

# ATTENDANCE POLICY

## 1. Aim

The aim of this policy is to encourage students to attend school every day in order to take full advantage of the opportunities available. Regular and punctual attendance at school is essential in order for students to maximise their chances of success.

## 2. Attendance Expectation

Every student is expected to maintain an attendance level of 95% or above in order to achieve their full potential. The Education Act 1996 requires parents to ensure that their children of compulsory school age receive a suitable full-time education.

## 3. Recognising Good Attendance

The school will recognise and reward good attendance on a termly basis. Students will be awarded certificates for high level and improving attendance.

## 4. Leave of Absence

- Parents/guardians must write an email/letter requesting permission for leave of absence to the Head of School at least 3 weeks in advance. In cases where there are siblings in both schools, two separate letters must be sent.
- Requests will be authorised at the Head of School's discretion. The Head of School will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- The first consideration made by the Head of School will be the student's current attendance. Students whose attendance is of concern will not be allowed further authorised absence.
- Where a leave of absence is granted, the head teacher will determine the number of days a student can be away from school.
- A fixed Penalty Notice will be issued if a student is absent when authorisation is not granted.

## 5. Absence in the event of Illness

- Parents/guardians need to communicate (via phone, letter or email) with the school for every day a child is absent as early as possible, giving the reason for this absence (Boys ext. 295, Girls ext. 395). If a pupil is absent and no one has contacted the school to explain the reason, the school has a duty to contact home to find out the reason for the absence.
- On their return to school an email/letter from a parent/guardian to the Attendance Officer detailing the specific reason for absence needs to be given.
- Where parents fail to provide a reason for absence, the Attendance Officer will contact them.
- Please note: At certain times of the year, a doctor's note may be required for a medical absence to be authorised. These include school weeks with fewer than five days (such as before a Chag and Bank Holidays,) the two weeks leading up to study leave and controlled assessment days (This list is not exhaustive).
- The school has a duty to keep at least two sets of contact details for each pupil.

## 6. Escalation Procedures

### Stage 1

- A *first letter* will be sent home notifying parents/guardians of a decline in attendance below the expected level. (Please see the table below for guidance of when the letter will be sent)

Half Terms (HT)	Missed Sessions (AM/PM)
HT1	9 or more sessions
HT1 - HT2	11 or more sessions
HT1 – HT3	13 or more sessions
HT1 – HT4	14 or more sessions
HT1 – HT5	15 or more sessions
HT1 – HT6	16 or more sessions

- Should the attendance continue to decline parents/guardians are informed that they will have to attend a meeting in school with their child and their child's Year Leader.
- The attendance will be expected to stop declining and/or improve.

### Stage 2

- A *second letter* will be sent if the attendance continues to decline (Please see the table below for guidance on when the letter is sent)

Half Terms	Missed Sessions
HT1	18 or more sessions
HT1 - HT2	22 or more sessions
HT1 – HT3	25 or more sessions
HT1 – HT4	27 or more sessions
HT1 – HT5	29 or more sessions
HT1 – HT6	30 or more sessions

- Parents/guardians will be invited to attend a meeting in school with their child and their child's Year Leader to discuss reason(s) for poor attendance
- Year Leader will explain that, if there is no improvement in attendance, then the young person will be referred to the Targeted Youth Support Worker.
- An attendance target within an attendance contract will be agreed and monitored by the Year Leader which is likely to include a request for all medical absences to be supported by a doctor's note

### Stage 3

- Should the student's attendance continue to decline to *below 36 or more missed sessions throughout the year*, Parents/guardians will be expected to meet with Targeted Youth Support Worker and Year Leader
- The Targeted Youth Support Worker will set action points which must be met within an agreed timeframe, usually four weeks

If these targets are not met then possible further steps include:

- Education Supervision Order
- Magistrates Court Action
- Penalty Notice
- Further Review Period

- A review period of four weeks is then set. If there is no improvement at the end of this review period, a Court Assessment Meeting will be held which may result in one of the sanctions being imposed

In exceptional circumstances, referrals may be made to the Targeted Youth Service without moving through the escalation procedures set out above.

### **7. Fixed Penalty Notices**

Fines may be issued for the following reasons:-

- taking a student out of school during term time for unauthorised reasons
- parents failing to inform the school about reasons for absence or misinforming the school about the actual reason for absence
- a single protracted period of unauthorised absence
- The school informs Barnet about such absences and they decide whether the FPN should be issued. There is no official appeals process but parents can write to the local borough with appropriate evidence: <https://www.barnet.gov.uk/citizen-home/schools-and-education/parents/attendance-at-school.html>

### **8. Sixth Form Attendance**

Sixth form students are bound by the contents of this policy (with the exception of FPN – sections 6/7. Please refer to the Sixth Form Policy for further details of the Sixth Form Attendance.

### **9. Children at risk of missing education**

The school will inform the local authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the student is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or
- Have been permanently excluded.

**Reviewed by Stone King**

**Checked by Maxine Zeltser – Foundation Governor**

**Ratified by Full Governing Body October 2018**

**Next Review October 2023**