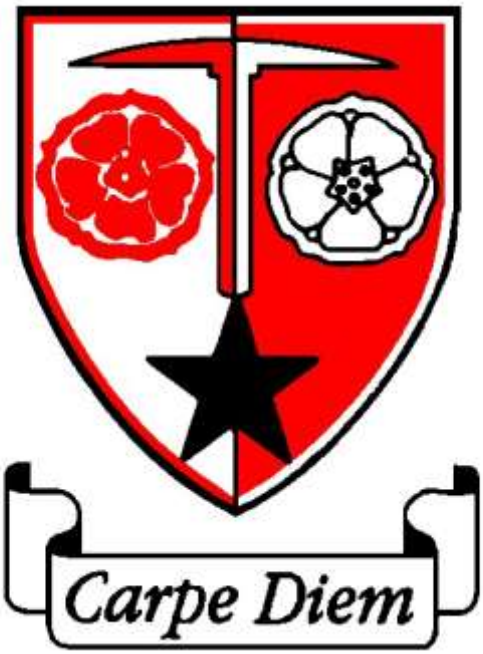
Audenshaw School



Attendance Policy

This policy is reviewed every two years by the Standards Committee.

History of Document

Issue No	Author/Owner	Date Written	Approved by the Standards Committee	Received by Governors	Comments
1	Sarah Bailey	11/11/2014	19/11/2014	19/11/2014	
1.1	Kelly Breakell	10/08/2015	13/08/2015	13/08/2015	
1.2	Kelly Breakell	05/02/2016	09/02/2016	09/02/2016	Minor amendment to section 7.
1.3	Kelly Breakell	13/06/2017	22/06/2017	22/06/2017	Minor amendments
1.4	Kelly Breakell	11/07/2019	22/07/2019	22/07/2019	Minor amendments
1.5	Jimmy Watt	03/08/2021	28/09/2021	28/09/2012	Minor amendments

OUR MISSION

Our school aims to provide a quality education in a caring community based on values of respect, responsibility and resilience and a relentless pursuit of excellence in all that we do.

OUR VISION

Our School will be recognised as a fully inclusive, aspirational, high achieving centre of excellence, firmly rooted in the local community.

We will create, develop and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of our school community will be valued and every success will be celebrated.

Our School will maintain a safe, secure and caring environment in which to work and learn.

AUDENSHAW SCHOOL SAFEGUARDING STATEMENT

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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1. INTRODUCTION

For the purpose of this Policy, the “School” is defined as employees, governors, students and third parties such as contractors, agency workers and consultants acting on behalf of the organisation.

2. THE OBJECTIVES OF THE POLICY

Regular attendance at school is essential as it promotes academic achievement as well as social and emotional development of students. Audenshaw School places high importance on attendance and all members of our school community play a part in making this happen. We aim for an environment which enables and encourages our students to achieve excellence in all areas. For our students to gain the greatest benefit from their education it is vital that they attend regularly and punctually every day the school is open unless the reason for the absence is unavoidable.

It is important therefore that parents/carers make sure that their child attends regularly and this policy sets out how together we will achieve this.

3. DEFINITIONS

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments (which unavoidably fall in school time), emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no ‘leave’ has been given. This type of absence can lead to the school using sanctions and/or other legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed or authorised.

Only the school (not parents/carers) can authorise absences.

4. THE IMPORTANCE OF REGULAR ATTENDANCE

Any absence affects the pattern of a child’s education and regular absence will seriously affect their learning. Any student’s absence disrupts teaching routines so may affect the learning of others in the same class.

Parents/carers have a legal responsibility to ensure their child regular attendance at school. Permitting absence from school without good reason creates an offence in law and may result in prosecution.

Whilst a 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 promptly between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better 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 make things worse. If a parent/carer is concerned that their child does not want to attend, they should contact the school immediately to discuss this.

Support will be offered to students through a number of methods such as form tutor or year leader support, peer mentors, pastoral support workers, counselling, and other external agencies.

5. PUNCTUALITY AND REGISTRATION

School starts at 8.20am and students are expected to arrive on time.

If a student arrives after 8.20am they must sign in at student services. They will also be marked late by their form tutor if they arrive to form after the 8:20 bell.

Students that arrive late will receive a yellow card detention to be served on the day of lateness.

Parents/carers will receive a notification message if their child has not registered. Any students who sign in after the school register closes will be given an unauthorised absence.

Parents will receive information about their child's punctuality in the following ways:

1. A notification message will be sent if their child has not registered before the school register closes.

2. A letter will be sent home if their child is late more than 10 times in an academic year and a meeting may be set up with the Year Leader.

Students' punctuality to lessons will also be tracked by the Assistant Principal for behaviour and safety.

6. PERSISTENT ABSENTEEISM (PA)

A student becomes a 'Persistent Absentee' when their attendance falls to 90% or less and they miss 10% or more schooling across the school year for **whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and the school needs parents/carers fullest support and cooperation to tackle this. The school monitors 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. PA students are tracked and monitored carefully through the school's systems and external agencies, where necessary.

7. ATTENDANCE MONITORING

Helping to create a pattern of regular attendance is everyone's responsibility both parents/carers, students and all members of school staff.

The school will do the following:

- Form Leaders and subject teachers to implement lesson monitor and maintain accurate and timely registers
- Attendance officer will systematically record attendance and absence using standardised procedures
- First day contact by school to parent/carer via notification message
- Follow up telephone calls at the end of the school day
- Follow up letters where necessary
- Alert lists established and updated weekly
- Letters of concern sent home
- Only the school decides if reasons given for absence are authorised or unauthorised
- Meetings with students in school may be carried out where necessary
- Meetings with parents/carers carried out where necessary
- Home visits carried out when deemed necessary
- After 3 separate periods of 'sickness'. Medical meeting with Attendance Officer/Year Leader/Assistant Principal
- Referrals to outside agencies where appropriate
- Referrals to the School Nurse Attendance Panel
- Referrals to the fortnightly School Nurse/Home Mentor drop in
- Liaison with Tameside Education Welfare Service and their school attendance code of conduct, if required
- Referrals for penalty warnings or penalties notices where appropriate
- Prosecution for continued poor attendance where all other actions have failed
- Challenge lateness to school with sanctions where necessary
- Students whose attendance is a cause for concern in Year 6 are contacted before they start Audenshaw School in Year 7 and their attendance is closely monitored
- Weekly reports are generated for Senior Leadership Team and Year leaders
- Attendance information is produced termly for governors' reports
- Promote good attendance through discussion in form time and in assemblies.
- Reward students with 100% attendance with postcards
- Rewards for students with the most improved attendance
- Report to parents/carers at regular intervals via assessment point reports on how their child is performing in school and what their attendance is.
- Ensure the safety and wellbeing of all students by following Tameside CME guidance and protocols (January 2016).

8. HOLIDAYS IN TERM-TIME

The Department for Education (DfE) announced important amendments to legislation regarding holidays in term time which state that from the 1 September 2013, parents/carers have no entitlement to take their child on holiday during term time. The granting of any period of leave of absence is made entirely at the School's discretion and is granted only in extremely exceptional circumstances.

Please note that absence for holidays which have not previously been approved will be categorised as unauthorised. Section 444(a) of the Education Act 1996 empowers the local authority to issue Penalty Notices to Parents/Carers if they go on holiday in term time without the School's permission and they may each receive a Penalty Notice fine of £120, which is

reduced to £60 if paid within 21 days. The penalty notice will need to be paid in full within 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

9. CONTACT DETAILS

There are times when we need to contact parents/carers about lots of things, including absence, so we need to have up to date contact numbers at all times**. Parents/carers must ensure that school is kept up to date with any contact detail changes and residency changes.**