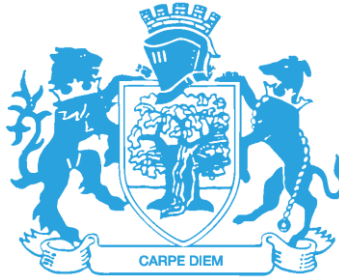


THE WEST BRIDGFORD SCHOOL



Attendance Policy

Reviewed by : Local Governing Body

Review date : September 2022

Next review : September 2025



East Midlands
Education Trust

INTRODUCTION

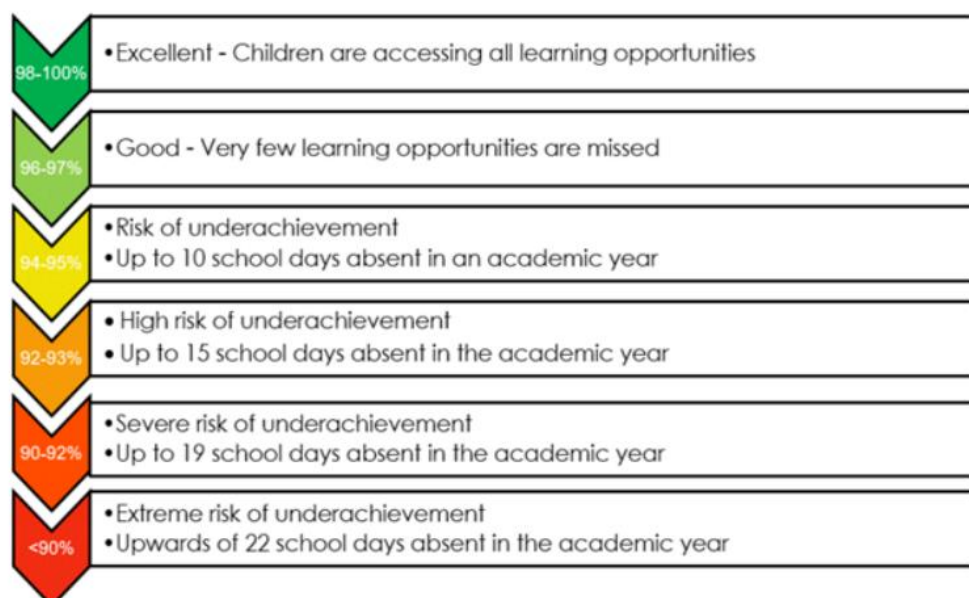
For a student to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

ATTENDANCE MATTERS		
95%	=	40 LESSONS MISSED EACH YEAR 8 days in total or 1 week and 3 days
90%	=	80 LESSONS MISSED EACH YEAR 16 days in total or 3 weeks and 1 days
85%	=	120 LESSONS MISSED EACH YEAR 24 days in total or 4 weeks and 4 days
80%	=	160 LESSONS MISSED EACH YEAR 32 days in total or 6 weeks and 2 days

School attendance is subject to the Education (Pupil Registration) (England) Regulations 2006. In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests for a planned absence should be through the online form on the school website ([link](#)) and school will consider every application prior to any holiday/leave arrangements being made. Parents or Carers may be issued with a penalty notice should leave be taken which is not authorised. If unpaid, this could lead to prosecution under section 444(1) of The Education Act 1996.

This policy contains within it the procedures that the school will use to meet attendance targets in line with the School attendance Guidance May 2022.



EXPECTATIONS & DAILY ROUTINES

We expect that students will:

- attend school every day
- attend punctually every day and be on the school site and in their 'line-up' by 8.30am
- attend fully prepared every day (with appropriate equipment, school bag, uniform etc.)
- attend assembly and be in the main hall by 8.30am

We expect that parents/carers will:

- ensure their child attends school every day
- ensure their child attends punctually and fully prepared every day
- make medical and dental appointments outside of school hours (as far as possible)
- notify the school daily of any absences before 8:45am on every day of absence
- notify the school immediately of any changes to emergency contact details

We expect that the school will:

- provide a welcoming atmosphere
- provide a safe learning environment
- keep accurate records of attendance and punctuality
- contact parents/carers when a child fails to attend and no reason has been given
- encourage good attendance and punctuality through the Rewards system
- report each child's attendance via the school reporting system
- inform parents/carers when there are concerns regarding attendance and/or punctuality

HOW SHOULD PARENTS/CARERS REPORT AN ABSENCE?

Parents/carers should contact the school before 8:45am on each day of absence (unless otherwise formally advised of long-term absence by parent/carer) and set out a valid reason for the absence.

Parents/carers of students should do this by:

- Completing the online form on the 'contact us' page of our website ([link](#));
- The ClassCharts app;
- Email to studentservices@wbs.school; or
- Telephone 0115 974 4488 (select option 1 for Student Services).

If parents/carers do not promptly report an absence then the school will send a text and email reminder on each day of absence, asking parents/carers to contact the school. If we do not hear back from parents/carers, then the absence will be deemed to be unauthorised. Parents/carers may receive a first response call from our Student Services Team and a letter in the post if an absence is not reported. A home visit may be conducted after 3 days of unauthorised absence. All unreported absences will be unauthorised and a referral for a penalty notice may be made to the Local Authority.

COLLECTING YOUR CHILD FROM SCHOOL FOR AN APPOINTMENT

- Student Services must be told well in advance of any appointment (ie. medical) requiring a student to leave school during the school day. Please use any of the above 4 contact methods and detail the nature of the appointment, date and time to leave school and state who will be collecting the child from school.
- The child must make their own way to Student Services to meet their parent/carer at the appointed time.
- Please note that the Student Services Team will not collect your child from their class. It is your child's responsibility to remember the time of their appointment and come to Student Services on time.

ATTENDANCE AND REGISTRATION PROCEDURES

Any student who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence from registration, then the absence must be recorded in the first instance as unauthorised. This will be marked with an "N" code whilst investigation into the absence takes place. After one week if no legitimate reason for absence is found then the "N" code will be changed to an "O" unauthorised absence code by a member of the Student Services Team in agreement with the Year Director and Deputy Headteacher.

If any student needs to leave whilst school is in session, they must sign out at Student Services. Students will not be allowed to sign out without their parent's/carer's permission.

LATENESS - PUNCTUALITY (AM) - DAILY Foundations

Good punctuality is very important for a settled start to the day and form tutors will monitor punctuality to morning registration. Morning registration takes place at the start of day at 8.30am and students should be in their line ups by 8:30am ready for the Year Director address.

Students arriving after 8.30am will be recorded as late and will receive an 'L' code. We recognise that on rare occasions a student may be late due to extenuating circumstances on a particular morning. Please do contact the school via the above 4 contact options so we are aware before your child arrives. Students arriving late to school (after 9:00am) should report directly to Student Services in order to sign in correctly before entry to school. Any student arriving to school after 9.00am without a valid reason will also receive an 'L' code. Students achieving 3 'L' codes within a month will receive an automatic Year Director detention of 30 minutes on a Monday or Wednesday after school.

LATENESS – PUNCTUALITY TO LESSON – DAILY FOUNDATIONS

Students arriving late to their lessons will be registered with an 'L' code. If a student receives 3 or more 'L' codes in a two week rolling cycle they will receive an automatic detention of 30 minutes on a Monday or Wednesday after school.

LATENESS - PUNCTUALITY CONCERNS

Where Year Directors are concerned about a student's absence they will contact parents/careers to arrange a meeting to discuss ways forward to rectify the punctuality concerns. Truancy of any kind will result in students being issued a 45 minute after school detention on a Thursday. Parents/carers will receive notification of this detention via ClassCharts

STATUTORY REQUIREMENTS

Section 444(1) of the 1996 Education Act sets out that parents/carers have a duty to ensure that their children receive a full-time education and that they are in breach of this act if they do not send their child to school. Parents/carers must notify school of the reason for absence. The school then decides if the absence can be authorised.

DATA AND MONITORING – ABSENCES

Each year, the school will examine its attendance figures and set attendance targets that reflect both the national and our past attendance performance.

FIRST DAY OF ABSENCE

Parents/carers are expected to contact the school on the first day of their child's absence and provide a reason for their non-attendance to school

This should be done by:

- Completing the online form on the 'contact us' page of our website ([link](#));
- The ClassCharts app;
- Email to studentservices@wbs.school; or
- Telephone 0115 974 4488 (select option 1 for Student Services).

If no contact has been promptly made, the Student Services Team will send a text and email to parents/carers on each day of absence, asking parents/carers to contact the school. Parents/carers may receive a first response call from the Student Services Team and a letter in the post if an absence is not reported.

The information obtained from the child's parents/carers will be recorded and transferred to the Student Absence Record Management system. Any concerns regarding absence during the day should be passed immediately to Student Services for further investigation.

SUBSEQUENT ABSENCES

Each subsequent day of absence (unless otherwise formally advised of long-term absence by parent/carer) will be treated as the first day of absence and a member of the Student Services Team will attempt to contact the student's parents/carers. If there is no contact from the parent/carer after three days of absence, an unannounced home visit may take place. A visit to the home of a student will only be made where there are concerns over attendance and when we have not been able to make contact with parents/carers.

CONTINUING ABSENCE

If there has still been no contact from the parents/carers after 6 days, a further visit may be made and a letter issued referring to the Ten Day absence criteria detailed below.

TEN DAYS ABSENCE - CHILDREN MISSING IN EDUCATION

The Local Authority will be notified of any student who is absent without an explanation for ten consecutive days. The school will include details of the action that they have taken to date. Please refer to Nottinghamshire County Council 'Children Missing in Education' policy which can be found by following this [link](#).

PERSISTENT ABSENTEEISM (STUDENTS WHOSE ATTENDANCE IS 90% OR BELOW)

It is the responsibility of the Pastoral Team to be aware of, and bring attention to, any emerging attendance concerns to the Year Director/Deputy Headteacher and Student Services Team. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers, often through meetings with Year Directors. It is the responsibility of the Pastoral Team to communicate actions taken and how the matter has been resolved to the Student Services Team.

From September 2015, the Department for Education has changed the threshold for persistent absence from 85% to 90%. Please see below the table for estimated cumulative persistence absence figures for the academic year, please note that there are 2 sessions every school day, morning and afternoon.

	10% absence for the academic year
Half term 1	8 or more sessions
Half term 1-2 (Autumn term)	14 or more sessions
Half term 1-3	21 or more sessions
Half term 1-4 (Spring and Autumn terms)	27 or more sessions
Half term 1-5	32 or more sessions
Half term 1-6 (full academic year)	38 or more sessions

MEDICAL CONCERNS

If any student is absent from school due to illness, this must be reported in the usual ways as detailed above. Prolonged absence due to medical reasons (over five days) will require medical evidence (i.e. a doctor's note, hospital appointment card, prescription etc). If a diagnosed medical reason significantly affect a student's attendance, the school will call a meeting between parents/carers and the pastoral team to ascertain the most appropriate next best steps and will liaise with the appropriate agencies in order to get the student back into school as soon as possible.

A WELCOME BACK

It is important that on return from an absence all students are made to feel welcome. This is the responsibility of the form tutor and Pastoral Support Team. The student should be brought up to date on any information that has

been passed to the other students by the form tutor. If required, the Pastoral Support Team will provide support to help the student catch up on missed work.

LEAVE OF ABSENCE FROM SCHOOL

Leave of Absence from school will only be authorised in exceptional circumstances. All requests for leave of absence from school must be made in writing via our school website ([link](#)), at least two weeks' prior to the requested leave of absence. A decision will then be made as to whether the request meets the criteria for 'exceptional circumstances' and parents/carers will be notified. If the request is rejected and the leave of absence is still taken, then the information will be passed to Nottinghamshire County Council for a decision as to whether a fixed penalty notice will be given or not.

Although some parents may find themselves in difficult circumstances which require them to organise holidays in term time, The West Bridgford School believes students should not miss school for this reason. Whilst we understand the difficulties parents/carers may have in organising holidays during the school holidays and the benefits to be had from cheaper term-time holidays, this type of absence is detrimental to a child's education. There is a common misconception that any child is allowed to take 10 days' holiday per year; this is not true. From September 2013, government guidelines advise that no absence should be authorised in advance except when due to 'exceptional circumstances'. Bereavement and life-threatening illness are considered to be exceptional circumstances. Please note that the cost or availability of holidays does not constitute 'exceptional circumstances'. All requests for absence will be considered on an individual basis.

AUTHORISING ABSENCE

We recognise the clear links between attendance and attainment, and attendance and safeguarding children. The inappropriate authorisation of an absence can be damaging to a student's education and welfare. Therefore, it is important to understand that a note or explanation from a child's parent/carer does not automatically mean an absence is authorised. The decision whether or not to authorise an absence will always rest with the school.

Absences will be authorised in the following circumstances:

- Where the leave has been granted by the school in advance
- Where the school is satisfied the student is too ill to attend
- Where the student has a medical appointment – although the number and frequency will be monitored and parents/carers are encouraged to make these out of school hours
- Where there is an unavoidable cause for the absence which is beyond the family's control e.g. extreme weather conditions
- Where the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student belongs
- To attend a job or college interview
- To take part in approved public performances
- To take part in special tuition, public exams, music exams, sporting events, etc
- And in other exceptional circumstances, e.g. a family bereavement for a limited and appropriate period of time

MOVING/TRANSFERRING SCHOOLS

It is important that parents keep the Deputy Headteacher informed when they are considering changing schools, as we have a duty to inform the Local Authority of any student that we believe has left our school and has not provided forwarding information on their destination and education provision. If we are unable to establish your child's new school, we would have to refer them as a missing child to Nottinghamshire County Council. As a result, your child's name may be kept on a missing register and efforts will be made to trace them. It is also important to know about a new school so that we can send on your child's records. At the point when you have decided to change school, please contact Student Services with details of the new school, the intended start date at the new school and new family home address (if applicable). The student's Year Director or Deputy Headteacher will be in contact. If you are concerned that the details of your destination should not be shared with anyone but the Safeguarding Deputy Headteacher, please discuss this with them.

PROMOTING ATTENDANCE

The school will use opportunities as they arise to remind parents and carers of the importance of good attendance. They will also remind them that it is their responsibility to ensure that their children receive their education. Parents will receive regular reports that include the current attendance percentage for their child.

Attendance and punctuality will also play a part in our Celebration Assemblies which are held twice during the year, as well as being acknowledged through our Rewards system.

Policy Reviewed:	September 2022
Reviewed by:	Mrs Anna Sharpe (Deputy Headteacher) Ms Natalie Masterson (Deputy Headteacher)
New Review Date:	September 2025