



## Attendance/Registration Policy

<b>Applicable to:</b>		Astley Community High School
	✓	Seaton Sluice Middle School
		Whytrig Middle School
<b>Approval body:</b>	Full Governing Body	

**Status:**

<b>Statutory policy or document</b>	No
<b>Review frequency</b>	Governing body to determine
<b>Approval by</b>	Governing body to determine

**Publication:**

<b>Statutory requirement to publish on school website</b>	No
<b>Agreed to publish on school website</b>	Yes

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<b>Changed by</b>	<b>Revision Date</b>		

Review Date	
<b>Frequency</b>	<b>Next Review Due</b>
Annually	July 2016 (or earlier if new guidance or legislation issued)



## **SEATON VALLEY PARTNERSHIP SCHOOLS Attendance/Registration Policy Seaton Sluice Middle School – September 2015**

### **Status**

Statutory

### **Philosophy**

Achieving high levels of attendance at school involves all the key partners in the education process. This policy describes what is expected to happen throughout the school in any given circumstance.

Parents and legally recognised carers have a legal responsibility to ensure their child’s attendance at school. Holidays should be taken during the school holiday period.

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave will not be granted for the purposes of a family holiday.

Parents can be fined for taking their child on holiday during term time without consent from the school.

During the academic year pupils are at school for 190 days and at home for 175 days. In order for our children to fully utilise their years in education, we believe it is vital that every message they receive reinforces the importance of school. Holidays in term time interrupt continuity of teaching and learning, disrupt the educational progress of individual children and create disruption to classes. This policy has been devised by cluster head teachers with regard to the detrimental effects of poor attendance and therefore requests for annual holiday within term time will not be authorised.

**From September 2015 any student who has an attendance record below 90% will be classified as a “Persistent Absentee” and recorded as such when information is given to the Local Authority.**

### **Purpose**

The aim of this policy is to reconcile external requirements and legislation with the ethos and character of schools within our cluster. This policy provides a framework and guidance for all staff and parents to encourage pupils to attend school regularly so that they can take full advantage of the educational opportunities available irrespective of learning age range.

### **Relationship to other policies**

The policy on attendance should be read in conjunction with policies on punctuality, admissions, PSHE and school session times, and current guidance produced on the registration of pupils. The home-school agreement is also pertinent to each setting.

### **Roles and responsibilities of Headteacher, other staff, governors**

The **Headteacher** will ensure that:

- Attendance targets are set for individual pupils, classes and year groups.

- School attendance statistics are reported to the LA and governing body.
- Pupils absent for long periods because of ill-health receive appropriate learning support.
- Vulnerable children (e.g. Looked After Children or under Child Protection Plan) will be monitored maintaining confidentiality.

The **Office Manager** will ensure that:

- Pupils are registered accurately and efficiently.
- Parents and carers are contacted when reasons for absence are unknown or unauthorised on a first day response system.
- Pupil attendance and lateness are monitored regularly.
- The reward system for good attendance is implemented.
- The LA officer is provided with registers of attendance and supported in the following up of long-term absences.

All **teachers** are expected to:

- Register pupils accurately and efficiently between 8:50 and 9:00am and 1.15 and 1.20pm.
- Ensure pupils who are late report to the office on arrival.
- Encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences.

**Pupils** will be encouraged to:

- Attend school regularly.
- Ensure they are punctual and ready to learn when they arrive on school premises.

**Parents and carers** will be asked to:

- Ensure the child attends school regularly in accordance with the Home School Agreement.
- Inform the school on the first day of non-attendance.
- Discuss planned absences with the school in advance (exceptional circumstances): In the case of a planned absence, parents/carers must obtain a leave of absence request which **may** be authorised by the head teacher depending upon the circumstance surrounding the absence. **Leave of absence requests received for annual holiday taken during term time will not be authorised.**

The **Governing Body** will ensure that the LA is informed about long-term absence of pupils.

Information obtained from the PLASC report will be analysed and acted upon accordingly and as set out in the procedures outlined in this policy document.

**Adopted by the Seaton Valley Partnership of Schools Summer 2014  
Revised Summer 2015**

## Appendix 1

Reporting trigger points will be as follows:

	First Schools	Middle Schools	High School
<b>1<sup>st</sup> trigger</b> – letter/contact advising parents/carers that attendance is approaching an unacceptable level.	95%	95%	95%
<b>2<sup>nd</sup> trigger</b> - Letter/contact informing that advice from EWO has been sought. If historical issues then a NAA (no absence authorised) without proof of medical reason *will be issued.	92%	92%	92%
<b>3<sup>rd</sup> trigger</b> – Final letter/contact from schools advising action in line with Northumberland County Council's persistent absentee policy – possible legal action to be taken by EWO. If a proportion of absence is holiday / unauthorized then a penalty notice will be pursued.	90%	90%	90%

\*stamped appointment card, prescription

### Exceptional circumstances for authorisation of leave of absence request

Exceptional circumstances are those where it is deemed necessary to remove a child/young adult from education as the activity entered into cannot possibly take place during school holidays.

If you believe that your child's/young person's absence is deemed to be exceptional circumstances you will need to complete a leave of absence/exceptional circumstances form. These are available from your school or your school's website. You will need to include supporting evidence wherever possible. You will need to hand the form into your school office before any leave is taken. The Exceptional Circumstances and Absence Panel (or equivalent) of your school will consider your form and decide whether or not to accept your request due to exceptional circumstances.