



Henley Bank High School

2. d) Attendance Policy

Approval and review:

This policy is the responsibility of: Headteacher

This policy was approved by the Local Governing Body on: February 2018

This policy is due for review by: Annually

This Attendance Policy applies to Henley Bank High School and all governors and staff of the school must abide by this policy which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the Executive Headteacher and/or Board of Trustees.

This policy is subject to the GLT Student Welfare Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Student Welfare Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Executive Headteacher should be consulted.

HENLEY BANK HIGH SCHOOL is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY

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At Henley Bank High School we firmly believe that all students benefit from outstanding school attendance. To this end, we will do all we can to ensure that our students achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted upon promptly. In order for a student's attendance record to be deemed very good, it must be 96% or above:

100% - Outstanding Attendance

96% - Very Good Attendance

95% - Good Attendance

AIMS AND OBJECTIVES

We intend to establish systems and practices which will:

- Create an ethos in which excellent attendance is the norm
- Maintain a safe, secure environment where students feel valued and welcome, thereby positively encouraging attendance.
- Raise student awareness of the importance of punctuality and uninterrupted attendance, and encourage in students a sense of responsibility.
- Celebrate excellent school attendance.
- Support students and families who experience difficulties maintaining good school attendance.

Expectations

We expect that all students will:

- Attend school regularly
- Attend school punctually
- Attend school appropriately prepared for the day

We expect that all parents/carers who have day to day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities;
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- Contact the school before 08:00am on the morning of each day of the student's absence by calling 01452 863372 and pressing ex.1 to report a student absence
- Any unexplained absence is treated as unauthorised absence;

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- Parents/carers are encouraged to contact the school promptly whenever any problem occurs that may keep the child away from school.

Henley Bank High School has a responsibility to ensure that all teachers:

- Complete registers accurately and punctually during every registration period and lesson;
- Assist the Attendance Officer in following up any unexplained absences upon the student's return to school;
- Inform the Designated Safeguarding Lead – DSL) /Head of Year/Safeguarding Team of concerns as appropriate;
- Be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Head of Year.

The legal framework

Regular school attendance of children of compulsory school age is the responsibility of the parent / carer and is a legal requirement in accordance with section 444 (1) of the Education Act 1996. Parents / Carers are committing an offence if they fail to comply with this legislation and legal action can be instigated.

Responding to Non-Attendance

Student attendance is continually monitored by the Attendance Officer. When a student does not attend school, the school will respond in the following manner:

- If no telephone call is received from the parent/carers, the Attendance Officer will activate the 'Truancy call system. The system will text parent/carers contact numbers.
- In the event of no response being received for the absence, the parents / carers will be contacted by the school directly. If no response is received within 5 days of the date of the absence, the absence will be recorded as unauthorised.
- For periods of absence from school of 4 days or more will require medical evidence to be provided.
- There are three stages of dealing with absenteeism at Henley Bank High School:
 - Stage 1: A letter will be sent to the parent/carers of any student whose attendance falls below 93%.
 - Stage 2: If there is no marked improvement parents/carers will be invited in for a meeting with the Attendance Officer / Head of Year where an attendance improvement plan will be agreed.
 - Stage 3: If no improvement is seen within a three week period, a second meeting will be set up to review the plan and give a final warning.

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- Continued failure to contact the school to report a child's absence may result in a referral to The Safeguarding Team, MASH Team (Multi Agency Safeguarding Hub) or the police for a welfare check
- Failure to comply with the expectations set by the school may result in further action, by either a referral to appear before the Governor's Attendance Panel, issue of a Penalty Notice, an application for an Education Supervision Order or court prosecution.

Lateness

The school days begins at 08:35 with morning Line Up. This is also where morning registration takes place.

- If a student arrives late to Line Up, after 08:35am, they must 'sign in' with our Attendance Officer. After arriving late 3 times a day in APSC will be issued.
- Where appropriate, reasons for lateness are investigated (public transport issues for example) and responded to in the appropriate manner. If a student persistently fails to arrive on time the Attendance Officer / Head of Year will contact home to resolve this issue.
- Lateness after registration closes at 09:00am is recorded as an unauthorised absence (U) and parents/carers will be notified of this absence.

Absences that the school is unable to authorise include:

- Holidays during term time.
- Arrival after the registers close without prior notification.
- Shopping trips, even if this is for school uniform.
- Birthday celebrations
- Looking after a relative/pets.
- Tiredness due to extra-curricular activities.
- All unexplained absences

Medical Appointments

Parents/carers are encouraged to arrange medical appointments outside of school hours but where this is not possible the school should be notified in advance by emailing or sending a letter to the Attendance Officer (Mrs Middleton tmiddleton@henleybankhighschool.co.uk).

Where it is not possible to arrange appointments outside of school hours, students are encouraged to attend school either side of their appointment where possible.

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Religious Holidays

We will authorise absence for major religious holidays. It is the responsibility of the parent/carer to inform us in advance of their intention to keep their child at home. If parents/carers do not inform the school any days missed will be recorded as an unauthorised absence. Requests for extended absence for religious observances should be made in writing to the Head of School.

Holidays

The school holiday dates are published a year in advance and it is essential that parents/carers take their family holidays during the school holidays. It is the school's policy not to authorise absence during term time for holidays and any absence of this nature will be recorded as unauthorised. Should parents/carers choose to remove their child from school for a holiday during term, they will be required to contact the Head of School, Mr B Nash in advance.

We recognise that there may be occasions where a parents feel there are extenuating reasons for requesting leave during term time. In such circumstances we advise parents to write to the Head of School outlining the reason for the request and the dates the student will be absent from school. The Head of School will inform you of his decision in writing.

Requests for long periods of absence will not be authorised and a meeting with the Head of School and Attendance Officer will be required. Prolonged unauthorised absences are likely to result in legal action being taken by the school.

If parents take their children on holiday during term time without authorisation the School will apply for a Penalty Notice to be issued in accordance with the provisions of the Education Act 1966 and the Education and Inspection Act 2006. The fine from September 2013 will be £60 if paid within 21 days of receipt of the Penalty Notice, increasing to £120 if paid after this date, but within 28 days. Failure to pay can result in a referral to court.

Please note that a Penalty Notice is issued to each parent in respect of each child not attending school. "Parents" includes partners who are not married to, but who live with, one of the parents who has main care responsibilities for the child. Other family members with parental responsibility including grandparents and siblings may also be liable for a penalty notice.

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Penalty Notice

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, but which seeks to improve a student's attendance.

A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with the attendance Officer.

- Where a child is taken out of school for a holiday during term without the authority of the Headteacher, each parent is liable to receive a penalty notice for each child.
- Where attendance has fallen below 85% or there are no less than 10 unauthorised sessions during a sixth month period.

With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

The Law

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register. Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996; which may lead to prosecution. Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000). In February 2004, section 23 of the Anti- Social Behaviour Act gave powers to designated bodies to issue Penalty Notices where a parent/carer is considered capable but unwilling to secure an improvement in their child's attendance at school. Since September 2015 the Persistence Absence percentage has changed from 15% to 10%.