

Le Murier School Attendance Policy



Policy statement

Every child or young person is entitled to an education. Being absent from school means a lost learning opportunity and at Le Murier we take absence from school very seriously. **We have an expectation of 95% and above attendance.**

The key principles of the Education Department's attendance strategy are:

- Parents and carers have a duty to ensure that their children attend school regularly and punctually in order to get the most benefit from their education
- Regular and punctual attendance at school is key to the academic and social development that will improve the life chances of learners
- Learners who attend school regularly and punctually are less likely to be at risk, both in terms of engaging in anti-social behaviour and in terms of their own health, safety and welfare.

Policy aims

The purpose of an Attendance Policy is to:

- ensure that parents/carers take responsibility for their child's attendance and punctuality at school;
- ensure that we as a school record accurately and report on attendance regularly so that early intervention of non-attendance can be picked up;
- raise levels of attendance for all learners;
- ensure that all young people receive a **full-time** education

It is essential that all of the learners registered for education attend regularly and on time and that they access all of the opportunities that education offers.

Parent/Carer responsibility for attendance

Le Murier's school day starts at 08.40 and ends at 14.55. It is the parent/carers responsibility to contact the school the same day with the reason for the absence, ideally before school starts.

An authorised absence is where the school has given approval in advance for a learner to be absent or has accepted an explanation afterwards as a satisfactory reason for absence. **Where possible the parent/carer should endeavour to arrange medical/dental appointments outside of school hours.**

School responsibility for attendance

The school will inform the parent/carer if their child's absence or lateness causes concern and will work with them to find a way of improving your child's attendance.

Letters regarding attendance and/or punctuality concerns will also be sent out by the school to parents/carers where necessary and in particular where absence has not been authorised or reason adequately given in advance. Lateness is also taken seriously and it is important for the school to bring this to parent/carer attention.

Should your child's attendance fall below 95% over a term, this may be seen as a cause for concern and you may be contacted.

It is the school's responsibility to maintain school registers and to accurately record the presence or absence of all learners at the commencement of each morning and afternoon session.

For safeguarding and educational reasons, schools must follow up all unexplained absence in a timely manner and provide first day calling through their office administration staff.

The school also has to meet regularly with the School Attendance Officer (SAO hereafter) to look at attendance and to jointly evaluate attendance data which is recorded on SIMS.

The school has to follow a staged absence management process for learners causing concern. This process will involve meetings with the parents, learner (where appropriate), school nurse and SAO. Other agencies may be invited to these meetings. Should attendance not improve following an agreed review date the concern could be referred to the Children's Convenor.

Absence requests during term time

Parents/carers should inform school in advance for any leave to be taken in term time. Absences in term time will be classed as unauthorised.

SIMS Codes

Codes to be used on SIMS register by staff are outlined overleaf. Educated off-site (e.g. work experience) needs to have the correct code. For safeguarding and Health & Safety reasons it is important that staff accurately chose and register the correct code.

The register needs to be completed within registration time. Students who arrive late need to let the office administration staff know and sign in the 'late book' at reception.

CODE	DESCRIPTION	STATISTICAL MEANING
/	Present (for morning session)	Present
\	Present(for afternoon session)	Present
B	Educated off site	Approved Educational Activity (counts as present)
C	Other Authorised Circumstances	Authorised absence
D	Time Out or Internal Exclusion	Approved Educational Activity (counts as present)
E	Excluded	Authorised absence
G	Special Circumstances	Authorised absence
H	Holiday during term time	Unauthorised absence, including for Post 16 learners (for safeguarding reasons, school must be informed that holiday is taking place)
I	Interview	Authorised absence
L	Late during registration	Present
M	Illness or Dental treatment	Authorised absence
N	No reason yet provided	Unauthorised absence
O	Unauthorised circumstances	Unauthorised absence
P	Approved sporting activity	Approved Educational activity (counts as present)
S	Study Leave (Y11 only)	Approved Educational Activity (counts as present)
T	Late after registration closed	Present
V	Educational visit	Approved educational activity (counts as present)
W	Work experience	Approved educational activity (counts as present)
X	No attendance required	Attendance not required–not counted in possible attendances
#	School closed to all learners	Attendance not required–not counted in possible attendances
Y	Enforced school closure	Attendance not required–not counted in possible attendances

Responsibility for policy

All staff share responsibility for implementing the policy to ensure that levels of attendance continue to improve and that educational opportunities are not missed. The Headteacher and SLT team have the responsibility to evaluate absence and lateness and follow absence process strategy in conjunction with the SAO.

Scope of the policy

This policy applies to all students according to their needs and capabilities. All parents/carers and new staff will be made aware of the policy during their induction.

Date written October 2013

Reviewed: March 2017

Signed:

..... (Headteacher)

..... (Deputy Headteacher)

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