

Rigby Hall School

Attendance Policy



Policy date: July 2020

Signed

Chair of Governors

Mission Statement

Rigby Hall School is committed to providing a full and efficient educational experience to all its pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede full attendance will be identified and addressed as speedily as possible.

Our school will give high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive; in partnership with parents/carers and pupils to resolve those problems as quickly and efficiently as possible.

Rights and Responsibilities: -

THE SCHOOL

The Headteacher and Governors expect pupils to attend school regularly, on time, properly equipped and ready to learn.

The Headteacher and Governors will encourage good attendance and will communicate with parents as soon as possible if there is a problem with attendance or punctuality.

Rigby Hall School staff will set a good example in matters of attendance and punctuality and will promptly investigate all absenteeism and lateness.

Rigby Hall School staff will work in partnership with parents and pupils to resolve issues, which affect attendance or punctuality as quickly as possible.

Reports to parents on a child's achievement will include pupil's attendance at least annually.

THE PUPILS

Pupils will ensure they attend school regularly and on time.

Pupils will attend all lessons punctually.

Pupils will be welcomed and receive assistance following periods of absence in order to catch up.

Pupils will be listened to and respected.

Pupils will have individual records of attendance/punctuality acknowledged by the school.

THE PARENTS/CARERS

Parents/carers are responsible for ensuring their child regularly and punctually attends school, properly dressed, equipped and ready to learn.

Parents/carers are responsible for immediately informing the school of the reason for any absence by telephone call. E mails will not be accepted as a form of communication.

Parents/carers should work actively with school staff and the Education Welfare Service, to solve any attendance problems that may develop.

Parents/carers do not have the right to take children on holiday in term time. Leave of absence must be granted in advance by school. Any application will be considered against the pupils' attendance record, family circumstances, special needs and timing with regard to assessments and examinations.

Parents/carers can expect the school to keep them fully informed of their child's attendance/punctuality.

Registration

At Rigby Hall School a digital registration system is used to register pupils.

The class teacher will complete the register through Scholarpack, at morning and afternoon registration. Specific information relating to absences will be added to the notes.

Start and close of registration

Rigby Hall School will complete accurate registers between 9.00 am – 9.15am and between 1.00pm and 1.05pm.

If a pupil arrives after the register has closed, they should report to reception and log in through the inventory system, they will be recorded as late.

Pupils arriving after the register has closed, without an acceptable reason, will be marked as having an unauthorised absence for that session.

Use of symbols

The following symbols are used in registers

Code	Description	Meaning
/	Present (am)	Present
\	Present (pm)	Present
B	Educated off site (not dual registered)	Approved educational activity.
C	Other authorised circumstances	Authorised absence
D	Dual registration	Attendance not required
E	Excluded	Authorised absence
G	Family holiday (not agreed)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness	Authorised absence
J	Interview	Approved educational activity
L	Late (before registers close)	Present
M	Medical/Dental appointment	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence	Unauthorised absence
P	Approved sporting activity	Approved educational activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational trip or visit	Approved educational activity
W	Work experience	Approved educational activity
Y	Unable to attend due to exceptional circumstances	Attendance not required
X	Non-compulsory school age absence	Attendance not required
-	All should attend/No mark recorded	No mark

The legal status of registers

The register is a legal document and must be marked accurately, recording pupil's attendance or absence and in the latter case if authorised or unauthorised.

A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order of a pupil.

Registers must be kept for a minimum of 3 years following completion at the end of the academic school year.

Staff responsible for the process.

The Deputy Headteacher is responsible for attendance issues and will check the registers on a regular basis to identify any attendance/punctuality concerns. A weekly report will be sent to the SLT and SMT to monitor any issues within each Key Stage.

The Deputy Headteacher will meet regularly with the Education Welfare Support Service to discuss any attendance/punctuality concerns.

The administrative team are responsible for ensuring that registers are kept safely and are available for inspection to relevant professionals.

The administration team are responsible for logging further attendance information onto the computerised system.

The class teacher is responsible for taking the register daily, once for the AM session and once for the PM session.

Class teachers are responsible for register maintenance of their own class register; including the following:

- Ensuring that the symbols used are appropriate (check with administrative staff for confirmation)

Rigby Hall School will ensure that all staff are aware of the registration process.

Each pupil should be called by name when the register is being taken.

Procedures for following up absences/lateness.

It is the responsibility of the parent/carer to contact the school on the first morning of the child's absence. This can be done by leaving a message on the answer phone or phoning when the office is open at 8.00 am. If parents do not contact school then school will phone to confirm the reason for absence; however, this may result in an unauthorised absence.

If a child is continually absent Rigby Hall School will monitor the reasons given and the dates of absence.

If Rigby Hall School believe that there is beginning to be an issue with attendance, we will write a letter highlighting the attendance percentage and ask parents/carers to contact the school for a discussion. A meeting will be set up to discuss support around attendance and advise parents/carers of the legal requirement regarding school attendance.

If a child is absent without any contact from the parent / carer, the Headteacher and Deputy Headteacher may do a welfare call, to ensure the safety of the child. If this is unsuccessful, the police will be called.

If the pupil's difficulties are not resolved at this meeting, then a formal referral will be made through the Education Welfare Support Service and a formal intervention planned.

If the pupil is returning to school after an absence of longer than two weeks, in exceptional circumstances there will be provision to allow the pupil to ease back into the school system. In the event of a pupil returning after a long term absence then an individual reintegration programme will be implemented. This will be designed to be as supportive of the pupil as possible.

If a child is absent for a period of 10 days, then the Deputy Headteacher will notify the Local Authority using the appropriate paperwork.

Where a pupil is persistently late the school will write to the parent / carer inviting them to a school based meeting.

Authorised and Unauthorised Absence.

The DfES CIRCULAR NUMBER 10/99 STATES THAT PARENTS MAY NOT AUTHORISE ABSENCE, ONLY SCHOOLS CAN DO THIS.

Absence for the following reasons could be authorised where parents have confirmed the absence by phone call and / or a letter. E mails will not be accepted.

- Sickness.
- Unavoidable medical / dental appointments.
- Days of religious observance.
- Exceptional family circumstances i.e. bereavement.
- If permission for absence has been granted in advance by the Headteacher.
- Transport arranged by the LA has failed to arrive where the pupil lives beyond statutory walking distance.

Absence may be recorded as unauthorised when due to:

- Shopping.
- Haircuts.
- Missed bus.
- Slept late.
- No uniform.
- Looking after brothers or sisters or unwell parents.
- Minding the house.
- Birthdays.
- Unapproved holidays.

It may be necessary for the School or Education Welfare Support Service to ask the parent / carer to provide the school with written evidence of reason for absence e.g.

- Appointment cards / letters
- Medical certificate
- Letter from GP

If there is an extensive period of absence due to medical reasons the school or Education Welfare Support Service may ask permission of the parent / carer to contact the child's GP to confirm that the medical condition prevents the child from attending school and to establish a possible return date for the child.

Strategies for promoting attendance / punctuality

In the belief that pupils are more likely to attend regularly if the curriculum is lively and meets their needs, the curriculum will be regularly reviewed.

Students will be rewarded for 100% attendance in assembly. In primary, Rigby Bear will visit the class with the best attendance for the week, in secondary the class receive a certificate. This is celebrated in assembly. A cup is awarded half termly and yearly for the class with the best attendance.

Attendance statistics will be monitored half termly and discussed with Education Welfare Team. They will be reported weekly to Senior Leadership Team and Senior Management Team with a traffic light system, to enable easy recognition of issues arising.

Opportunities to maintain awareness through website, newsletters, parent's evenings and pupil's reports will be used.

Parents will be kept regularly informed of all concerns regarding attendance and punctuality.

Pupils who have been absent for an extended period of time will be reintegrated back into school through a structured and individually tailored programme.

All issues, which may cause a pupil to experience attendance difficulties, are to be promptly investigated by the school.

Rigby Hall School will hold regular meetings with the Education Welfare Support Worker, in order to identify and support those pupils who are experiencing attendance difficulties. A letter is sent out to parents / carers if a child is a persistent absentee.