



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Attendance and Punctuality Policy**

May 2015

Attendance and Punctuality Policy

1. Why we have this policy

Chesterton Community College understands that occasionally a student may be legitimately absent from school for reasons of illness etc. Absence during term-time as a result of term-time holidays, however, interrupts continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption in schools. Research shows that student attendance of less than 95% can impact on student attainment by as much as a whole GCSE grade or National Curriculum level.

We aim to:

- raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in the school
- ensure that every student has access to the education to which they are entitled
- be proactive to address early patterns of absence

2. Legal and National Context

Amendments to the Education (Student Registration) Regulations 2012 make it clear that Heads of School may not grant leave of absence during term time unless there are very exceptional circumstances. The College upholds these regulations, and applications for holidays will not be authorised. To avoid difficulty or disappointment, parents are asked to refrain from such requests.

Amendments have also been made to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. The amendments described below came into force on 1st September 2013

Penalty notices (fines) may be issued to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 within 21 days; or £120 within 28 days.

3. Implementation

The College will:

- ensure that school advice with regard to term-time holidays is clearly stated on the College website and is regularly communicated to parents
- remind parents of the importance of ensuring their children's regular, uninterrupted school attendance and punctuality
- actively discourage parents from arranging holidays during term-time
- unequivocally remind parents that they do not have any right or entitlement to expect term-time leave to be granted and that all leave is granted at the discretion of the Deputy Head in charge of attendance
- advise parents that non-attendance or absence that is unauthorised that is 90% or less could result in parenting contracts, or legal enforcement including Penalty Notices, School Attendance Orders, Education Supervision Orders or prosecution
- provide attendance data on the termly report
- report on attendance to Governors.
- Pass on attendance data to 16+ providers/centres as required

4. Promoting Attendance

The College use opportunities as they arise to remind parents and students of the importance of attendance, for instance through parent information evenings, Parent Induction Packs and ParentMail letters. Attendance is also celebrated through assemblies, and awards.

In addition the following personnel have a key role in supporting good attendance.

4.1. House Teams

Heads of House:

- give attendance a high profile at assemblies and school events
- monitor attendance targets and record keeping
- implement system of rewards and sanctions
- meet with parents to discuss attendance problems as soon as they are identified
- meet every two weeks with the Attendance Officer, and Locality personnel where appropriate
- work with the relevant Senior Leader, SENCO and Locality Team to create individual packages and reintegration plans, where appropriate
- ensure work is provided for excluded students and long-term absentees
- look for patterns of absence and consider impact of curriculum upon attendance alongside other possible causes
- lead on strategies to improve attendance of students who are identified as being a concern through meetings with students and parents
- implement the three letter warning system
- support Tutors on issues of non-attendance and with internal truancy, remedying causes and applying sanctions
- ensure that students who are unable to attend school due to short-term illness are provided with work to complete at home as appropriate
- work with appropriate internal senior staff and external agencies with regard to providing packages of support for students with medical needs in accordance with relevant LA medical needs guidance

4.2. Form Tutors

Form tutors will:

- keep accurate registers
- be a good role model for students
- give attendance a high profile
- praise students for arriving on time
- take prompt action where students are late or absent without explanation, recording lateness and referring to Heads of Year/Pastoral Leaders
- inform the Heads of Year/Pastoral Leaders when absence is causing concern
- Make contact with parents regarding attendance is appropriate

4.3. Attendance Officer

The Attendance Officer's duties include to:

- oversee administration of the Register system;
- streamline and make adjustments to systems and procedures;
- keep parents informed of any unexplained absences before they become unauthorised
- support the work of the Senior Leadership Group, Heads of House/ Form tutors, by:
 - providing regular attendance information
 - contacting parents on first day of absence
 - monitoring attendance and punctuality
 - alerting Form Tutors and Heads of Year/Pastoral Leaders when concerns arise
 - liaising with Heads of House to monitor accuracy of record keeping
 - keeping the Deputy Head informed of attendance issues
 - keeping the Deputy Head informed of inaccurate marking of staff registers as part of an alert system for staff who may not be maintaining accurate recording of registers
 - monitoring applications for leave.

4.4. Class Teachers

Teachers will:

- maintain an accurate class register through the Management Information System, following internal procedures if a student is missing
- praise students for their punctuality to lessons
- alert the Attendance officer if there are concerns over student absence.

4.5. Parents

Parents will:

- ensure that children leave for school on time every day
- provide a written explanation for children's absences from school (this includes medical evidence if requested)
- endeavour not to take children out of school in term time
- notify the school as soon as problems arise with child's attendance, and
- if no letter has been sent in advance, telephone the school on the first morning the child is absent

4.6. Students

Students will:

- arrive punctually for registration every morning and every afternoon
- be punctual for lessons
- make sure a note is sent from parents to explain absences
- sign the Late Book if they are late arriving for school
- sign the Signing Out Book if they leaving school at any point before the end of the day

- tell their Tutor or Head of Year/Pastoral Leader if they are having any problems attending school

4.7 Deputy Head in charge of attendance will:

- Maintain oversight of whole school attendance including data relating to persistent absenteeism
- Maintain oversight of key cohorts of students who are likely to have attendance difficulties e.g. Disabled students, students with complex medical needs
- Ensure that students who are unable to attend school for prolonged periods, are provided to with work to complete at home as appropriate

6. Support for Students and Parents

- Each College provides support for parents and students if students are struggling to attend School. Measures include following:
- Attendance Reports
- Attendance interviews and regular reviews with Heads of Year/Pastoral teams
- Meetings with Heads of Year/Pastoral teams, EWO and other external agencies to provide support for children and their parents (TACs)
- Re-integration programme arranged between students, parents, Heads of Year/Pastoral teams, SLG Inclusion and SENCO if appropriate after long-term absence
- Individualised curriculum where appropriate

7. Sanctions for Poor Attendance and Punctuality

The College reserves the right to sanction students who fail to meet school attendance requirements, with any of the following:

- 1 hour detention for being late to school without a good reason
- Appropriate Report for attendance/punctuality
- Other, more serious sanctions, for repeated defiance of school attendance rules
- Poor attendance or punctuality may lead to students having an extended day to catch up on work missed

Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered student fails to attend school regularly. This can result in the school offering the parent the opportunity to enter into a parenting contract following a student's truancy or non-attendance under section 19 of the Anti-social Behaviour Act 2003.

Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered student fails to attend school regularly. This can result in the school instigating a Penalty Notice under section 23 of the Anti-social Behaviour Act 2003 (instigated by the Deputy Head)

Amendments have also been made to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. The amendments described below came into force on 1st September 2013

Penalty notices (fines) may be issued to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 within 21 days; or £120 within 28 days