



Attendance Policy

Policy Name:	Attendance Policy			Review Date: 2019 - 20	Every Year
Presented to the Pastoral Committee:	Date: 19/10/2018	Adopted by the Full Governing Body:	Date: 13/12/2018	Chair of Governors Signature:	<i>[Signature]</i>

QUEEN'S PARK HIGH SCHOOL ATTENDANCE POLICY

1. Aims and Targets

- 1.1 It is the policy of Queen's Park High School to celebrate achievement. To be successful, students require the highest level of access and engagement with quality educational opportunities. Full attendance is a critical factor in ensuring positive educational outcomes for our students. Our school will create a culture in which excellent attendance is the norm. We expect 100% attendance and punctuality from all our students.
- 1.2 We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised, whenever there is concern about attendance. If there are problems which affect a student's attendance, we will investigate, identify and strive in partnership with parents, students, Education Welfare Consultants and other Agencies to resolve these problems as quickly and efficiently as possible. We will adopt a clearly focused approach, aimed at returning the student to full attendance at all times. This policy is based on the premise of equal opportunities for all.
- 1.3 Parental support for these provisions enables the school to maximise learning and achievement for all.

2. Roles and Responsibilities

2.1 Parents

Under Section 576 of the Education Act 1996 a 'parent' in relation to a child or young person is defined as:

- The natural parent of a child, whether they are married or not
- Anyone who although not a natural parent has Parental Responsibility for a child
- Any person, who although not a natural parent, has care of a child

Parents have a duty to educate their children "*suitable to their age, aptitude, ability and any special educational needs which they may have*" either by regular attendance at school, or otherwise, under Section 7 of The Education Act 1996.

Parents whose children are registered at school are, therefore, responsible for ensuring that they attend punctually, regularly and stay at school.

3. Registration Procedures

Teaching and learning come first at Queen's Park High. Students are expected to attend school for the full 190 days of the academic year unless there is good reason for the absence.

Registers provide the daily record of attendance of all students. They are legal documents that have to be marked twice daily. The register may be required in a Court of Law, for example as evidence in prosecutions for nonattendance. The register should be marked using the codes as advised by the D f E. One school day is marked as two sessions - a.m. and p.m. The attendance register is taken at the start at the start of the morning session (period 1) and once during the afternoon session (p.m. registration). In addition to this, Queen's Park High School takes a register during every lesson using SIMS Lesson Monitor.

On each occasion school must record whether every student is present, attending an approved educational activity, absent or unable to attend due to other exceptional circumstances.

Queen's Park High School will meet its statutory obligations by reporting data on authorised and un-authorised absence in the school, in accordance with the Department for Education requirements.

4 Absence due to illness

4.1 Any medical absences in excess of 14 sessions (7 days) per academic year will need to be supported by medical evidence. If no medical evidence is received then the absence will be coded as unauthorised. Medical evidence can take the form of either a dated GP/Nurse appointment card, a dated note from the GP/Nurse written in the student's planner, a compliment slip signed and dated by the GP/Nurse, a prescription or proof of prescribed medication relating to the current illness. Parents will receive a letter requesting medical evidence after 14 sessions of illness, this may be requested at an earlier stage if legal interventions are ongoing. Parents/carer's should be aware that ten or more unauthorised absences over a term may result in them receiving a Fixed Penalty Notice. (See below)

4.2 Medical and other essential appointments for students should be made out of school hours. On occasions where this is unavoidable, e.g. specific hospital clinic hours, parents/carers must make school aware of such appointments in advance, via the Attendance Officer, at Reception or via the website or Edulink platforms. Students must sign in/out for appointments at Reception and should show their appointment card.

5. Unauthorised Absence - Fixed Penalty Notices

Parents/carers should be aware that Queen's Park High School may contact the Local Authority if a student has 10 or more unauthorised absences in any one term, with a view to issuing a Fixed Penalty Notice. The Penalty Notice is issued individually to each parent/carer who fails to ensure their children's regular attendance at school. The Penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates Court. If proved guilty, the parent/carer will receive a criminal record.

6. Leave of Absence

In line with the amendments made in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Any parent/carer wishing to request a leave of absence for their son/daughter should make this in writing well in advance. All correspondence should be emailed to enquiries@qphs.co.uk where the Headteacher will then consider the request. Alternatively, requests can be made via EduLink.

It should be noted that if any application is declined and a consecutive 5 or more unauthorised day's absence occurs, then Queen's Park High School may apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/carer. The penalty is £60 per parent/carer per child if paid within 21 days, rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates court. If proved guilty, the parent/carer will receive a criminal record.

7. Long Term Absence

When the school has been notified that a student will be unable to attend school for a period of time, due to medical reasons or psychiatric and psychological conditions, school will liaise on a regular basis with the LA and other appropriate agencies to promote the achievement and reintegration of those students with long term absence. The LA may provide home tuition in some instances.

8. First Day Contact

- 8.1 Queen's Park High School will ensure that all staff are aware of the registration procedures and that they will complete accurate registration processes within 5 minutes of each morning and afternoon session.
- 8.2 It is the parent/carer's responsibility to inform school of the reason for a student's absence before 09:00 through the absence hotline and on every day of absence thereafter. If no contact is achieved from parent/carer on their child's first day of absence Queen's Park High School will send a text message. Parents/carers may be contacted by telephone if no response is received from the text.
- 8.3 If no contact is achieved with the parent/carer of an absent student on the first day of absence, school will try to contact the parent via all other contacts listed. A home visit may be carried out or police informed if there are safeguarding concerns, a letter will be sent on the third day of absence.
Although it is the parent/carer's responsibility to notify school of any absence it is at our discretion how this absence is coded in relation to authorised or unauthorised absence.
If attendance does not improve then it is likely that parents/carers will be invited into Queen's Park High School for a meeting to discuss the poor attendance/punctuality with a view to resolving the situation. We work closely with Education Welfare Consultants, other outside agencies and the Local Authority in an effort to improve attendance without the need for any legal intervention.

9. **Lateness and Punctuality**

- 9.1 Parents are expected to ensure that their children are present in school for 8.40am.
- 9.2 Children arriving after 8.45am should report to the Student Reception where they will be issued a late mark. Closure of the register will be at 9.30am in line with D f E guidance. Students who arrive after the close of registers will be coded a 'U' – unauthorised absence.
Parents/carers should be aware that we may contact the Local Authority if a pupil has 10 or more unauthorised absences in any one term, with a view to issuing a Fixed Penalty Notice. The Penalty Notice is issued individually to each parent/carer who fails to ensure their children's regular attendance at school. The Penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates Court. If proved guilty, the parent/carer will receive a criminal record.

- 9.3 Strategies to tackle lateness will include:
- a) Parents are routinely informed when students are more than 5 minutes late over a five day period.
 - b) A system of rewards and sanctions, giving punctuality a high profile in Form time and in assemblies. Weekly detentions on an escalating scale.
 - c) Inviting parents into school to discuss lateness.
- 9.4 The Form Tutor will consult with the Head of Year if there are any causes for concern. This may be after a period of absence, a pattern of missed absences or continued lateness.
- 9.5 The Senior Teachers and Head of Years will analyse patterns of attendance with the school's Attendance Officer and co-ordinate strategies. These may include home visits and meetings with parents and students. The Attendance Officer and the Heads of Year will meet regularly to monitor statistics and to discuss students causing concern and who are in need of tracking.
- 9.6 The Senior Teachers will report attendance patterns to the Leadership Group and highlight concerns regarding specific students and the setting of attendance targets every half-term. The Heads of Year will report on attendance to the Governors' Pastoral Committee (via the Deputy Head Teacher), on a termly basis.

10. Strategies to address Poor Attendance

- At Queen's Park High School the attendance of all our students is monitored regularly. From September until December in each academic year, with students who have attendance of 95% and below parents/carers will be contacted accordingly. From January to July this threshold increases to students who have attendance 97% and below. If there are concerns regarding attendance parent/carers will be notified. If attendance does not improve then it is likely that parents/carers will be invited into Queen's Park High School for a meeting to discuss the poor attendance/punctuality with a view to resolving the situation. We work closely with Education Welfare Consultants, other outside agencies and the Local Authority in an effort to improve attendance without the need for any legal intervention. As a final measure when the attendance of a student does not show any improvements without good reason, we will contact the Local Authority regarding legal sanctions.

Those students who have attendance of 90% and below are categorised as 'Persistent Absence' students (P.A.). We will be actively targeting this cohort of students and may suggest appropriate interventions/support to raise their attendance.

What Parents/Carers can do to help?

- Let school know as soon as a student is absent
- Send in a note when the student returns to school
- Try to avoid making appointments during term time or normal school hours
- Do not allow the student to stay off school unless it is unavoidable

What parents can do if they are worried about their child's attendance:

- Talk to your child, it may be a simple reason
- Talk to the student's Form Tutor
- Talk to the student's Head of Year
- Request a meeting with the Education Welfare Consultants working at Queen's Park High School

Monitoring, Evaluating and Review the Policy

This policy is monitored as a matter of course by those responsible for its day-to-day operation. Attendance data and trends are analysed regularly to identify trends and patterns and initiate appropriate responses.