

# CACFO UK EDUCATION CENTRE



## Attendance Policy

**Approved by:** TBA by Governing Body **Date:**

**Signature:**

**Last reviewed on:** 1 October 2018

**Next review due by:** October 2019

## **Statement of Intent**

CACFO UK Education Centre recognises that in order for pupils to fulfil their potential they need to attend school regularly. For many of the pupils at CACFO, attendance is improving and it is therefore our duty to ensure that whole school attendance improves steadily, by monitoring closely and being consistent in the practices and procedures we develop.

It is our duty to consistently strive to achieve a goal of 96% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Department for Education guidance School attendance (2018)

Schools should:

1. Promote good attendance and reduce absences, including persistent absence
2. Ensure every child has access to full-time education
3. Act early to address patterns of absence

The guidance states that:

- Parents must perform their legal duty by ensuring children of compulsory school age are registered to a school attend regularly.
- All pupils to be punctual to their lessons

### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%.
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders have a much better chance to meet the FAP requirements

## **Operating the Policy**

### **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.

- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- Rewarding good attendance
- Informing pupils about the attendance percentage requirements for being presented to FAP(Fair access Panel)
- Providing attendance data on all school reports
- To work with parents to improve individual pupils attendance and punctuality
- To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report to the EWO of the placing school for a pupil on respite
- To report attendance statistics to Croydon LA and the DfE where requested.
- To ensure that all staff be aware that they must raise any attendance or punctuality concerns to the Head teacher with responsibility for monitoring attendance.

## **Definitions**

### **Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### **Headteacher**

The Headteacher is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the EWO service for pupils placed by the local authority

- Making referrals to the EWO for the placing school on respite
- Providing reports and background information to inform discussion with the school's EWO and the LA.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Core Staff in the School Office are responsible for:

- Taking and recording messages from parents regarding absence in the student phone log
- Ensuring the attendance register is completed in the absence of the Headteacher
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or with permission are sent home
- Recording details of children who have to leave school with permission and
- Sending out standard letters regarding attendance

Subject teachers are responsible for:

- Ensuring pupils are present for their subject when taught
- Informing the Headteacher where there are concerns
- Emphasising with their class the importance of good attendance and promptness
- Discussing attendance issues at parent evenings where necessary

## **Parents**

The department for Education states that 'Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education'.

Parents/Carers are responsible for:

- Contacting the school to inform the school of any absences before 9:30am.
- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school on the first morning of absence
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.
- Providing a sick note from the doctor in the event of a child being sick for more than three days.

## **Registration**

The registration periods for CACFO UK Education Centre are as follows:

<b>Morning Registration</b>	<b>Slightly Late Mark from</b>	<b>Closure of Register for morning session &amp; Late mark from</b>	<b>Afternoon Registration</b>	<b>End of School Day</b>
9:00am	9:30am	9:45am	1pm	2:30pm

The Head teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the Head teacher by 9:45am and by 1pm.

All attendance records are documented using Pupil Asset Data Management software. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

## **Lateness**

Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L). Any child who arrives for school later than 9:45am will be marked as late and absent for the morning registration, (Attendance code U) as well as earn a 15 minute 'late detention'.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 10am will have the absence recorded as a medical absence (Attendance code M).

Children who are persistently late to lessons miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

## **Absences**

### **First Day Absence**

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

If your child is absent, you must:

- Contact us as soon as possible on the first day of absence
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.

If your child is absent, we will:

- Telephone you on the first day of absence if we have not heard from you by 9:30am – this is because we have a duty to ensure your child's safety as well their regular school attendance.
- Invite you in to discuss the situation with our attendance officer
- Refer the matter to EWO if the absence has already fallen below 90%

### **Third Day Absence**

If your child is absent for three days and there have been no contact with the school a standard letter will be sent asking for explanation.

If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start *child missing in education* procedures as set down by Croydon Council guidance. We will make all reasonable enquiries to establish contact with parents/carers/emergency contacts and the child, including making enquiries to known friends, wider family and subsequently carry out a home visit.

### **Ten days' absence**

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the main parent or carer then the Local Authority is notified that the child is at risk of *missing*.

### **Continued or on-going absence**

If your child misses 10% (three weeks/sessions) or more schooling across the school year for whatever reason they are defined as persistent absentees. Absence, for whatever reason, disadvantages a child by creating gaps in his/her learning. Research shows that these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority. If your child has had absence and their attendance level is falling towards 90% we will contact you and depending on the reasons for the absence, will work with the EWO and other agencies known to be working with the child.

### **Parental Request for Absence from School**

With effect from September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, headteachers will only be allowed to grant leave of absence for any reason if they are satisfied that exceptional circumstances exist.

Examples of circumstances where a leave of absence *may* be granted:

- A religious observance;
- Children of service personnel who are about to go on deployment;
- The funeral of a parent, grandparent or sibling;
- Sudden loss of housing (up to a maximum of three days);
- Wedding of parents and siblings (This list is not exhaustive)

In each case, the Headteacher will consider the nature of the circumstance and the child's former attendance record when making a decision on the authorisation of extended leave. All applications for absence during term time must be made in advance. Parent/Carers should note that they can be fined for taking a child on holiday during term time without the school's permission.

### **Taking Pupils off role**

Taking pupils off role is only done with the permission from the EWO and the Local Authority and the placing school for respite pupils.

### **Rewarding Attendance**

Individual rewards are awarded every half term. These are most often in the form of a WHSmith Achievement voucher for good attendance.

### **Attendance Codes**

For details of Attendance Codes used at CACFO UK Education Centre in line with the DfE please go to:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/564599/school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf)

# Did you know?

**5 minutes late every day = 3 days of school lost a year**

**10 minutes late every day = 6.5 days of school lost a year**

**15 minutes late every day = 10 days of school lost a year**

**20 minutes late every day = 13 days of school lost a year**

**30 minutes late every day = 19 days of school lost a year**