised absence](#).
 - Where a pupil's authorised absence record is already above 10 per cent **for any reason**.
 - During timetabled examinations
- 9.6. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a Penalty Notice.

10. Missing children

- 10.1 Pupils are not permitted to leave the school premises during the school day unless they have permission from the Executive Headteacher

10.2 The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Executive Headteacher/Senior Leadership Team immediately.
- Staff will notify parents/carers immediately if pupil has left the premises and Police will be called if deemed necessary.

11. Monitoring

11.1. Portland School monitors attendance and punctuality throughout the year.

11.2. Portland School's attendance target is 95 per cent.

11.3. Details of our absence levels can be found on request from the office.

12. Religious Observances

12.1. Portland School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.

12.2. Parents must inform the school in advance if absences are required for days of religious observance.

13. Appointments

13.1. As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.

13.2. Where this is not possible, a note and appointment card should be sent to the school.

13.3. If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer.

13.4. Pupils must attend school before and after the appointment wherever possible.

14. Rewarding good attendance

14.1. Portland School acknowledges 100% attendance in the following ways:

- Attendance certificate
- Phone call home
- Celebrate on school board

14.2. Good attendance and punctuality will be rewarded in the following ways:

- Certificate
- Attendance incentive

15. Young Carers

15.1. Portland School understands the difficulties young carers face.

15.2. Portland School will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

15.3. Portland School takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

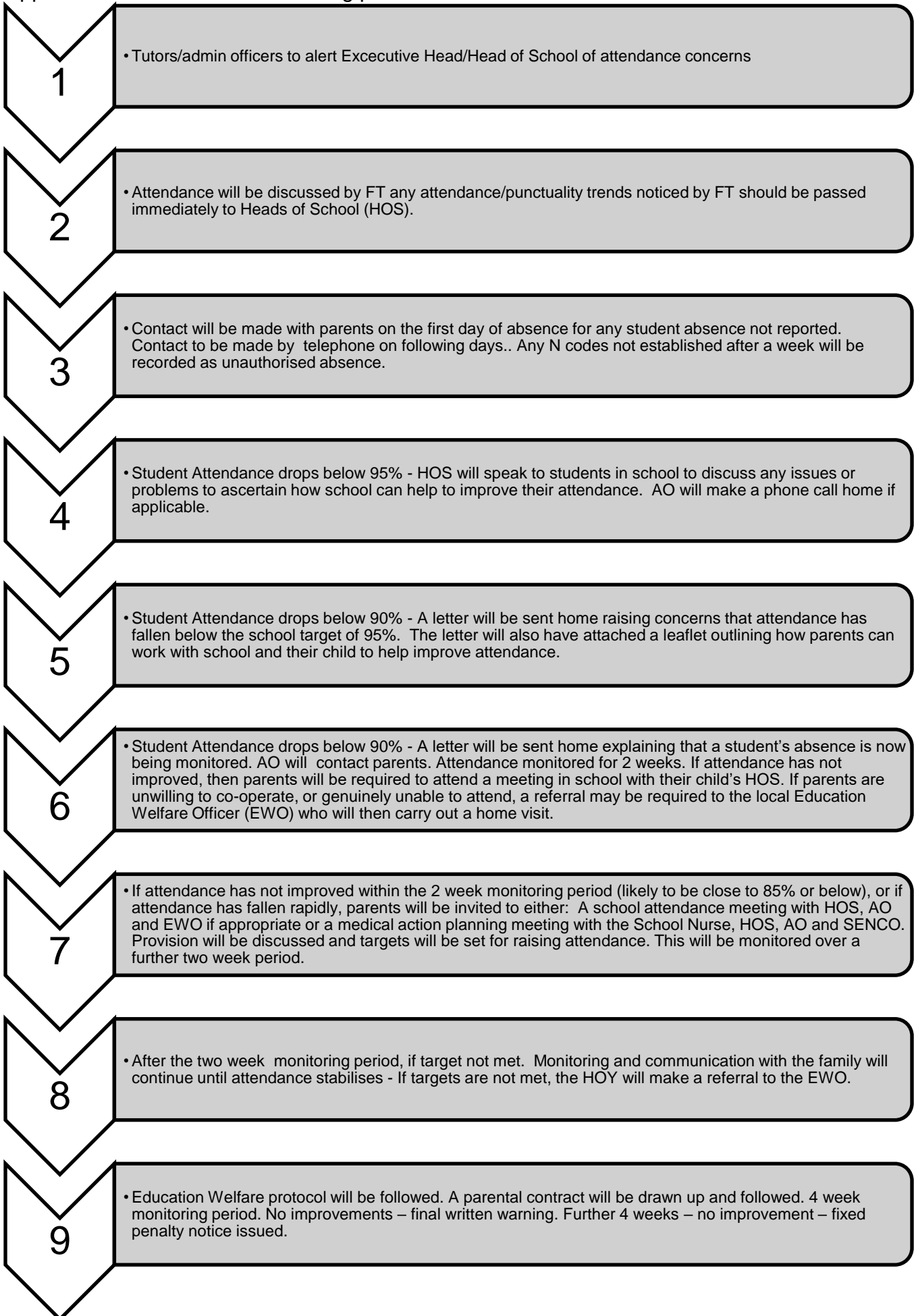
16. Monitoring and review

16.1 The school monitors attendance and punctuality throughout the year

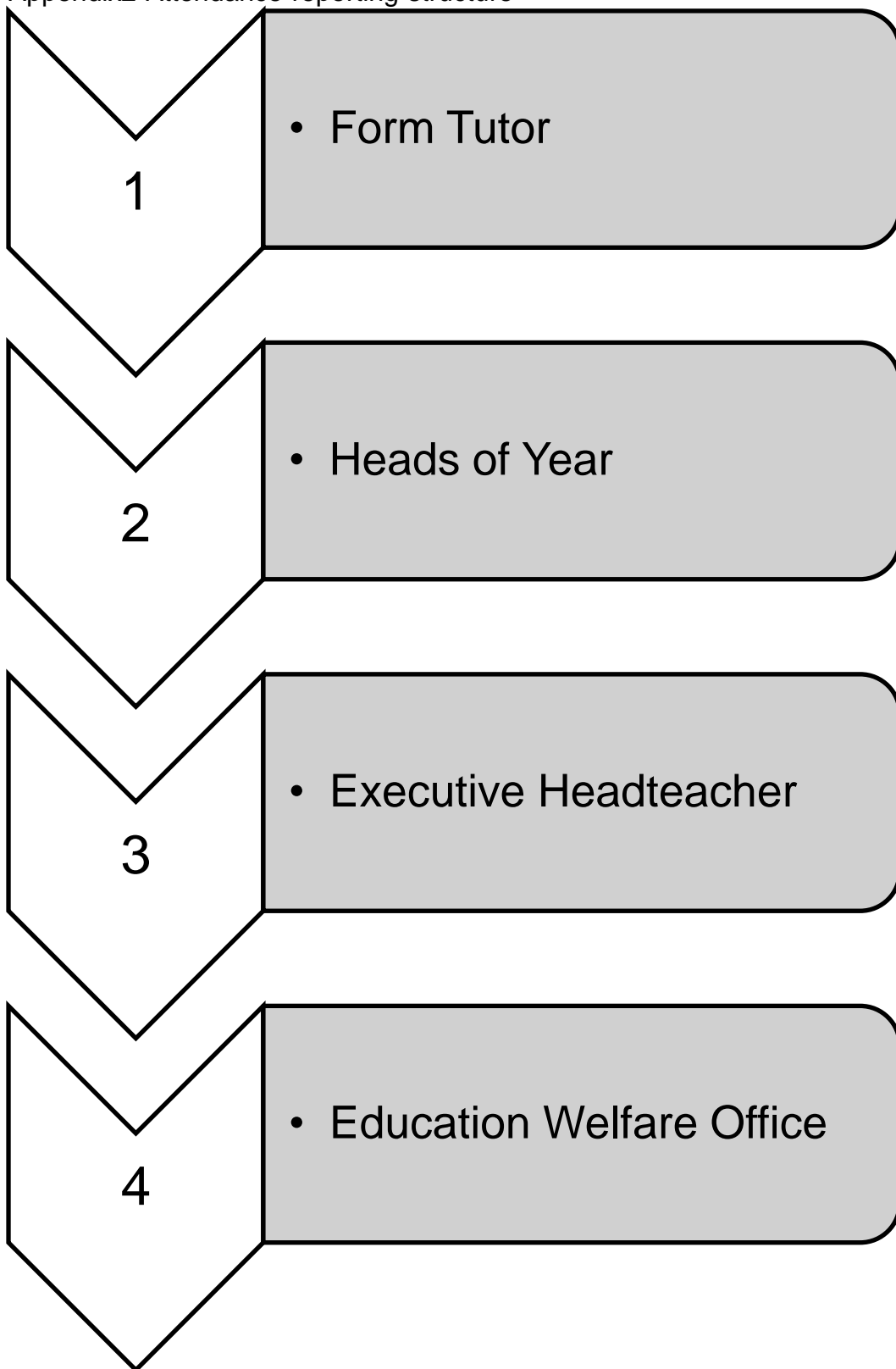
16.2 Portland School's attendance target is 95%

16.3 This policy is reviewed every three years by the Executive Headteacher.

Appendix 1 – Attendance monitoring procedures.



Appendix2-Attendance-reporting-structure



Our reference: EWS/HT
Date: January 2019



City of
Stoke-on-Trent

**Children & Family
Services**
Civic Centre
Glebe Street
Stoke-on-Trent
ST4 1HH

Louise Rees
Director

Dear Parent / Guardian,

Changes to Penalty Notices for Absence from School

The City Council has, as one of its top priorities, the raising of pupils' levels of attainment in all of our schools and it is clear that improving attendance and reducing levels of persistent absence are the most important factors in achieving this goal. This cannot be achieved without your co-operation and whilst we would like to thank you for the work you have already done we must ask for further support in this crucial area.

As a result, we have reviewed the Code of Conduct and have made a few changes to previous guidance to schools, parents and carers regarding absence from school. The new guidance will come into force from 1 January 2019 and is detailed below:

Penalty Notice for Leave of Absence in term time

From 1 January 2019 any period of unauthorised leave may result in you as a parent receiving a penalty notice fine. Your Head Teacher will continue to be the only person able to authorise leave in term time, but this will apply only in exceptional circumstances. Any leave taken which is recorded as unauthorised absence by the school may be referred by your Head Teacher into the Local Authority and the following actions may be applied:

- A Penalty Notice payable of a **£60 or £120 fine**.
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to **£1,000**.

Period of time used to measure persistent absence and lateness

If your child has had 6 days unauthorised absence or is late 12 times over a twelve week period, you may receive a penalty warning notice and also potentially a fine.

These changes have been agreed with local Head Teachers and have been implemented to help promote and support good attendance to school. Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website www.stoke.gov.uk/education.

Please tell us if you need this letter in an alternative format

contacting the council:
Telephone: 01782 23 4234 Text: 07786 200 700
Email: Enquiries@stoke.gov.uk

stoke.gov.uk