



Redwood
Secondary
School

Attendance Policy 2019

Introduction

It is a government legal requirement that all children attend school for 190 days. It is also a government requirement that we monitor attendance and apply the legal requirement.

Redwood Secondary School is striving to achieve our goal of 93% attendance. It is our policy that no child's attendance should fall below an acceptable level.

At Redwood we recognise that good attendance is central to raising standards and pupil attainment.

This policy is written with the above statements in mind and this policy underpins our school ethos to:

- Support pupils and their parents/carers in our establishment of the highest possible level of attendance and punctuality;
- Promote children's welfare and safeguarding;
- Ensure every pupil has access to a full time education which they are entitled to;
- Ensure that pupils succeed and realise their full potential whilst at school;
- Make parents/carers aware of their legal responsibilities.

School Life

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents, carers and school staff should work in partnership in making education a success and ensuring that all children have a full and equal access to all that the school has to offer. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Expectations

We expect that all pupils will:

- Attend school every day;
- Attend school punctually;
- Attend appropriately prepared for the day (ie; pe kit, reading packs, etc).

We expect that parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities;
- Ensure that their child arrives at school prepared for the school day;
- Ensure that they contact the school daily of any absence, before 8.45 a.m (please note that emails may not be checked before this time so should not be relied upon for initial communication);
- Notify school in writing detailing the reason for absence and period of time on the first day back after absence;

- Notify school immediately of any changes to emergency contact details.

As a school we will:

- Provide a welcoming atmosphere;
- Provide a safe learning environment;
- Keep regular and accurate records of AM and PM attendance and punctuality; monitor individual child's attendance and punctuality;
- Contact parents when a child fails to attend and where no message has been received to explain the absence;
- Encourage good attendance and punctuality through a system of house points;
- Inform parents of the attendance of all pupils;
- Inform parents / carers via a series of letters regarding their child's punctuality and poor attendance.

Celebrating Achievements

All children achieving 100% attendance at the end of each academic year will be recognised for their valuable efforts. They will each receive a certificate signed by the Headteacher at the end of the academic year

Attendance figures

Reports will produced on the following basis:

- annually via the 'My Plan' process for parents
- termly and annually to the Governing Body and on the SEF.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. However, as approximately 87% of Redwoods students arrive by Local Authority transport, any issues in relation to punctuality that had been caused by the transport would not recorded as a late mark.

All children should be ready to come into school at 8.45am. Staff will greet pupils as they arrive and offer assistance to those that need it. A register will be taken at 9.00am; the register will then be closed, this is a legal requirement.

A child arriving after 9.00am but before 9.15am will be accompanied by a member of staff from reception to their tutor form. Any arrivals after 9.15am will be registered at the main reception area.

The child's name and registration class will then be logged in a late book along with the reason and time; your child will then receive an L code, which means your child has received a late mark for that session. Should your child arrive after 9.30am your child will receive a U code, this equates to an unauthorised absence for that session and will affect your child's annual attendance.

The attendance team will monitor all pupils' attendance on a weekly basis.

Unreported Absence

If a child is absent from school and the school has not been notified of the child's absence we will contact parents between 9.30 – 10.00am on the day of absence. If no reason for the absence is received a 'O' (unauthorised absence) mark will be awarded. In some circumstances a home visit will be made to determine the whereabouts and safety of a pupil.

Other reasons for absence

From time to time children need to be absent from school for other reasons such as medical appointments. School should be informed of such absences in writing in advance children should be returned to school directly after the appointment. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and or legal proceedings. Some examples are provided below:

- Parents / carers keeping children off school unnecessarily;
- Truancy before or during the school day;
- Absences which have never been properly explained;
- Shopping, looking after other children or birthdays.

Whilst any child may be off school because of illness, sometimes they can be reluctant to attend school. Any problems with regard attendance are best sorted out between the school, parents and the child. If a parent thinks their child is reluctant to attend school then we will work with that family to understand the root problem.

School reserves the right to not authorise absences for illness after 5 days if sufficient evidence is not provided.

Illness during the school day

Should any child take ill during the school day, parent/ carers will be contacted immediately to seek further advice or in certain cases including sickness and diarrhoea asked to collect their child as a matter of urgency.

In cases that involve sickness and diarrhoea Redwood Schools policy following Public Health England guidance, children should not return to school until 48 hours clear of the last episode. See attached guidance for all instances of infection.

Persistent Absenteeism (PA)

Absence at this level is causing considerable damage to a child's education and we need parents' fullest support and co-operation to tackle this.

Non school attendance in Term Time

The Department of Education has from the 1st September 2013 announced that parents have no entitlement to take their child out of school for a holiday during term time.

Any application for leave must only be in exceptional circumstances by completing an application for leave of absence form at least four weeks before the expected absence. Forms can be obtained from the school office.

The Headteacher along with the Governors will meet to discuss any application and decide if it warrants exceptional circumstance.

Parents will be fined by means of Penalty Notices or Prosecutions in the Magistrates Courts by the Local Authority for taking their child on holiday during term time without consent from the school.

Policy updated	10 May 2019
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Presented to Governors	May 2019
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Procedures for Dealing with absence

