



Attendance Policy

2021/2022

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Teacher Standard

1. Set high expectations which inspire, motivate and challenge pupils

- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils

2. Promote good progress and outcomes by pupils

- Be accountable for pupils' attainment, progress and outcomes
- Be aware of pupils' capabilities and their prior knowledge and plan teaching to build on these
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and study

Rationale and Terms of Reference

This policy has been written to comply with Department for Education Advice (DfE) on school attendance and guidance from Salford City Council.

All young people between the ages of 11-18 are required to be in full-time education. All young people between 16 and 18 are required to be either in full time education or in training or in employment with training attached to it.

Regular attendance to school is a key factor in determining a pupil's educational outcomes. Pupils whose attendance is 95% or above are extremely likely to realise their potential: nationally 73% of them will achieve the national benchmark of 4+ passes in English and Maths whereas the figures of those with attendance below 90% is 35%. It is estimated that a week's absence every year for five years results in a pupil achieving the equivalent of half a grade less.

References and link to other policies:

- **Behaviour Policy**
- **Home School Agreement**

Policy Aim

The aims of this policy are:

- To promote good attendance
- To outline the procedures that the school uses in relation to attendance

Promoting good attendance

The school will promote good attendance in the following ways:

- By demonstrating a strong attendance ethos
- Having a clear policy on absence
- Using effective systems
- Using data to improve school and pupil performance
- Promote the importance of legal requirements to all staff, pupils and parents / carers
- Intervening early when individual pupil absence gives cause for concern
- Have support systems in place for vulnerable pupils
- Reward and celebrate good and improved attendance making the best use of additional support for those with greatest need

Parents' / Carers' Duty

Parents / Carers have a legal duty to ensure that their child attends school regularly and punctually. There are only three reasons why a child may be absent from school:

- Ill health
- Religious observance
- Where school transport should be provided by the Local Authority but is unavailable

Unavoidable Absence

The Head Teacher has the discretion to authorise other unavoidable absences including those for the following reasons:

- Medical / dental appointments
- Interviews for employment / further or higher education
- Agreed attainment tests e.g. music grades, sports assessments etc.
- Compassionate grounds e.g. bereavement
- Participation in elite sporting competitions or training

Only the Head Teacher or his nominated representative can authorise absence. Parents / Carers do not have this legal authority. Requests may be made in writing or may be emailed to Attendance@moorsidehigh.com. Requests must be made in advance if they are to be authorised. The only exception to this is when the request is made on compassionate grounds.

Notifying Absences

The school operates a first-day call system. Parents / Carers are required to telephone the school before 8:30am on any day when their child is absent. If the absence is expected to last more than one day, the Parent / Carer should indicate the day of return. Parents / Carers will be contacted if they fail to do this, as the school needs to be certain that the pupil is safe.

Medical Appointments

Parents / Carers are asked to make all but emergency medical and dental appointments outside of the school day. If this is not possible, please give as much notice as possible of the intended appointment. An appointment card / letter will be requested before absence is authorised. If you need to collect your child from school for an appointment, they must sign out of the building and back in when they return. If your child must attend a series of appointments during the school day, please ensure, where possible that the times and days of appointments are varied to avoid the same lesson being interrupted each time.

Term Time Holidays

Parents / Carers are not legally entitled to take their child on holiday during term time. Parents / Carers can email their request to Attendance@moorsidehigh.com stating the nature of any exceptional circumstances. Applications must be made well in advance and before any bookings are made. The law does not permit the Head Teacher to authorise term time holidays or extensions to holidays which run into term time retrospectively. Parents / Carers will be fined by the Local Authority for taking their child on holiday during term time unless the Head Teacher approves exceptional circumstances.

Punctuality

The school day promptly starts at 8:00 am. Pupils will be reminded with this on the first occasion they arrive late at school followed by a break time detention. The next time the pupil is late an after school detention will be set. If a pupil is consistently late to school, a letter will be sent home to Parents / Carers notifying them that punctuality is a cause for concern. After school detentions will be issued on each occasion a pupil is late from this point. If significant improvement is not seen over a specified period, Parents / Carers will be invited into school for a meeting. Poor punctuality could also have an impact on whether pupils are allowed to take part in trips.

Monitoring

The school monitors attendance on a weekly basis. If a pupil's attendance falls below **95%**, it is a cause for concern. Depending on the reasons for the non-attendance, Parents / Carers may be sent a letter alerting them to the issue and inviting them into school to discuss the matter with a view to seeing how we can work in partnership to improve the situation. In cases where a pupil's attendance falls below 90%, or in circumstance of unauthorised absence, the school may refer the case to the Local Authority. Habitual lateness is also a cause for concern. The definition of late is where a pupil arrives to registration after the register has been taken. The attendance record will be coded 'L' for late. Our school registers are held open until 8:35 am; however pupils are expected to be in registration for 8:30 am. Sanctions for late arrivals are detailed under punctuality. If a pupil arrives late after 8:35 am they will be recorded as an 'L'. Poor attendance and lateness after the registers close will result in legal proceedings being initiated including the issuing of a fixed penalty notice or an attendance order. The school has a statutory obligation to inform the Local Authority of any pupil who fails to attend regularly or has had ten or more days of continuous unauthorised absence.

Celebration

Annual prizes are awarded to pupils with an exceptional attendance record.

Support

The school offers a variety of different support to pupils and their families where attendance is an issue. This may include support from a Form Tutor, a Mentor, the Pastoral Team, the SENCO and Senior Team. In some circumstances, the Educational Welfare Officer will be attached to the case to work with the family and the school to improve attendance. The school also works with a variety of external agencies to support pupils who are absent from school and their families.

Fixed Penalty Notices (fines)

The circumstances in which the school can issue a fixed penalty notice (fine) are determined by the Local Authority. Up to two fixed penalty notices may be issued per child per year. Notices will be issued by the Local Authority at the request of the school in the following circumstances:

- Early intervention to address unauthorised absence (where that unauthorised absence would meet the criteria for a prosecution under S444, 1966 Education Act)
- Unauthorised holidays in term time
- Unwarranted delayed return from an authorised absence (without school agreement)
- Persistent late arrival after the register has closed

The fixed penalty is £60 if payment is made within 28 days but this rises to £120 if the payment is made within 42 days. Failure to pay a fixed penalty notice will result in fast track prosecution under section 444 Education Act 1996. **Fixed penalty notices are issued to all Parents / Carers who have parental responsibility for any child.**

Prosecution

The Parents / Carers of a pupil who fails to attend regularly may be issued with an attendance order and may be prosecuted by the Local Authority if they fail to comply with it. Depending on the nature of the offence, fines can range up to £2,500.

Latest update on the statutory guidance can be viewed on the DfE website:

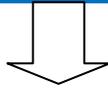
www.education.gov.uk

ABSENCE PROCEDURE (Issued to Parents)

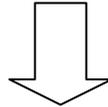
Parents have a responsibility to contact the school as soon as possible on the first day of any absence.

Please ensure you notify the School of any changes to your contact telephone numbers.

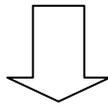
The Parent / Carer informs the school about the absence before 8:30 am, giving the reason and expected date of return to school. The school makes the decision whether to authorise the absence.



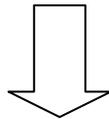
If no message is received on day one then the school will place a truancy call to the Parent or Carer on our records



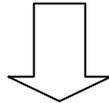
If there has been no contact, by the latest day 2, then a home visit may be made by a member of school Staff in the afternoon of day 2



If the attendance falls below 95%, please refer to Appendix 1



If the absence persists, external support may be enlisted. A home visit will be undertaken



Unauthorised absence may result in a penalty notice being served / legal court proceedings

We aim for the highest levels of pupil attendance at all times. We do, however, understand that occasionally there are times when it is necessary to take a pupil out of school. If this is the case, you will need to complete an Absence Approval Form, which can be obtained from the school office.

Appendix 1

Absence - Escalation of Intervention

Stage	%	Action	Person involved	
Stage 1	>97%	Phone call to Parent / Carer by the Attendance Officer informing them attendance is a cause for concern	Attendance Officer	EDUCATION WELFARE OFFICER may become involved at any stage if requested.
Stage 2	>95%	Letter to parent informing them that attendance percentage has dropped below 95%. Attendance Officer / Head of Year will meet with Parent / Carer and pupil	Attendance Officer / Head of Year	
Stage 3	>93%	Head of Behaviour and Attendance Officer meets with Parent / Carer and pupil	Head of Behaviour and Attendance Officer	
Stage 4 Attendance Panel	>90%	PA Meeting with Head Teacher, Deputy Head Teacher, Assistant Head Teacher, Education Welfare Officer and representatives from other relevant agencies if appropriate (School Nurse, Police Community School Officer)	Head Teacher SLT Education Welfare Officer Attendance Officer	
Fast Track		Action with the Local Authority / Court action Parents / Carers to be given documentation at the Attendance Panel of the Fast Track process/implications		
Penalty Notice – can be actioned at any stage.				