

## Attendance and Punctuality Policy

### Principles

Good attendance is vital for all our students if they are to gain the most from the education we provide. There are clearly documented links between regular attendance and attainment. Every member of staff will monitor the attendance of their class, and will follow up a student's absence with appropriate personnel in school (attendance officer) and attendance officer will follow the Oldham council Children Missing Education Procedure.

We hope that parents/carers will assist us in our work of raising attendance and attainment levels throughout the school by:

- Ensuring the regular attendance of their child/children (98% & above);
- Informing the school when their child is absent from school and the reason for the absence;
- Attending any meetings about their child's attendance which may be necessary.

### Aims

This school will:

- Maximise achievement by promoting good attendance;
- Have clear procedures to enable students to come into school;
- Ensure that all students and parents understand the issues and procedures for attendance;
- Ensure that all staff and proprietor understand the issues and procedures for attendance;
- Allocate resources to support this policy.

### Rights and Responsibilities

All young people have a right to an education.

- A child is of statutory school age between 5 and 16 years. Parents/Carers have a legal responsibility to ensure their child attends regularly and punctually. If a child does not, parents/carers may be breaking the law. (Please see Requests for Leave of Absence documentation)
- Parents/Carers should ensure their children arrive at school on time, in the correct uniform and in a condition to learn. We hope that parents/carers see themselves as our partners in the education of their children.
- If the school has concerns about a student being absent or do not accept the explanation for an absence as genuine, they will discuss this issue with the student and parents/carers. If necessary, the school will raise the matter with the Education Attendance Service.

## **Strategies for Maintaining Good Attendance and Punctuality**

- This school believes in early intervention. Where absences are unexplained, a phone call will be made/ evidence must be provided.
- Regular attendance is celebrated in weekly assemblies, termly certificates and annual prizes.
- Students are encouraged to participate and contribute through the Year Group, School Councils.
- The Behaviour for Learning policy recognises the importance of regular attendance.
- This school employs a number of strategies to monitor and support identified students, whose attendance and punctuality is a concern, in a positive and caring manner.

### **The Role of the Student**

This school believes that all students should attend regularly (97% & above) if we are to encourage them to reach their full potential. Students should:

- Aim for 100% attendance, only being absent through genuine illness;
- Be punctual arriving at school and to all lessons;
- If he arrives late, they must report to reception and sign in that they have arrived in school;
- Bring a note from home explaining the reason for absence following every session of absence;
- Not leave the school premises during the school day without permission.

### **The Role of the Parents/Carers**

This school values its partnership with parents/carers. We believe that a student is able to achieve their best when:

- The school and the family work together;
- Parents/Carers take an active interest in their child's schoolwork;
- Parents/Carers ensure that their child attends regularly (97% & above) and do not allow time off for trivial or unacceptable reason;
- Parents/Carers contact school on each day of absence and provide the reason for absence;
- Parents/Carers provide a written note on the day of their child's return to school;
- Parents/Carers attend any necessary meetings and respond as quickly as possible to any letters and information about their child's attendance.

### **The Role of the Attendance Manager**

Their role is to support the school in making a measurable impact on the school's rates of authorised, unauthorised and persistent absence, investigating causes and providing solutions to poor punctuality. They do this by:

- Follow Oldham council Children Missing Education Procedure;
- Being responsible for the compilation and circulation of all attendance data for the school, LA and DfE;
- Implementing & monitoring the 'Absence Authorisation Procedures' including robust safeguarding routines;
- Being responsible for Leave of Absence applications;
- Being responsible for Penalty Notice procedures;
- Liaising with the form teachers to identify those students who have begun to develop a pattern of absence or who have a developing pattern of poor punctuality;
- Ensuring that parents/carers are kept informed of their legal responsibilities with regard to attendance issues;

- Interviewing the student and their parents/carers to identify any school based reason/s which may explain the student's pattern of absence;
- Ensuring the delivery of work for students to complete at home because of illness, excluded fixed term;
- Preparing information and supportive evidence, which would enable effective referrals at information sharing meetings with the Education Attendance Service;

**Links to supporting documents:**

[Children Missing Education – Statutory Guidance \(GOV.UK\)](#)

[Children Missing Education – LA](#)

Attached Children Missing Education Procedure