

Stanborough



# Attendance Policy

<b>Reviewed by:</b>	<b>Standards &amp; Achievements Committee</b>
<b>Date of Issue:</b>	<b>June 2021</b>
<b>Date of next Review:</b>	<b>June 2022</b>
<b>Responsible member of SLT:</b>	<b>Jessica Vlijter</b>

————— **Grow and Succeed** —————

High Expectations | Mutual Respect | Quality Learning | Success for All

Our policy is set within the school's four principles of:

High Expectations      Quality Learning      Mutual Respect      Success for all

## Principles

At Stanborough School we want the whole school community – governors, staff, parents and students to be committed to high standards of attendance and punctuality.

Good attendance helps the young people in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

Stanborough School aims to encourage and assist all students to achieve excellent levels of attendance and punctuality.

Stanborough School aims to encourage excellent levels of attendance and punctuality to enable all students to take full advantage of the educational opportunities available to them.

## Practice

### 1. Target Setting

- This school sets targets in accordance with Statutory Instrument 2007 No. 2261 The Education (School Attendance Targets) (England) Regulations 2007, and amended by Statutory Instrument 2010 No. 2838 The Education (School Attendance Targets) (England) (Amendment) Regulation 2010. The annual target is the total absences expected in the school year, expressed as a percentage of the total possible attendance by students at the school.

### 2. Registration

#### Year 7-11

- Registers are called at 8.35 a.m. and by 12.10 p.m. Registers will close at 9.00 am and 1.00 pm. Registers will be marked consistently by staff.
- Any students arriving after closure of register will be marked absent for the whole of the session, in accordance with DfE guidance.
- Registers will be marked using national codes for attendance and absence, in accordance with DfE guidance.

#### Year 12-13

- Students will register every morning using touch recognition- thumb print.
- Students will scan out when they leave the site and scan when they return.
- Students will be registered in lessons using Progresso

### 3. Lateness

- Any student arriving after 8.35 am or 1 pm is required to sign in, giving a good reason for lateness, at the school office. The student is given a late slip for lunchtime detention. The student will be marked as L in the register if it is still open. If the register has closed they will be marked as U (unauthorised absence) for that session.

#### Following up Lateness:

- Students who arrive late for school, without an acceptable reason, will receive appropriate consequences (see Behaviour and Rewards Policy)

### 4. Absences

- Notification must be provided by parents for all absences from school.
- Absences are authorised by designated staff within the school.
- The school may decide not to authorise absence, even when a reason is provided.

### 5. Leaving and returning to school during the school day.

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- When students leave or return to school during the school day permission from a senior member of staff must be obtained and students must sign out at the school office.

## 6. Truancy

- Stanborough School works with parents, students and staff to reduce truancy.
- Stanborough School works with other appropriate professionals to ensure that truancy by individual students does not occur.

## 7. Following up Absences:

- Stanborough School follows up all absences from school.
- Authorised absence will usually only be granted for :
  - Illness and unavoidable medical appointment
  - Bereavement
  - Religious observance
  - Interviews
- Where students fail to attend persistently, or refuse to attend or where we deem support to be necessary, we may send a staff member to collect the student to bring them to school.

## 8. Term-time Holidays:

- Stanborough School discourages parents from taking family holidays during term time. Generally these holidays will not be authorised. Notices to this effect are published regularly in the Stanborough Times.

## 9. Penalty Notices

- At Stanborough School we expect parents to work with us to address attendance problems. If a student has at least 15\* sessions (half day = 1 session) unauthorised absence in the current and/or previous term (including unauthorised holidays) the Headteacher may request the Local Authority to issue a Penalty Notice to each parent. The penalty for each parent is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid legal action may result in prosecution of the parents for their child's irregular attendance.

\* The number of unauthorised sessions may be changed by the Local Authority. Any such change would be notified to parents by means of a newsletter or letter home.

## 10. Rewards

- Stanborough School rewards good attendance – see the Behaviour and Rewards Policy.

## 11. Management of Attendance

- Assistant Headteachers take the lead in improving attendance for individual students and the whole school.
- The Assistant Headteacher for each year group, together with the Year Leader, will identify Persistent Absentees and agree an action plan. Fixed Penalty Fines for escalation to prosecution (if unpaid) will follow if attendance does not improve. In some cases, and if 2 fines have been issued in a 12 month period and attendance continues to be unsatisfactory, the case may be formally referred to the AIO and may result in the parent(s) being prosecuted in the Magistrates' Court.
- Designated Year Learning staff, supported by the School Liaison Officer meets with the Assistant Headteachers on a regular basis.
- Stanborough School works with individual students and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the Assistant Headteachers, the Year Leader will arrange a meeting with the parent and the student to begin an Attendance Action Plan. Failure to meet the targets on the plan may result in a fixed penalty fine or other legal action.

## 12. Students missing from education

When a student leaves a school at any time other than normal transition times, a Deletion from Roll form is

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completed giving details of the student's new address, school etc. This form is sent to the Attendance Team so that they can check that the student has started at their new provision.

- In accordance with Section 4.8 of the Hertfordshire Safeguarding Children Board Procedures, should a student leave Stanborough School without notice being given by the parent or without the school being advised by the parent of the new address and/or school the child is to attend, the school should attempt to follow up with the family direct. If there is no contact after 2 weeks of the student failing to attend, Stanborough will notify the Attendance Team as soon as possible. If after four weeks, enquiries by both Stanborough and the Local Authority fail to locate the child the school should remove the child's name from its roll and create a 'lost' common transfer file (CTF) and send a Deletion from Roll form to the Attendance Team as above. On receipt of the Deletion from Roll form the Attendance Team will query whether any new information has been received and if not, ensure that a referral is made to the Children Missing Education Officer to try to locate the student, to confirm that they are safe. Additionally the DSP may make a decision about a Safeguarding or Police referral. This timescale is as laid out in DfE guidance.

### 13. Publication of Information

- Parents, students, staff and governors are informed of whole school attendance issues and statistics on a regular basis.
- Stanborough School shares information on individual students' attendance as necessary with parents, students and staff.

### Responsibilities

- The responsibility for good attendance is shared between school, parents and students. Each of these groups needs to be aware of the expectations which the policy makes of them.
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.
- Stanborough School will follow up all instances of poor attendance and punctuality.
- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Parents will inform the school on the first day of absence, of the reasons for their child's absence from school.
- Parents will maintain regular communication with school staff where necessary.
- Parents will ensure that the school is informed of any changes of contact details.
- All students are expected to attend school and all of their lessons regularly and punctually.
- Students must remember to hand any note giving reasons for absence to their tutor in the first instance or their Year Leader.
- Students are expected to be ready to learn.

### REFERENCED POLICIES

### DOCUMENT CONTROL

Document Control		
Edition	Issued	Changes from previous
1	June 2020	New Policy
2	June 2021	No changes

### End of Policy

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