

Attendance for Learning

The Chantry School encourages excellent attendance at all times. All students should aim for 100% attendance; arrive on time; in full uniform; and with all books and equipment for the day of learning ahead. Attendance of less than 90% means at least half a day per week of education has been lost. Missing school damages a student's learning, disrupts teaching and can seriously affect a child's future. The attendance target set for 2017-18 is 96%.

Responsibilities

1. Student – to attend school as frequently as possible and to be punctual to all form periods and lessons. To pass any notes regarding absence to the Attendance Officer. If arriving late at school, the student must sign in at Reception. Students must collect late slips if they are late to school or have missed the beginning of a lesson for any reason.
2. Parent/Carer– To encourage their children to attend school. To inform the school if there are any issues affecting the child's attendance. To cover all absences by informing school of the reason for the absence(s) with a phone call on the day of absence or, where possible, notify us beforehand. Complete the standard 'Application for Planned Absence' form, giving as much notice as possible. It is the school's policy that absence for holidays will not be authorised unless there are exceptional circumstances.
3. Office staff –To hand out late slips when the Attendance Office is closed. To let the Attendance Officer know when a student has been permitted to go home ill.
4. Subject Teacher – To take a register at the beginning of each lesson. To only permit late entrance to class if the student has a late slip. If a student is late with no valid reason the teacher should record an 'L' in the register and how many minutes. To report any concerns to the Attendance Officer as soon as time permits. To respond to queries over individual student absence as necessary.
5. Form Tutor - To be aware of their form's attendance over each week by checking SIMS and discuss attendance issues with individuals when asked by the Year Head. To inform their form of their attendance targets. To pass any absence notes to the Attendance Officer on day of receipt.
6. Attendance Officer –To implement the 'First day calling' procedures on the first day of absence if a child is not present during period 1 and 2. To meet with any pupils who have not covered their absences. To inform teachers and Year Head of cases where a student has missed just their class. To report any concerns to the Assistant Headteacher. To contribute to Educational Welfare Service meetings. To make sure registers are completed for termly attendance reports to the Department of Education.
7. Year Heads to arrange support for pupils who have significant attendance problems. Report any concerns to the Assistant Headteacher. Present certificates to students with 100% attendance for any one term.

8. Assistant Headteacher – To have an overview on all attendance issues and ensure appropriate support is in place. Communicate with parents of students who are causing concern. Discuss with and, where necessary, refer to EWO those students with an attendance below 90%. Set targets for all students and monitor their progress on a half-termly basis.

9. Educational Welfare Support Officer – Follow up all referrals and issue warning letters or penalty notices if required.

The School day

School starts at 8.50 a.m. but pupils are allowed in at 8.45a.m. School ends at 3.20 p.m.

Absences

All parents should contact the school on the first day of absence. The school has the right to unauthorise absences whether or not it has been supported by a note from the parents.

Absences can only be authorised for the following reasons:

- Illness
- Medical appointments (doctor, dentist, hospital or other medical appointments)
- Attending an interview
- Educational visit / sporting activity
- Vocational courses
- Special circumstances authorised by the school prior to absence.

The student's attendance will be monitored with the EWO if the attendance falls below 91% (95% for pupil premium) and discussed in detail if attendance falls below the persistent absence threshold of 90%. Persistent poor attendance may lead to a formal referral and a warning letter will be issued to the parents/carers. Under the current law, a parent/carer commits an offence if the child does not attend school on a regular basis and can be prosecuted in the local magistrates' court. This could result in a fine of up to £2500 and or three months imprisonment. A penalty notice can be an alternative to prosecution and could help parents/carers to avoid conviction by paying a penalty of up to £100. School will monitor pupils who are persistently late to school and discuss with the EWO. Persistent lateness may be recorded as unauthorised.

It is school policy that holidays during term time will not be authorised unless there are exceptional circumstances. Parents should notify the school through the 'application for planned absence' form but there is no automatic right to any leave or holiday requests being granted in term time. Each case will be considered on its merits, but the definition of exceptional is usually interpreted as 'unlikely to occur again during the course of a child's education and unable to be accessed during normal school holidays'. If unauthorised holiday is taken then we may issue a

Penalty Notice following advice from the school EWO. If a Penalty Notice is issued, a fine of £60 per parent per child is issued. If not paid within 21 days this fine increases to £120 per parent per child. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.

The register will be taken at the beginning of each lesson. The register closes at 8.55am and any arrival after this is considered late.

First day calling is used for all students. The contact names and telephone numbers, including email and mobile numbers, are kept with the Attendance Officer. The calls will be made by the Attendance Officer. Parents/carers are encouraged to inform us prior to 9.30am if their child is going to be absent from school. The first day calling will not continue into consequent days if the contact has been successful.

Truancy from school or from any lesson will result in an automatic 'After school detention'. If the truancy persists or if there are any concerns arising from the truancy, parents will be contacted and invited into school to discuss the problems.

Punctuality is vitally important for staff and students. It is vital that lessons start on time in order to maximise the learning process. Students arriving more than 5 minutes after the other students will be recorded as late on the SIMS register. Concerns about lateness to lessons are referred to the Year Head and late detentions will be issued for students to make up the time.

Communicating Attendance issues

- Staff – morning briefings, Year team meetings, informal verbal comments or emails.
- Students – assemblies, informal verbal conversations with the Form tutor / YH and through mentoring of students.
- Parents – Information pack at the beginning of the school year (details of how and who to contact at school); communicating via texts, emails, letters, telephone calls and parents' evening to express concerns; and the reporting of general attendance issues in the school newsletters.

Monitoring attendance

- Attendance is discussed at weekly YHs meetings, weekly meetings between the Assistant Headteacher and attendance officer and bi-weekly with the EWO. There are numerous opportunities for the subject and Form tutors to raise concerns regarding attendance.
- Form tutors weekly monitor their form's attendance on screen.
- Attendances are recorded on termly progress checks. These are sent to parents.

Dealing with long term absence

- Returners from long term absence will be reintegrated into school using individualised plans in discussion with parents, Year Head and support staff.

Rewarding good attendance

- Certificates for 100% attendance issued each term and the end of year assembly.
- Form attendance contributes towards the House attendance shield, presented at the end of the year. Students are informed of progress at the end of each half term. (During this process the effects of extreme poor attendees are taken into consideration so that the majority do not suffer)
- Letters of commendations for students who have made rapid progress with attendance at school.
- Attendance competition per year group. Twice yearly in rewards assemblies
- The opportunity for continuity in the child's education and subsequent improvement recognised in the Student 'Progress Check'.