

THE
SWEYNE PARK
SCHOOL

ATTENDANCE POLICY

October 2020
Review Autumn 2022

Attendance and Punctuality

Aims:

- To expect regular attendance even though we recognise there may be special circumstances
- To promote a positive atmosphere within school which enables pupils to achieve high standards through excellent attendance and punctuality.
- To prepare pupils for adult life where high standards of attendance and punctuality are accepted as necessary requirements.
- To ensure a consistent approach to attendance and punctuality from all involved.
- To ensure that any problems that impede full attendance are identified and addressed as speedily as possible with the full co-operation of all concerned.

The Government classify regular attendance as 95% or above. The following table shows the guidelines for schools when classifying and analysing attendance and the equivalent lost learning hours.

Descriptor	Threshold Attendance	Actual Attendance	Whole Days of Absence	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for Concern	95%	180.5 days	9.25	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious Cause for Concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190

Classifications in Attendance Register:

Present: a pupil is in attendance at the time of registration.

Approved Educational Activity: key features are that they are:

- Activities which are educational and directly linked to the school's programme;
- Approved by an authorised representative of the school;
- Supervised either by school staff or someone authorised by the school.

Parents are now able to view and monitor their child's attendance using the Go4Schools online platform.

Missing Child Policy (in accordance with Essex policy on attendance.)

Parents are expected to notify school of any absence on the first day. The Attendance Officer will place first day calls if a pupil does not attend and we do not hear from home.

If contact cannot be made and there has been no attendance for 3 days, a pupil will be classed as a missing child. School staff will make a home visit.

If there are CP concerns the police will be contacted to make a visit.

Pupils leaving school during the day

Pupils leaving for medical appointments must provide written to Pupils Services and sign out. Failure to provide written confirmation will be followed up with call to parents to confirm the appointment.

Tuancy

Any identified truancy will be followed up with phone calls home by Heads of Year or the Attendance Officer.

All pupils leaving school must sign out at Pupil Services.

Pupils attending medical appointments must sign back in on return.

Authorised Absence

A pupil has the authority of the school to be absent, either given in advance (e.g. hospital appointment) or afterwards (e.g. on a notification of illness).

Illness and urgent medical treatment can be authorised provided **written confirmation** is received from parents. However, it is recommended that routine dental and medical appointments should be made outside of school hours whenever possible. Minding the house, looking after siblings, shopping etc. are not acceptable reasons for absence.

Unauthorised Absence

When a school has established that a child has truanted, the family will be contacted to arrange, when appropriate, a follow up meeting in school.

Persistent Absences (PAs)

The Attendance Officer will identify any PA pupils, i.e. 90% attendance and below. Through half-termly meetings with Heads of Year/Assistant Heads of Year, strategies will be agreed.

Holiday Requests

Since September 2013, the Government has changed the regulations on holidays in term time. The right for parents to apply for up to ten days' holiday in term-time no longer applies and Headteachers are no longer authorised to authorise holidays except in exceptional circumstances. In the event of request letters being submitted to the school, the school is obliged to respond by informing parents of the possible consequences according to Government/Local Authority guidelines, as follows:

“I must warn you that, if you do take your child out of school for this time, the absences will not be authorised and the Education Welfare Service may issue a penalty notice to each parent of £60 for each child, to be paid within 21 days. If the penalty is not paid within the time scale, the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Education Welfare Service will then institute legal proceedings against you in the magistrates’ court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.”

Unauthorised holidays will also be recorded on pupils’ attendance records.

COVID-19 Annex

Recording attendance in relation to coronavirus (COVID-19) during the 2020 – 2021 academic year

From the start of the autumn term 2020, pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- Parents' duty to ensure that their child of compulsory age attends regularly at the school where the child is a registered pupil;
- Schools' responsibilities to record attendance and follow up absences;
- The ability to issue sanctions, including fixed penalty notices, in line with the local authorities' codes of conduct.

Non-attendance in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to the coronavirus (COVID-19).

These circumstances are:

- pupil has symptoms, and needs to self-isolate pending the results of a test;
- pupil tests positive;
- someone in the pupil's household has symptoms and the household is told to self-isolate pending the results of a test by the Test and Trace service;
- a member of the pupil's household tests positive and the pupil needs to self-isolate for a period of 10 days from the date that the household member first displayed symptoms.

Parent shall be request to inform the school of PCR test results

Pupils who are clinically extremely vulnerable in a future lockdown scenario

In the event that a pupil is contacted by the NHS and advised to "shield", parents must provide the school with a copy of the advice (a shielding letter/text).

Pupils will be expected to engage fully with the school's remote learning offer.