



Hanson Policy

A Whole School Student Attendance Policy

Approved by the governing body: May 2018

To be reviewed: September 2018

Signed on behalf of the governing body:

Student Attendance Policy and Guidance

1. Introduction

- 1.1 Regular school attendance is essential if children are to achieve their full potential.
- 1.2 Hanson School firmly believes that regular school attendance is the key to enabling children to maximise all opportunities available to them, enriching their lives and allowing for positive contributions to their community.
- 1.3 Hanson School values all students equally. As set out in this policy, we will work with families to identify reasons for poor attendance and try to resolve any difficulties.
- 1.4 Hanson School recognises that attendance is a matter for the whole school community. This policy should be viewed as a strand that runs through all aspects of school improvement.

2. Legal Framework

- 2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability.
- 2.2 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- 2.3 The Education Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
- 2.4 The register must record whether the pupil was: present, absent, present at approved educational activity or unable to attend due to exceptional circumstances.

3. Categorising Absence

- 3.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 3.2 An absence can only be authorised by the Headteacher and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a suitable and satisfactory explanation for the absence is received.

- 3.3 Categories for absence:
- 3.4 **Illness**- Parents will be asked to provide medical evidence to allow the Headteacher to authorise absence where attendance falls below 95%. If an illness absence exceeds 3 days, medical evidence will be required.
- 3.5 **Medical/Dental appointments**- Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. An appointment card must be shown to School, evidencing the medical or dental appointment.
- 3.6 **Other authorised circumstances**- This relates to where there is a cause for absence due to exceptional circumstances. If the pupil is persistently absent due to unauthorised circumstances, then the school may seek to obtain further evidence of this.
- 3.7 **Exclusions**- Exclusion from attending school is counted as an authorised absence. The School will make arrangements for work to be sent home.
- 3.8 **Leave of absence during term time**- Parents/Carers who need to take their child out of school during term time must apply using the school's Leave of Absence Application. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. In line with government guidance, Hanson School do not authorise leave of absence during term time unless there are exceptional circumstances.
- 3.9 If a pupil fails to return and contact with the parents has not been made or received, school will report the student as missing in education and may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.
- 3.10 **Religious Observance**- Hanson School acknowledges the multi-faith nature of our British society and therefore recognises that on some occasions, religious festivals may fall outside school holiday periods and this necessitates a consideration by written request by the parent/carer of authorised absence. Local Authority guidance will also be taken into consideration on this matter.
- 3.11 **Traveller Absence**- The aim for attendance of children with travelling families, in common with all other children, is to attend school regularly and on time. Written requests will be required for any traveller absence.

- 3.12 **Study Leave-** Study leave may be granted in exceptional circumstances for Year 11 pupils approaching GCSE examinations. Any leave will be decided by the Headteacher only. The school will offer in school study programmes during this period so to reduce absence levels.
- 3.13 Hanson School will not authorise any absence if the child's attendance falls below 95%.
- 3.14 Late arrival- Morning registration begins at 8:30am; pupils are expected to be on site at Hanson School prior to 8:30am. Pupils arriving after 8:40 am will be marked as present but arriving late (L). The morning register will close at 9:30am. Pupils arriving after the close of the morning register will be recorded as late, this will not be authorised and will count as an absence for that school session.
- 3.15 On arrival after the close of the register, pupils must sign in at the front office. This will be coded appropriately and a behaviour sanction will be implemented in accordance with the Behaviour Policy.
- 3.16 The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, a medical appointment. An appointment card will be requested to support this.
- 3.17 The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause.
- 3.18 Reference to the school's behaviour policy states that 2 lates in a half-term will result in a detention. Persistent lateness will result in appropriate school sanctions.
- 3.19 Examples of unsatisfactory explanations for absence- This list is not inclusive.
- A pupil's/family member's birthday
 - Shopping for uniforms
 - Hair appointments
 - Couldn't get up
 - Pupil's refusal to attend school
 - Family holidays
 - Illness where the pupil is considered well enough to attend school
 - Staying at home to care for siblings/parents
 - Attendance appointments which are not for the pupil

3.20 Parents/Carers are expected to contact the school on the pupil's first day of absence.

3.21 A home visit may be undertaken on the second day of absence to ensure the Health and Safety of the pupil. This may be undertaken regardless of whether a reason for absence has been received.

3.22 Members of staff from Hanson School will contact the Police if they are concerned for a pupil's welfare.

4. Roles and Responsibilities

4.1 Hanson School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Identify a member of the governing body to lead on attendance matters.
- Ensure that regulations and legislation are adhered to.
- Ensure that there is a named Senior Leader to lead on attendance.

The Senior Leadership Team will:

- Agree school attendance targets and submit these to the governing body.
- Actively promote the importance and value of good attendance.
- Proactively form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and achieve.
- Monitor the implementation of the Attendance Policy.

- Ensure that all staff are aware of the Attendance Policy.
- Ensure that there is a named Senior Leader to lead on Attendance.
- Report School attendance and related issues through termly reporting to the Governing body.
- Ensure that attendance is consistently on the Senior Leadership Agenda.
- Develop a multi-agency response to improve attendance and support both pupils and families.

Subject Leaders/Pastoral Leaders/Form Tutors will:

- Actively promote the importance and value of good attendance to pupils and their parents/carers.
- Form positive relationships with pupils and parents/carers.
- Form Tutors are the first point of call for parents to raise any concerns. The use of the planner is essential in maintaining open contact with parents/carers
- Proactively contribute to a whole school approach on reinforcing good attendance.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Contribute to the evaluation of school strategies and interventions.
- Document interventions used to improve and support attendance.

The Attendance Team/Pastoral team will:

- Actively promote the importance and value of good attendance to pupils and their parents/carers.
- Lead on and coordinate any intervention strategies necessary to support and improve a pupil's attendance. This will be approved by the Lead Senior Leader in charge of attendance. Intervention strategies are progressive and evolve with the needs of the school.

- Keep accurate records of contact and interventions used.
- Contact the parents/carers of pupils who are absent daily. This will include telephone calls and/or home visits on days of absence. Weekly home visits will be made by HSLO/PSCO/HOY/SLT for the safeguarding of children.
- Request to see your child if a home visit is undertaken. If your child is not seen, this will be passed on the Safeguarding team or the onsite Police Liaison Officer.
- Hold attendance and punctuality panels for pupils who are causing concern.
- Implement 'Fast Track to Raising Attendance Initiative' whereby parents/carers will be invited in to school to discuss concerns. This will result in prosecution if no significant improvement in attendance is evident.
- Send letters to those parents/carers whose child's attendance has fallen below 95%.
- Provide weekly attendance data to appropriate staff members so as to initiative support plans.
- Hold weekly meetings in relation to each Year Group's attendance and concerns.
- Hanson School do not condone the unauthorised absence of students and will not provide work during periods of unauthorised absence (in accordance with LA guidance).

4.2 A request that Parents/Carers will

- Talk to their child about school and what goes on there.
- Take a positive interest in their child's work and educational progress.
- Instil a value for education and regular school attendance within the home environment.
- Encourage their child to have aspirations.
- Contact the school if their child is absent. This contact is required each day of their absence.

- Provide appropriate detail for an absence.
- Inform the school of any change in circumstances that may impact on their child's attendance and education.
- Try to avoid any unnecessary absences. For example, make appointments outside of school hours.
- Take every opportunity to get involved in their child's education and form positive relationships with school.
- Encourage routine at home, for example, bed times, homework, preparing for school.
- Avoid taking their child out of school during term time. Where this is unavoidable and only in exceptional circumstances send a written leave request to the Headteacher.
- Provide evidence of their child's illness if attendance is below 95%.

5 Alternative Learning Providers

5.1 The provider will be asked to email or telephone the school's attendance officers with an attendance list during the morning registration. If the placement is in the afternoon, the email may be sent the following morning.

5.2 Hanson school will keep a log recording attendance and interventions at all alternative learning providers that are used by the school. Visits to the alternate providers will be conducted as and when necessary to support the attendance and safeguarding of Hanson students.

6 Using Attendance Data

6.1 Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

6.2 Each Half-Term, the Senior Attendance Officer will provide the Senior Leadership Team with a detailed attendance breakdown for the school.

6.3 The Attendance team will provide weekly attendance data for Pastoral Leaders and Form Tutors to act upon any issues arising.

Clarity of Concerns

Green	Pupil's attendance is between 100% and 96%
Amber	Pupil's attendance is between 95% and 91%
Red	Pupil's attendance is below 90%

Actions will be implemented when a pupil's attendance falls below 95%. Refer to Hanson School Support Systems within this Attendance Policy.

6.4 Hanson School will share attendance data with the Department for Education and the Local Authority as required.

6.5 All information shared will be done so in accordance with the Data Protection Action 1998.

7 Support Systems

7.1 Hanson School recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home or in school. Parents/Carers should make school aware of any difficulties or changes in circumstance that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional support that may be required.

7.2 Hanson School will implement a range of strategies to support improved attendance. Strategies used may include but are not restricted to:

- Discussion with parents/carers and pupils
- Attendance and Punctuality Report Cards
- Form Tutor Reports
- Attendance Contracts
- Attendance Panels
- Referrals to internal mentor support
- Referrals to external support agencies
- Learning Mentors
- Friendship groups
- PSHE

- Rewards systems
- Personalised Rewards
- Alternative timetables
- Alternative education providers
- Behaviour support
- Use of the Behaviour System
- Safer School Police input
- ESW input
- Reintegration packages
- Parental contracts
- Extensive parental communication

7.3 Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and pupils

7.4 Where parents/carers refuse to engage with the support offered and further unauthorised absence occurs, Hanson School will consider the use of legal sanctions.

8. Rewards

8.1 Pupils will be rewarded for outstanding attendance on a regular basis.

Rewards may include:

- Credits in planner for weekly 100% attendance
- Form Tutor Rewards in planner
- Certificates on a Half-Termly basis
- Text messages home
- Phone calls home
- End of Term rewards
- Attendance recognition meals with parents/carers and the school
- Gift vouchers

9. Legal Sanctions

9.1 **Prosecution-** Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents/carers realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Appendix 1

EXPECTATIONS – ATTENDANCE

In order to make progress at school you need to ensure over 98% attendance as the minimum

What does my attendance percentage mean?

100% Attendance over the year	0 days absence
99%	2 days absence
98%	4 days absence
95%	10 days absence = 2 weeks missed
93%	17 days absence = 3.5 weeks missed
90%	20 days absence = 4 weeks missed
85%	30 days absence = 6 weeks missed
80%	40 days absence = 8 weeks missed

Would you employ someone with 98% or less absence?

Every week	100% Attendance	= 5 full days in school
	90%	= 4.5 days in school
	80%	= 4 days in school
	70%	= 3.5 days in school
	60%	= 3 days in school

Would you get far in your chosen career if you were absent a day a week?

If you are not in school you will seriously damage your chances of achieving your target grades.

We would ask that you do not take holidays in term time as it does have an effect on your education. Any holidays which are taken during term time will not be authorised.

Should you be so unwell that you are unable to attend school your parent/carer must telephone 01274 776200 every morning that you are absent.