



ELIZABETH GARRETT ANDERSON SCHOOL

## ATTENDANCE FOR LEARNING POLICY

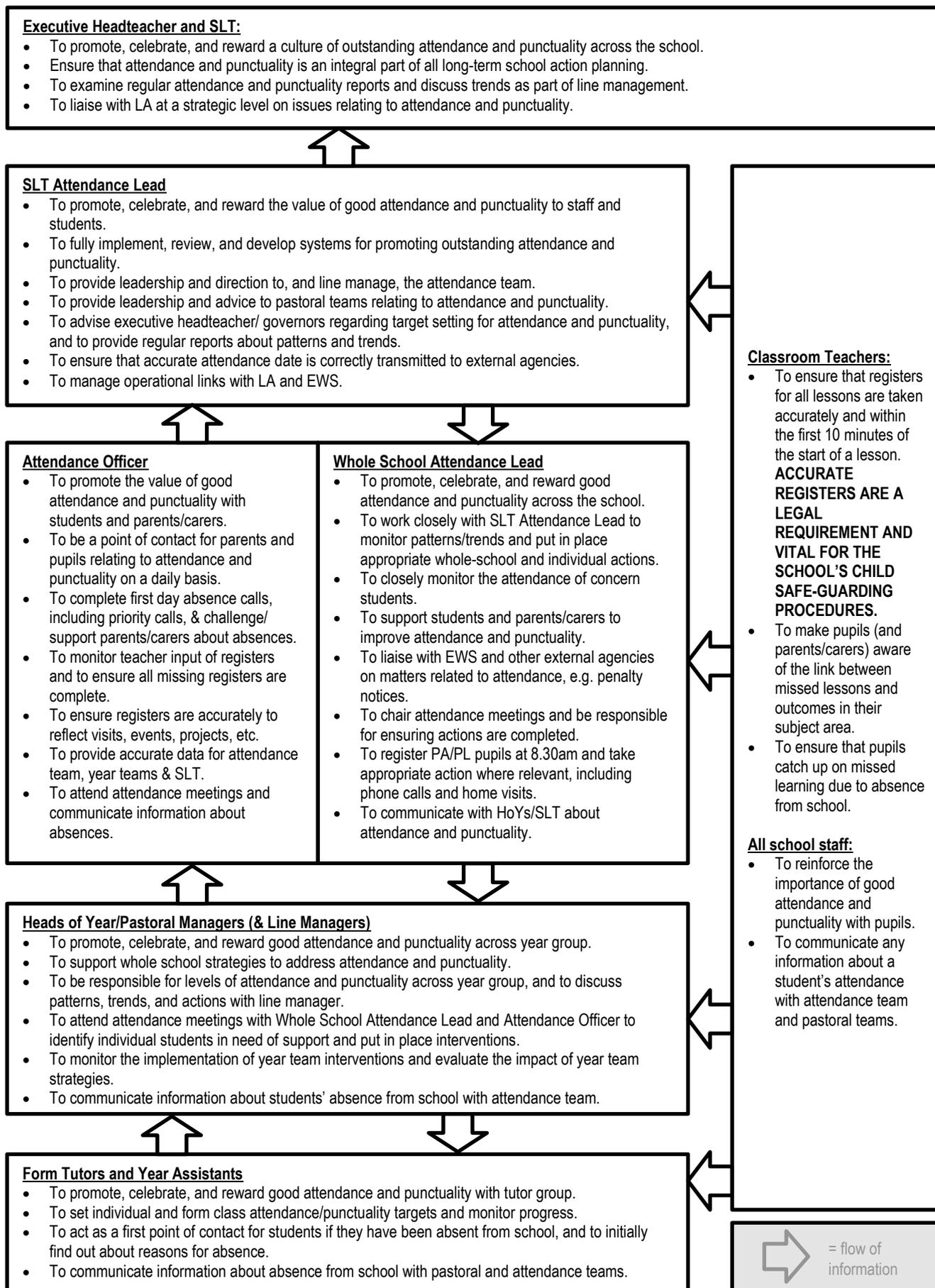
### AIM

To ensure that every student at EGA can achieve the best possible outcomes by attending school both regularly and on time, ready to learn.

### PRINCIPLES

- **Regular, punctual attendance to school is the key to every child achieving their potential.**
- **Early intervention is vital** to avoid the build-up of poor habits and patterns of unauthorised absence and poor punctuality.
- **The pattern of attendance at school reflects many complex factors** which need to be taken into account when designing strategies to promote good attendance. Supporting individual students to maintain outstanding attendance and punctuality may involve working with a range of external and internal stakeholders.
- **It is the parent's/carer's responsibility to ensure that their child attends school regularly.** Where necessary, parents will be supported and encouraged to continually seek ways to improve their child's attendance. The school will work in partnership with parent/carers and liaise closely with other services to produce a systematic and coordinated response to attendance issues.
- **Promoting and improving attendance is the responsibility of all school staff** working in a coordinated and structured approach. Good communication between all members of staff working with a student, including form tutors, classroom teachers, support staff, pastoral teams, etc. is vital to ensure that no child slips through the net.
- We will operate on a basis of secure data, effective communication, supportive intervention and challenge.

## ROLES AND RESPONSIBILITIES



## PUNCTUALITY PROCEDURES

**It is vital that pupils arrive to school on time, ready to learn, in order to maximise their learning opportunities and secure outstanding progress. Good punctuality in school also instils habits that will be essential for success in the world of work and later life.**

1. School starts promptly at **8.50am**. All students are expected to arrive **before 8.30 a.m.** to ensure a smooth start to the school day. Breakfast club and study spaces are available for all students before school.
2. Any student arriving after 8.50am will be registered as late and be required to attend **'punctuality payback'** at lunchtime.
3. Pupils who are late to school will attend daily **'punctuality payback'**, supervised by a member of SLT and the attendance officer. The length of 'payback' will reflect the number of minutes a pupil was late. Failure to attend 'punctuality payback' will result in a 30 minute detention after school on the same day.
4. More than two late sessions in a week will result in an **hour's detention** after school and being placed on **punctuality report**.
5. The attendance team and year teams will coordinate **support and intervention to support persistently late pupils** to improve their punctuality and organisational skills.
6. **Persistently late pupils who show no improvement will be required to attend an 8.30am registration tutor group** with the whole school attendance lead. Intervention and support for these pupils will continue to be provided, including working with parents/carers and external agencies, where appropriate.

## ATTENDANCE PROCEDURES

**Outstanding attendance is essential if pupils are to achieve their full potential. When pupils miss school, they miss valuable learning and therefore do not make as much progress. Studies show a clear link between good attendance and outcomes at GCSE and beyond.**



1. All pupils are encouraged to strive for **100% attendance**, and expected to achieve **at least 97% attendance** throughout the year. As a school, we aim to achieve at least 97% attendance.
2. Pupils with **outstanding attendance or most improved attendance** will be rewarded on a regular basis.
3. **Support and interventions will be put in place for all students whose attendance falls below 93%.** Parent/carers are informed on a half-termly basis if their child's attendance is a cause for concern. Pupils whose attendance falls below 90% are classed as persistent absentees (PA) and must be legally reported.
4. If a student is absent from school, **a reason for absence must be provided by a parent/carer on the first day of absence.** The school will decide if an absence can be authorised (see appendix). If a pupil is absent for more than one day, written validation (e.g. doctor's note) must be provided to the attendance officer on return to school.
  - **Persistent Absentees** – no absences for PA pupils are authorised without written validation. These pupils are added to the 'priority call' list whose parents/carers are contacted by the attendance officer on the first morning of absence. Any absence will trigger immediate follow-up by the attendance or year teams.
5. The **Whole School Attendance Lead chairs fortnightly attendance meetings** with the attendance officer and a representative from the year team. The purpose of these meetings is to identify pupils whose attendance/punctuality is starting to slip and put in place appropriate actions. Notes will be shared at PSPs.
6. **Support and intervention will be put in place for all pupils whose attendance starts to cause concern** (see appendix for more detail). Early intervention is vital in order to prevent the build-up of bad habits. Actions will escalate if attendance does not significantly improve, for example:
  - Informal meeting between student and form tutor.
  - Attendance support workshop.
  - Formal meeting between student and attendance team/year team. Support and advice offered.
  - Formal parent meeting. Support and advice offered to parents/carers.
  - Formal executive headteacher attendance panel.
  - Court warning and penalty notice.
7. Pupils whose attendance continues to be a concern, despite support and intervention, will be required to join the **Attendance Tutor Group, who register at 8.30am every day with the Whole School Attendance Lead.** Absence or lateness to this registration will result in immediate follow-up action, such as a home visit.
8. **A penalty notice (PN) may be issued under section 576 of the Education Act 1996 where a student has an unacceptable level of unauthorised absences,** i.e. when a pupil's attendance falls below 90% for a 10 span of the school's register.
9. **The school does not authorise any extended leave taken in term time.** PNs will be issued for all term time leave. If a student is absent for more than 10 days, she may be removed from the school's role.

## ATTENDANCE AND PUNCTUALITY APPENDICES

### **APPENDIX 1 – UNAUTHORISED ABSENCE**

A telephone call or letter from parents/carers does not in itself authorise an absence; only the school's acceptance of the explanation offered by the letter authorises the absence.

**No absence for PA pupils will be authorised without written validation, e.g. doctors note or appointment card.**

Authorised Absences may include:

- Sickness
- Emergency medical/dental appointments (every effort should be made to ensure appointments are outside of school hours)
- Days of agreed religious observance such as Eid.
- Exceptional family circumstances, such as bereavement.
- Going to other educational establishments such as secondary schools for visits, interviews or examinations.

Unauthorised Absences may include:

- Shopping
- Looking after family members who are unwell or home from school
- Minding the house
- Birthdays, including parties or treats
- Staying at home to be with visiting relatives
- Day trips
- Holidays during term time

### **APPENDIX 2 – TERM-TIME LEAVE**

The school **WILL NOT** authorise **ANY** holiday taken during term time. Any unauthorised holidays will be handed over to the EWS service and penalty notices will be issued. Parents/carers should inform the school of any intention to take their child out of school for extended leave using the 'term time holiday form'.

If a student is absent for more than 10 days (20 sessions) a letter will be issued to parents and the students will be removed from our roll. **If the parents do not make contact with the school, this matter will be handed over to the missing persons unit and local Police.**

### **APPENDIX 3 – PENALTY NOTICES**

A Penalty Notice (PN) may be issued under section 576 of the Education Act 1996 where a student has an unacceptable level of unauthorised absences.

PN's may be issued when:

- A parent has chosen to take their child on holiday during term time without authorisation, especially where the absence will lead to the child missing public examinations.
- A student's attendance falls below 90% for a fixed term period.
- A student's parent/carer(s) fail to work with the school and EWS to improve attendance.
- A student is persistently late for school after registers close.

Penalty Notice procedures:

- A written warning of the possibility of a PN being issued will be sent to the parent/carer advising of the number of absences and giving 15 school days to effect an improvement.
- If attendance does not improve over the fifteen-day warning period then a PN will be issued by EWS if the absence of pupils meets the criteria.
- Payment is £60 if made within 28 days of issue or £120 if paid within 42 days of issue. Payment in full discharges the parent/carer's liability. However, prosecution may be considered for further periods of poor attendance not covered by the PN (a minimum of three months evidence is required after the Penalty Notice has been paid).
- If full payment is not received the LA is required under the Education Act 1996 to commence proceedings in the Magistrates Court for the original offence of the student's poor attendance.

**APPENDIX 4 – ATTENDANCE INTERVENTION AND ACTIONS**

A range of possible actions may be put in place to support pupils to improve their attendance and punctuality. Some possible strategies are listed below. Early intervention is vital and actions will escalate if attendance does not improve, despite support provided.

Attendance	>95%	95-93%	< 93%	
Responsible for intervention	Form Tutors	Head of Year/Year Manager	Head of Year/EWO/EWS	
Possible Interventions	Celebrating/rewarding most improved attendance and punctuality, e.g. in assembly			
	Share information with PSP			
	Attendance/punctuality report to form tutor	Report to HoY/YM	Report to EWO	
	Form tutor flag up attendance anomalies with year team	Referral to nurse/other relevant agencies, e.g. Families first		
		Referral to BPSA		
	Conversation with form tutor	Incentive stamps/ loyalty card		
	Recommend breakfast club	Reflection activities and target setting		
	Recommend extra-curricular activities	Phone calls to parents		
		Meetings with parents		
		Nurture groups/mentoring		
		Special breakfast club		
		Parenting workshops		
		'Resilience' workshops		
			Alternative timetable, e.g. reception duty.	
			Priority call list	
		Court warnings		
	Statutory action			
	Headteacher or governors warning panel			

## **APPENDIX 5 – MISSING CHILDREN**

It is the duty of all who work in the education service to secure the safety of children in their charge. Any prolonged absence from school must be investigated fully and information passed to all relevant stakeholders. The police should be contacted immediately if any professional has good reason to suspect that a crime against a child may have been committed.

Deletions from roll must follow the strict guidelines and procedures detailed in the 'Missing Children Guidance' document.

## **APPENDIX 6 – LOOKED AFTER CHILDREN**

It is recognised that there are particular problems attached to the underachievement of looked after children. Particular attention must be paid to the attendance and punctuality patterns of looked after children and specific support must be provided. See 'Looked After Children Guidance' document for further details.