



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Attendance
Date policy updated	03.12.2019
Date policy to be reviewed	03.11.2020
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A shaded area denotes a regulation to which all schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related policies

Lost Pupil Policy

Aim

The aim of Clifton High School's attendance policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is committed to ensuring its attendance policy is adhered to.

Clifton High School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all members of staff to ensure that children are attending school as they should be. Pupils should aim for 100% attendance, and the pastoral team will begin investigations when this drops below 96% without prior explanation or discussion, by contacting parents in the first instance. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support. Clifton High School provides an effective and efficient system for the monitoring of attendance. Parents will be alerted quickly to any suspected problem relating to non-attendance to ensure safety and identify truancy.

Legal framework

The Education Act 1996 states that:

The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable —

- (a) to their age, ability and aptitude, and
- (b) to any special educational needs, they may have, either by regular attendance at school or otherwise.

A person begins to be of compulsory school age —

- (a) when they attain the age of five, if they attain that age on a prescribed day, and
 - (b) otherwise at the beginning of the prescribed day next following their attaining that age.
- Prescribed days are 31 August, 31 December and 31 March

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- (a) if they attain the age of 16 after that day but before the beginning of the school year next following,
- (b) if they attain that age on that day, or
- (c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

DFE Regulations regarding authorised and unauthorised absence

Within the context of the law (Section 199 Education Act 1993) only the school, not the parents, can approve absence. Where a pupil is absent without prior authorisation, an explanation is required. If one is not forthcoming, for whatever reason, the absence must be treated as unauthorised. The school may authorise absence in the following circumstances

- Illness of the pupil
- Medical or dental appointments which cannot be scheduled out of school hours
- Family bereavement
- On days set aside exclusively for religious observance by the religious body to which the child belongs
- For exceptional special occasions or circumstances
- To attend an interview
- To undertake work experience or to participate in an approved public performance
- For special tuition off-site when the arrangement has been agreed by the school
- For study leave prior to and during public and mock examinations

Clifton High School is dedicated to complying with attendance laws set out by the legal framework and has set out this document accordingly.

The school is required to

- Ensure that attendance registers are maintained in accordance with the Education (Pupil Registration) (England) regulations 2006
- Keep attendance registers in which, at the beginning of each morning and once during the afternoon session, pupils are marked present or absent
- Write a note in the register the reason for each non-attendance, showing clearly whether it is authorised or unauthorised
- Report to parents annually the numbers of sessions of authorised and unauthorised absences
- Inform the local authority when a pupil's name is going to be added or deleted from the admissions register at non-standard transitions
- Enter the name of the destination school on the Schools Information Management System
- Inform the Education Welfare Officer in cases of persistent unauthorised absence

The Role of the Members of Council of Governors

As part of the whole-school approach to maintaining high attendance, the governing body will

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- Annually review the school's attendance rules and ensure that all provisions are in place to allow school staff, parents and pupils to implement the rules effectively
- Nominate or identify a member of the governing body who will take the lead role in monitoring attendance and coordinating provision and policies for attendance
- Ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, pupils and staff
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site
- Ensure that they are clear on how to analyse attendance data and how to communicate the findings effectively to parents and staff
- Ensure that senior leaders make the necessary referrals to the local authority and other relevant agencies in individual cases of non-attendance

Role of Senior Leadership

As part of our whole-school approach to maintaining high attendance, the school leadership team will

- Be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families

- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement
- Coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full review
- Ensure that all staff are up to date with the school's attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues
- Ensure that legislation and government guidance on attendance is complied with and that they are up to date with any legislative changes and how to implement them
- Nominate or appoint a senior manager to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job
- Report to the governing body on attendance records, data and provision
- Ensure that systems to record and report attendance data are in place and working effectively
- Develop and engage with multiagency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- Document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings

The Role of the Form Tutor/Class Teacher

As part of our whole-school approach to maintaining high attendance, the school's members of staff will

- Be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- Ensure that they are fully aware and up to date with the school's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue
- Ensure that they are following the correct systems for recording attendance and that the attendance register that they are responsible for is taken accurately in both the morning and afternoon session
- Take a paper copy of the register should a technical problem arise, and return it immediately to the School Office who will upload it to SIMS once the problem is resolved
- Contribute to strategy meetings and interventions where they are needed
- Work with external agencies to support pupils and their families who are struggling with regular attendance

Role of the Parents

As part of our whole-school approach to maintaining high attendance, we request that parents will

- Engage with their children's education – support their learning and take an interest in what they have been doing at school
- Promote the value of good education and the importance of regular school attendance at home
- Encourage and support their children's aspirations
- Ensure that their children arrive at school on time, appropriately dressed and with the necessary equipment
- Follow the set school procedure for reporting the absence of their child from school and include an expected date for return.
- Do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours
- Use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- Keep the school informed of any circumstances which may affect their child's attendance

- Enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- Not take their children out of school for during term time. If parents would like to make a special request for a planned absence, a letter must be sent to the Head of School in good time before the event to request permission. Only the Head of School may give permission for planned absence.

Role of the Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils will

- Be aware of the school's attendance rules, and when and what they are required to attend. This will be communicated to them through the school staff, parents and the school timetable
- Speak to their form tutor/class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through their school timetable
- Follow the correct set school procedure if they miss a registration period for a reason agreed by a member of staff, for example participating in an assembly, attending a club or activity. Pupils are held responsible for this and it is made clear to all pupils what this procedure is by their form tutors. This will help the school to monitor attendance and keep accurate records for the pupil's individual attendance, and is also vital for health and safety in the event of a school evacuation. Refer to Appendix 1
- Follow the correct set school procedure if arriving late. Pupils are held responsible for this and it is made clear to all pupils what this procedure is by their form tutors. This will help the school to monitor attendance and keep accurate records for the pupil's individual attendance, and is also vital for health and safety in the event of a school evacuation. Refer to Appendix 1

Categories of absence and procedure for reporting absences

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

The School Office will make it clear on the school register whether a pupil's absence is authorised or unauthorised.

Requesting permission in advance for a pupil to be absent from School

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time where there are exceptional circumstances. All requests must be made in writing to the Head of School in good time before the event. Once the Head of School has decided and replied, the School Office will be informed of the outcome of the request and the registers completed accordingly. It remains the Head of School's decision whether to authorise a request for absence during term time.

Informing the School in advance of any medical or dental appointments

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, pupils should attend school for as much of that day as possible. Parents must inform the School in advance of any medical or dental appointments that their child needs to attend, by email to absence@cliftonhigh.bristol.sch.uk, copying in the class teacher/form tutor.

Informing the School of pupil absence due to illness

Parents must inform the School **by 8.30am** on the first day of absence if their child is too ill to attend. This can be done either by email to absence@cliftonhigh.bristol.sch.uk, copying in the class teacher/form tutor, or by telephone 0117 9730201. This must be repeated on any subsequent days of absence unless the number of days of absence is known in advance and the School has been informed.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card or a prescription paper. If these are not provided on request it may result in the absence continuing to be classed as unauthorised. Pupils with diarrhoea and/or vomiting should be kept off school until 48 hours after their symptoms have gone.

Informing the School of pupil lateness

All pupils should be on site for 8.30am. Class registers for Nursery to Year 6 are taken at 8.45am. Form group registers for Years 7 to 13 are taken at 8.40am. If the pupil is going to be late for School and will miss morning registration, wherever possible, parents must inform the School that their child is safe and give an estimated time of arrival by either email to absence@cliftonhigh.bristol.sch.uk and copying in the class teacher/form tutor, or by telephone 0117 9730201.

Following morning registration, all registers are monitored centrally in the School Office. If a pupil in Years 5 to 13 arrives late, they must go immediately to the School Office and register. Parents must accompany children in Nursery to Year 4 to the School Office to register, **before** going to their classroom. Any unjustifiable reason for absence will be marked as unauthorised.

Religious observance

Clifton High School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times.

Authorised absences

There may be some exceptional instances where the school will authorise absence. All requests for authorised absence will be responded to in writing. It remains the Head of School's decision whether to authorise any request for absence during term time.

Exclusion

Exclusion is treated as an authorised absence.

Study Leave

The school has a period of study leave leading up to GCSE and A Level examinations where pupils are granted authorised absence to revise at home.

Monitoring of Registers

The Designated Safeguarding Lead is responsible for reviewing the monitoring and recording of pupil attendance in order to improve safeguarding systems.

Appendix 1

Pupil procedure

- If a pupil is late and misses morning or afternoon registration they must go immediately to the School Office to be registered before going to any lesson or assembly
- If a pupil knows in advance that they are going to miss registration for a school-based activity then they must sign the early registration sheet in the main reception area before going to the activity. This applies to morning and afternoon registration
- Pupils attending FECP lessons will be registered by their Fast tutor and this information will be forwarded to the School Office
- Pupils attending lessons in the Enhanced Learning Department will be registered by the teacher in that area
- Pupils attending games at Coombe Dingle in the afternoon must attend registration as normal before lining up in the playground
- Pupils leaving school with permission, must sign out in the School Office before leaving the school site

Failure to follow the above procedures, repeated lateness to school and truancy will result in the pupil receiving a sanction.