



FORGE VALLEY SCHOOL

ATTENDANCE POLICY

2018-2019

Governor Committee: Full Governing Body

Ratified by Governors: July 2018

Due for review: July 2019

Senior leader responsible: Dale Barrowclough

Ratified by Chair of Governors: Jayne Crawshaw

J.A. Crawshaw



Introduction

Forge Valley School believes that attendance and punctuality is the key to the success of our pupils and their ability to benefit from all the opportunities available to them in school.

There is a clear line between good attendance and achievement alongside the development of social, emotional and personal skills.

Forge Valley is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. 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 unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

Why regular attendance is so important:

Learning:

Any absence affects the pattern 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.

Safeguarding:

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility. Promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti – bullying

Failing to attend school on a regular basis will be considered as a safeguarding matter.



The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Expectations:

Parent/Carers and pupils can expect Forge Valley School to:

- Provide a broad and balanced education that is dependent on regular attendance at school.
- Reward good attendance and punctuality.
- Make contact on the first day of absence when a pupil fails to attend without providing good reason.
- Ensure accurate recording of attendance and to keep parents regularly informed about their child's attendance.
- Act promptly and keep parents informed when issues affecting attendance arise.
- Involve appropriate outside agencies where necessary when issues arise that are impacting on attendance and learning.

Forge Valley School expects parent/carers to:

- Fulfil their legal responsibility to encourage their children to attend school regularly and punctually
- Contact the school on each day of absence to explain the reasons and ensure that medical evidence is sent into school.
- Ensure their child arrives in uniform and has all the essential equipment for learning.
- Avoid taking family holidays during term time and making non-urgent medical/dental appointments during school hours where possible.

The Law relating to attendance Section 7 of the Education Act 1996 states that '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'

Forge Valley School expects pupils to:

- Every pupil to achieve 100% attendance during an academic year
- Arrive equipped and ready to learn
- Follow registration procedure



- Inform the Attendance officer of known absences in advance (appointment card or letter)
- Sign in/out at pupil reception should they arrive after 9am and leave before 2.50pm (only with an authorised note)

Absence Procedures:

If your child is absent you must:

- Contact the school every day your child is absent before 9am on 0114 2348805
- Provide medical evidence for continuous days' absences or when a child's attendance is 96% or below.

If your child is absent we will:

- Text/call you on the day of absence if we have not heard from you

Children Missing from Education:

The Education Welfare Officer is the nominated member of school staff to liaise with the Children and Young People's Directorate Children Missing from Education Team. Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures.

Looked After Children:

Mrs Lynn Wood, Designated Safeguarding Lead, will liaise with the Children and Young People's Directorate Children Looked After Team. Looked After Children will be set up as a discrete attendance group on the school motoring system and individual attendance checked each half term.

The Attendance Officer has daily telephone contact with Welfare Call regarding the attendance of Looked After Children.

Parent and Carers Telephone Numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your up to date contact numbers at all times.

The School Attendance Officer/Education Welfare Officer:

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. we will always try to resolve the attendance issues by agreement,



however if efforts to improve the child's attendance fail and unauthorised absences persist, sanctions, such as fixed Penalty Notices and or prosecutions, will have to be pursued.

Understanding the 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.

Authorised absences are mornings or afternoons away from school with an evidenced reason - for example, illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which are not evidenced and for which no "leave of absence" has been granted by the school. Unauthorised absence can lead to the issuing of fixed penalty notices and/or prosecution.

Unauthorised absence includes (but not limited to):

- None evidenced illness absences when a child's attendance is 96% or below
- Parents/Carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school after the morning registers are closed (10:30am)
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time

Please remember that it is the responsibility of parents/carers to ensure the attendance of a child. Any child may be off school because they are ill; sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child.

If your child is reluctant to attend, it is better not to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.



Persistent Absenteeism (PA):

A pupil is classified as a 'persistent absentee' if they miss 10% or more schooling for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent/carers fullest support and co-operation to tackle this. The school will 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 you will be informed of this immediately.

Responding to poor Attendance and Punctuality:

In line with school policy, the Attendance Officer, Education Welfare Officer and Pastoral Managers will raise the cases of individual/groups of pupils with poor attendance/punctuality at weekly meetings where the most appropriate intervention and strategies will be discussed and individual action plans agreed.

Punctuality:

Poor punctuality is not acceptable. At Forge Valley School there is registration at the start of each day. Therefore, if pupils are late for school then they are late for learning. Pupils arriving late can also disrupt lessons, this can cause embarrassment which can similarly encourage absence.

How we manage lateness:

The school day starts at 8.40am and we expect your child to be in registration at that time. Your child will receive a late mark if they are not in by that time. At 10.30am the registers will be closed.

In accordance with the regulations, if your child arrives after that time they will receive the U code that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a penalty notice if the problem persists.

If your child is registered late you will be contacted by text and your child will receive a 60 minute detention on the same day. If your child fails to attend the detention this will escalate to a one day in isolation.

If your child has a persistent late record, you will be asked to meet a pastoral member of staff to resolve the problem. You can approach us at any time if you are having problems getting your child to school on time.



Request for leave of absences

Headteachers are only allowed to grant leave of absence to pupils in exceptional circumstances. Department for Education guidelines are clear that taking term-time holidays will not be considered as an exceptional circumstance.

If leave of absence is declined by the school yet parents/carers still remove their child, this would be classed as unauthorised absence for which a fixed penalty notice and/or prosecution could be pursued. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

All applications for leave of absence must be made in advance. In making a decision, the school will consider the circumstances of each application individually. Parents/carers who do not request term time leave and take their child on 'unauthorised leave' could be liable for a fixed penalty notice and/or prosecution and even potentially lose their place at their school.

Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangement being made. This will allow sufficient time for the request to be considered by the school. The request must be made in writing (letter or email) by the parent/carer using a Request for Exceptional Leave form. A copy of this form is attached to this policy or can be downloaded from the school website.

One form per child per request should be completed. All schools within the Tipton School Academy Trust have the same leave of absence policy.