



The Consortium Multi-Academy Trust

Chair of the Members and Board of Trustees: Dawn Carman-Jones

Principal/CEO: Andrew Aalders-Dunthorne

Email: principal@consortiumacademy.org **Tel:** 01379 668283 / 01379 852520

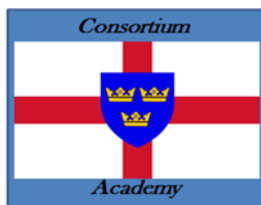
Attendance Policy

1 AIM

- 1.1 The aim of the Trust's Attendance Policy is to provide an environment which encourages all our pupils to attend school regularly and punctually. Regular school attendance is vital in ensuring that children maximise the educational opportunities available to them while safeguarding their personal safety and well-being. The whole school community has a responsibility for promoting excellent attendance: parents, pupils and all school staff. We expect our pupils to attend school every day.

2 PARENTS' RESPONSIBILITIES

- 2.1 The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act says:-
- 2.2 "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent is guilty of an offence".
- 2.3 The school implements in full; The Pupil Registration (England) Regulations 2006 as amended 2010 and 2013
- 2.4 From the 1st. September 2007, the Education Attendance Service on behalf of local authorities will be issuing fixed penalty notices in the following situations where unauthorised absence occurs:
- Where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school.
 - Where a pupil fails to attend school regularly, referrals can be made with just one unauthorised absence and is at the Academy Head's discretion;
 - Where a pupil has accrued ten sessions (5 school days) of unauthorised absence in a given period.
- 2.5 The current fine for a Penalty Notice is £60 if paid within 21 days for each parent for each child.
The fine increases after 21 days to £120 if paid within 28 days.
Failure to pay the fine at 28 days may lead to prosecution in the Magistrates Court for failing to ensure regular attendance at school.
- 2.6 If a pupil is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parent to notify the school of the pupil's absence. Ideally this should be by telephone on the first day of absence and confirmed in writing. Wherever possible, parents should avoid making medical/dental appointments for their children during school hours.



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2.7 Under legislation there are four reasons for authorising absence:

- (1) Absence in accordance with regulation 7 “exceptional circumstances”.
- (2) Sickness, parent has to prove or unavoidable medical appointments.
- (3) Religious observance.
- (4) Lack of transport and school not within walking distance i.e. 2 miles for a child under 8, 3 miles for a child 8 years and older. Parents are responsible if out of catchment.

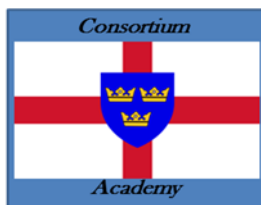
2.8 **Parents do not have the right to take children out of school for a holiday during term time.** If a parent (as defined in law) wishes to seek an authorised absence in accordance with regulation 7 “exceptional circumstances” a written request completed on the school form in force at the time must be completed wherever possible a minimum of 5 days prior to the start of the requested absence.

3 PUPILS’ RESPONSIBILITIES

3.1 All pupils should be aware of the importance of regular school attendance. If they are having difficulties which might prevent them from attending school regularly, they should speak to their class teacher or a member of the Pastoral Support team.
Pupils should attend all their lessons on time, ready to learn. If they have been absent from school they should give their class teacher a note from their parents to explain the absence.
Pupils also have a responsibility for following school procedures if they arrive late, i.e signing in and reporting directly to the school office.

3.2 Pupils and their parents should be aware that:

- A 90% attendance rate means a pupil is missing one half day of lessons every week.
- If that pupil has a 90% attendance rate through KS1 & 2 they will have missed one half of a school year in that time!
- A pupil with an 80% attendance rate over 5 years misses one complete year of school
- In attendance terms that would mean the pupil has missed 40 days of education in a school year, just over 1 day per week.
- Therefore if pupil's attendance remains at 80% from year 1 to year 11 they will miss more than 2 full years of education.



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3.3 Statistics show that as pupils move to secondary school:

- 94% attendance = Very good chance of 5 A* - C Grades.
- 93% attendance = Good chance of 5 A* - C Grades.
- 92% attendance = Fair chance of 5 A* - C Grades.
- 90% attendance = Less than 50% chance of 5 A* - C Grades.
- 88% attendance = Less than 35% chance of 5 A* - C Grades.

3.4 YOUR attendance at school is really important.

3.5 **The Trust has an overall attendance target of 95%**

3.6 Note that data refers to national data and does not acknowledge that some pupils with specific and additional learning needs may not achieve the correlated GCSEs stated. This is historical data and does not account for the change in methodology at secondary school and should be used as indicative only.

4 SCHOOLS' RESPONSIBILITIES

4.1 All staff will provide an ethos, which places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

4.2 School staff are responsible for ensuring that pupils have good attendance by:-

- Ensuring that attendance registers are kept accurately;
- Schools are legally bound to complete two registers – admissions and attendance;
- Attendance registers are taken at 0855 closing at 0915 and at 1300 closing at 1315;
- Registers will be retained for a minimum period of three full academic years;
- Differentiating appropriately between authorised and unauthorised absence (a letter or message from a parent does not in itself authorise an absence - only the school can decide whether the parent's explanation justifies authorising the absence);
- The responsibility for authorising absence is a delegated duty to the Academy Head's professional judgement;
- Under legislation there are four reasons for authorising absence.
 - (1) Absence in accordance with regulation 7 "exceptional circumstances".
 - (2) Sickness, parent has to prove or confirm unavoidable medical appointments.
 - (3) Religious observance.
 - (4) Lack of transport and school not within walking distance i.e. 2 miles for a child under 8, 3 miles for a child 8-11. Parents are responsible if out of catchment.



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- Responding to absenteeism firmly, consistently and with care;
- Acknowledging good or improved attendance of individual pupils or classes;
In addition, schools are required to produce written home-school agreements which include clear instructions about attendance and punctuality;
- The school will closely monitor patterns in attendance and absence – looking for correlations between absence and attainment, discussing any issues and planning relevant interventions at weekly senior leadership team meetings.

Document Control

Changes History

Version	Date	Amended By	Details of Change

Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	23/9/16
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	29/09/16

Equality Impact Assessment

Date	Name	Details

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