



Attendance Policy

Vice Principal - Inclusion

Review History

Reviewed	Determined	Cycle	Review	Notes
Aut-17	Aut-17	1	Aut-18	
Aut-16	Aut-16	1	Aut-17	
Aut-15	Aut-15	1	Aut-16	
Aut-14	Aut-14	1	Aut-15	
Aut-13	Aut-13	1	Aut-14	
Aut-12	Aut-12	1	Aut-13	
Aut-11	Aut-11	1	Aut-12	
Sep-10	Dec-10	1	Aut-11	



1. Rationale

- 1.1. Coopers will provide opportunities for all its students to receive an education which maximises opportunities for each student to realise his/her true potential.
- 1.2. The School will strive to provide a welcoming, caring environment, whereby each member of the School community feels wanted and secure.
- 1.3. School staff will work with students and their families and in partnership with the Education Welfare Service to ensure each student attends School regularly and punctually. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education (Children missing education statutory guidance September 2016).
- 1.4. The School will reward excellent attendance and timekeeping and will challenge the behaviour of those students and parents/carers who give low priority to attendance and punctuality.

2. The Policy Aims

- 2.1. To improve the overall percentage of attendance of students at School.
- 2.2. To make attendance and punctuality a priority for all those associated with the School including students, parents/carers, and staff.
- 2.3. To provide support, advice and guidance to parents/carers and students.
- 2.4. To ensure a systematic approach to gathering and analysing attendance related data.
- 2.5. To further develop positive and consistent communication between home and School.
- 2.6. To provide a system of rewards and sanctions.
- 2.7. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
- 2.8. To recognise the needs of the individual students when planning reintegration following significant periods of absence.

3. The School will:

- 3.1. Establish and maintain a high profile for attendance and punctuality.
- 3.2. Relate attendance issues directly to the School's values, ethos and curriculum.
- 3.3. In line with the children missing education (September 2016) statutory guidance Coopers will notify the LA when adding or removing a student from role unless at a standard transition point.
- 3.4. Appoint an Attendance Registrar to be responsible for Monitoring progress in attendance measurable outcomes using our Electronic Registration System (ERS).
- 3.5. Without parental notification on the first day of absence, contact the parent to alert and seek reason for the absence. Collate all attendance data and be responsible for the efficient use of the School's Electronic Registration System.
- 3.6. Closely monitor absence of students on the Daily Monitored List to ensure the relevant authorities are kept updated with attendance information.
- 3.7. Discuss attendance issues in relevant staff/inclusion meetings. Escalate concerns via Education Welfare Service. Carry out enquiries/intervention plans to improve attendance. Gather and record relevant information to assist in monitoring attendance progress. Arrange multi-agency liaison meetings as appropriate. It is important that student's poor attendance is referred to the local authority.
- 3.8. Issue certificates for good attendance and display individual attendance data at relevant parent consultation days.
- 3.9. Ensure the late registration procedure is known to all students and followed up by all staff
- 3.10. Highlight attendance in:
 - 3.10.1. Assemblies
 - 3.10.2. Staff available to talk to pupils



- 3.10.3. 'Mentors' system
 - 3.10.4. Parent Newsletter
 - 3.10.5. School Website
 - 3.10.6. Reports to parents/carers
- 3.11. Promote expectation of absence letters/phone calls from parents/carers and ensure parents are aware of the attendance phone line which is monitored by the Attendance registrar
- 3.12. For students returning after a long period of absence from School, through the Head of Year , Director of Learning and Form Tutor, be sensitive to the individual needs and circumstances of returning student and inform all relevant staff in the reintegration
- 3.13. Via the Principal and empowered by The Anti-social Behaviour Act 2003, will impose fixed penalty notices to the parents/carers of students with persistent un-authorized absence from School (ie absence not approved by the School) or persistent lateness to School. [Fixed penalty notices are £60 to £120]
- 3.14. No longer grant leave of absence during term time unless there are exceptional circumstances. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on the 1st September 2013. These regulations state that the Principal may not grant leave of absence during term time unless there are exceptional circumstances. Family holidays do not count as "exceptional circumstances". Absence during term time directly affects each student's achievement. The School works with the Local Authority in improving school attendance. Parents/carers who take students on holiday during term time may be referred to the Local Authority Education Welfare Service for legal consideration.
- 3.15. Through the Education Welfare Service, consider imposing fixed penalty notices to the parents / carers of students who take unauthorised leave of absence.
- 3.16. Children missing education are children of compulsory school age who are not registered at a school and are not receiving suitable education otherwise than at a school. Coopers has a safeguarding duty to investigate any unexplained absences. Where a student has not returned to school for ten days after an authorized absence or is absent from school without authorization for twenty consecutive school days, the students can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.