

Staff responsible	Head teacher
Date of policy/last review	01/06/2017
Governing body ratified	18/07/2017
Chair of Governors – Liz Bailey	<i>Liz Bailey</i>
Review cycle	2 years
Next review	01/06/2019

1. Purpose

Brent Knoll School has a duty of care towards any of our children and young people who are seen to be missing from education for any extended periods of time.

Brent Knoll School aims to encourage and assist all our pupils to achieve excellent levels of attendance and punctuality.

Any absence affects the pattern of a child's or young person's schooling and regular absence will seriously affect their learning as below;

Above 97%: Less than 6 days absence a year Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
95%: 10 days absence a year These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.
90%: 19 days absence a year Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best.
85%: 29 days absence a year The Government classifies Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

2. The School's Roles and Responsibilities

2.1 At Brent Knoll School, all staff play a key role in supporting and promoting excellent school attendance and will work to provide an environment in which all pupils are able to learn and feel valued members of the school community.

- (a) Brent Knoll School expects all our pupils to attend school regularly and to arrive on time
- (b) We will encourage and acknowledge both good attendance and good punctuality

- (c) Daily attendance and punctuality is recorded
- (d) Our pupil's attendance records will be reported to parents/carers
- (e) Patterns of attendance will be monitored and analysed and reported to Senior Leaders Team [SLT] on a regular termly basis
- (f) Unexplained and unjustified absences will be investigated

2.2 Pupils

- (a) Pupils will co-operate with parents/carers to ensure they attend school regularly and are on time
- (b) Pupils will be on time for lessons
- (c) Pupils will not leave school without permission

2.3 Parents/Carers

- (a) Parents/carers have a legal duty to ensure that children of compulsory school age attend school on a regular full time basis
- (b) Parents/carers are responsible for ensuring that their children attend school within published term dates
- (c) Parents/carers must ensure that their children arrive at the school punctually and properly dressed in school uniform

3. School Day and Registration

3.1 School day

School day is from 8.55 am – 3.15pm

Registration will be called promptly at 8.55 to 9.05 by the class teacher.

Registers are then checked from 9.15 -9.30am.

3.2 Absences

Brent Knoll School is responsible for deciding whether an absence is to be recorded as authorised or unauthorised

3.3 Authorised Absences

Absences will be authorised in the following circumstances:

- (a)Sickness
- (b)Unavoidable medical or dental appointments. Parents/carers should, in general, make every effort to make medical/dental appointments out of school hours.
- (c)Days of religious observance
- (d) Exceptional special occasions e.g. family wedding, bereavement
- (E) **Holidays
- (f) Visits to /or interviews for colleges or training agencies

** [The school has a form for permission for exceptional pupil absence. It must be submitted at least a week prior to the event and the decision is at the discretion of the Head teacher; the form is available from the school office]

3.4 Unauthorised Absences

Reasons for not authorising absence would be:

- a) No explanation has been given by the parent/carer;
- b) The school is not satisfied with the explanation; e.g. shopping during school hours;
- c) Absence for unexceptional reasons, e.g. birthdays
- d) Absence from school on a family holiday without prior permission

All absences must be explained by a parent/ carer or, in the case of a planned absence, permission should be requested in writing. Attendance at a specialist medical/dental appointment will require evidence of the appointment.

3.5 Absence: contacting the school daily

Parents/carers must contact the school on the morning of each day of absence no later than 8am. The same procedure applies if the child is absent more than one day.

3.6 Holidays

Holidays taken in term time adversely affect a child's or young person's education as much as any other absence. The effect on the child/young person missing the beginning or end of a term is far reaching and any expectation on staff to accommodate such absences is unfair.

The school takes a very strong line on pupils missing school for family holidays; authorised absence will not be granted for holidays during term time except in exceptional circumstances.

3.7 Long term absence through illness

In the case of long term absence due to illness the school will make every effort to support the pupil during their absence and will plan a successful re-integration on their return. Work will be provided to be completed at home. Medical evidence must be provided in these circumstances.

4. Systems and Strategies for Managing and Improving Pupil Attendance

- (a) On a daily basis, admin staff will go through the registers and any absences will be noted. If no explanation has been received, the school will text the family indicating there is no explanation for absence. The school has a dedicated admin officer who liaises with the local Authority's welfare and attendance team
- (b) If the child returns to school with no explanation of the absence from their parent/carers, a letter will be sent to the parent/carers requesting this information.
- (c) If a pattern of concern regarding absence is developing, the Head Teacher or Deputy Head will contact the parent/carers about their child's pattern of absences.
- (d) If there is no significant improvement, the Head teacher will contact the parents/carers and invite them into school to discuss the absence.
- (e) Once point 4 is reached the Local Authority's Attendance & Welfare Officer will receive copies of all correspondence.
- (f) The local authority Educational and Welfare Service may pursue persistent absentees and this can lead to penalty notices which may involve fines or court action.
- (g) The attendance of those pupils who are categorised as "Looked After" are reported daily to the local Authority.
- (h) The school's Designated Safeguarding Lead [Head teacher] will report any pupil who fails to attend regularly to the Welfare & Attendance Officer.

4.1 Lateness

Pupils who arrive after school registration [8.55am] will be deemed late and will be marked as late on the registers. However, there will, on occasions, be mitigating circumstances e.g. Door 2 Door buses arriving late. Pupils who arrive after registers have closed at 9:30 without a reasonable explanation are considered to have an unauthorised absence by the Attendance and Welfare Service

5. Strategies for Promoting attendance and punctuality

- (a) Brent Knoll School will regularly promote to pupils and parents the value and importance of good attendance and punctuality.
- (b) Brent Knoll School staff will set a good example by being punctual to registration and lessons.
- (c) Staff will use the school rewards systems to encourage good choices and punctuality.
- (d) The school leadership team will regularly monitor whole school attendance and punctuality and take appropriate action.
- (e) Parents will be kept regularly informed on any concerns regarding both attendance and punctuality.

5.1 Brent Knoll School expects parents/carers will:

- (a) Ensure their children attend school regularly
- (b) Support their children's attendance by keeping requests for absence to a minimum
- (c) Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

5.2 Parents/carers will also be expected to:

- (a) Notify school by telephone on the first day of absence and confirm in writing in the home/school book upon their child's return to school
- (b) Ensure their child arrives at school on time, properly dressed and with the right equipment for the day
- (c) Work in partnership with the school, for example by attending parents'/carers' meetings and consultation and by taking an interest in their child's work and activities
- (d) Contact the school without delay if they are concerned about any aspects of their child's school life. Brent Knoll School will endeavour to support parents/carers to address their concerns.

6. Taking pupils off roll

6.1 Where a pupil is deleted from the admission register, the school must provide the following information to the local authority about the pupil as soon as the ground for deletion is met (with the exception of pupils leaving the school at the end of its final year):

- The pupil's full name
- The full name and address of any parent with whom the pupil normally resides
- An emergency contact telephone number for any parent with whom the pupil normally resides
- If the pupil is due to change their address, the name of the parent with whom they will be residing, the address, and the date from which the pupil will live at that address
- The name of any other school at which the pupil is registered, or is due to be registered, and the date on which the pupil first attended or will attend
- The grounds for deleting the pupil's name from the register