

# Attendance Policy



<b>Approved by:</b>	Stephen Morrison	<b>Date:</b> 1/10/2023
<b>Last reviewed on:</b>	13/09/23	
<b>Next review due by:</b>	13/09/24	

## **1. Statement of Intent**

Invested Education is committed to providing a full and effective education for all its students to ensure they achieve their potential in all that they do. We recognise the importance of good school attendance and research clearly demonstrates the link between regular attendance and educational progress and attainment.

Invested Education will support students to ensure they access the best education that we can offer and will work in partnership with parents/carers in ensuring they are aware of their legal responsibilities regarding their child's education and support their child to achieve their maximum possible attendance, ensuring any problems are identified and acted on promptly.

Excellent attendance is a prerequisite to a good education and therefore a priority for the school where our minimum expectation is **95%**.

## **2. Reporting Student Absence**

It is the responsibility of parents/carers to inform the school of the reason for their child's absence. Contact should be made with the school on the first day of absence no later than 9:00am on each day of absence via telephone on (01642) 502224.

Where students have been identified as 'persistent absentees' (generally students with less than 90% attendance over a prolonged period) the school will require evidence – for example a medical note or doctor's appointment card, to authorise any absence.

## **3. First Day Call**

Invested Education operates a 'First Day Call' system. This will mean that all parents/carers can expect to be contacted on the first day of any absence if the school has not been previously informed (via telephone).

Where contact has been attempted but no reply is received and absence continues, further action may be taken, including:

- A home visit
- Attempts to contact each day
- Following of a '3 day' protocol (see below)

## **4. The 3 Day Protocol**

Students who have failed to attend the school for 3 days will be dealt with according to the current legislation. Actions may take the form of any or all of the following and will depend on the individual circumstances of each student.

- Contact will be attempted to ascertain reasons for absence
- a member of the staff team will continue to attempt to make contact with the student, making a home visit were necessary
- After 10 days, if no contact can be made, a student will be reported as a 'child missing from education' and reported to the Local Authority

The process will begin once a student reaches the 3rd day, however in exceptional circumstances may start earlier at the discretion of the Headteacher

## 5. Punctuality

Punctuality is extremely important. All students are required to arrive punctually by 8:45 am in the morning to enable a prompt start to tutor time at 9.00am. If a student arrives to the school after the close of registration at 9:45am, the session may be recorded as 'U' on the registration certificate which is an unauthorised absence and will impact on their overall attendance. Afternoon registration closes at 1:00pm.

## 6. Signing in and out

Students with appointments must show an appointment card or note from home to Josh Carter. Students are unable to leave the school site without a parent/carer collecting them.

Should a student feel unwell in the school, the student must follow the school's procedure and inform the relevant member of staff if they feel too poorly to remain in the school. If appropriate, the school will call home to notify parents/carers who can decide if they wish their child to be collected.

## 7. Authorised/Unauthorised Absence

Authorised absence means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification.

Unauthorised absence is where the school is not satisfied with the reasons given for the absence.

***Only the school can approve absence, not parents/carers. The school is not obliged to accept a parental note or other form of notification as a valid reason for absence and further evidence may be requested. If, after investigation doubt remains about the explanation offered, or where no explanation is given, the absence will be treated as unauthorised.***

Where parents/carers condone unjustified absence the school will commence attendance procedures at an early stage and this may lead to a referral to the Local Authority for Statutory Procedures.

The School discourages parents/carers to collect their child during the School day without appropriate justification as this has serious implications for safeguarding and the students learning.

## 8. Persistent Absenteeism

The Department for Education deems that if a student's attendance drops below 90% they become known as a Persistent Absentee, regardless of the reason for the absence and irrespective of whether the absence is authorised or unauthorised. Absence at this level is doing considerable damage to any student's educational prospects and parent/carer's full support and cooperation is required to avoid this.

## **9. Elective Home Education**

Parents and carers have a legal responsibility to make sure that a child of compulsory school age gets a full-time education. This must be suitable to the age and ability of the child, and to any special educational needs they have. For most, this means going to school regularly, but some parents choose to teach their child at home rather than at school. This is called Elective Home Education.

The school believes that the best form of education is to be educated within the school environment. However, if a parent/carers wishes to home educate their child, they should contact their child's pastoral manager in the first instance to discuss the reasons behind the request. This will allow the school opportunity to support their child remaining in the school as the preferred option or supporting discussions with the local authority to discuss their process/procedure if this is the desired outcome of the meetings. More information can be found as follows:

Middlesbrough Council

<https://www.middlesbrough.gov.uk/schools-and-education/find-education-service/elective-home-education-ehe>

Redcar and Cleveland Council

<https://www.redcar-cleveland.gov.uk/resident/schools-and-learning/access-inclusion/Pages/Elective-Home-Education.aspx>

## **10. Medical Appointments**

The school recognises that occasionally medical appointments during the school day are unavoidable. However, students are expected to return to the school immediately following an appointment and medical evidence may be requested. The vast majority of medical appointments do not require a full day, or even a full session of absence (AM or PM). In line with safeguarding regulations, students are required to sign in and out of the School when they arrive or leave during the School day.

## **11. Truancy**

Truancy will be reported home in all instances. Regular walks of the school site and the local community will be undertaken by school colleagues. Wherever truants are found, they will be returned to the school/lesson, a sanction issued and the parent/carers will be contacted by a phone call from our Designated Safeguarding Lead.

## **12. Requests for absence in term time**

Permission from the Headteacher must be sought for all planned absences that occur during term time. A request for leave of absence must be completed at least 4 weeks in advance of the absence.

Under current regulations, schools cannot authorise any holidays taken in term time unless there are exceptional circumstances. The school will require evidence of exceptional circumstances and the judgement about what is exceptional will be made by the Headteacher.

Holidays taken in term time can have a very negative impact on a child's education and examination results. Research has shown that a 10% drop in attendance (equivalent to 19 1/2 days in a school year) can mean a one grade drop at GCSE. For absences that are due to sporting or other educational activities which have not been organised by the school, evidence of the event must be provided.

### **13. Expectations**

A student's progress is severely hampered if they do not regularly attend the school. The school will communicate attendance data with students on a weekly basis.

#### **To illustrate:**

- 90% attendance is an average of one day out of the school per fortnight over a school year.
- 90% attendance over 5 years at Invested Education is half a school year missed.
- 80% attendance over 5 years at Invested Education is the same as one whole school year missed.

### **14. Student Learner Agreement:**

#### **As a student at Invested Education I agree to:**

- Aim to attend school every day.
- Attend every lesson and registration on time.
- Do my best and work as hard as I can in EVERY lesson.
- Meet all deadlines for work, including coursework, controlled assessment and homework.
- Listen to and show respect to all other students and staff.
- Treat the building, facilities, resources and equipment with respect.
- Follow the instructions of all staff.
- Behave in a mature and sensible manner at all times.
- Be a positive role model to all other students.
- Wear the School uniform in the correct manner and with pride and remember that whenever I am in uniform, I am representing the Invested Education.
- Ask for help and support if I need it.
- Tell the truth and take responsibility for my actions.
- Understand and accept the consequences and sanctions given when I fail to meet School expectations.
- Be mindful and sensitive to the needs and rights of others. Including the rights of others to learn in a positive environment.
- Be helpful, polite and courteous.
- Be proud of my successes.
- Never knowingly engage in any inappropriate social networking activities. However, I will be aware that if I am the victim of any such activities that I will be fully supported by the school.
- Move around the School sensibly.
- Behave sensibly whilst travelling to and from the school.

#### **We ask parents/carers to:**

- Support your child to do the best they can during their time at the school. We are a 3-way partnership – student; parent/carer; School
- Do everything you can to support your child with meeting their part of the learning agreement above.
- Do everything you can to maximise your child's attendance at the school:
  - Encourage your child to attend every day.

- Refrain from booking holidays during term time. These will not be authorised and may lead to legal action
- Avoid medical and dental appointments during the school day. If unavoidable, your child must be personally collected and returned as soon as possible after the appointment.
- Understand that parents are required to pay for all external examinations if your child's attendance is below 90%, unless there are exceptional circumstances.
- Ensure communications to the School are timely and respectful, including:
  - Notifying the School on every day of absence on 01642 502224 by 9.00am.
  - Provide written evidence in advance for any appointments (if it is essential they take place in the school day).
  - Treat Invested Education staff with respect.
- Engage in the learning, progress, wellbeing and school engagement of your child.
  - Attend parents review evenings and other requested meetings.
  - Monitor communications from the school – via social media and the School website
  - Communicate any concerns with subject teachers and tutors. We are always happy to help.
  - Take an active interest in the learning of your child.
- Support your child in making positive behavioural choices by celebrating success and supporting appropriate sanctions where your child may have made a poor decision.
- Support us with safeguarding your child by
  - having an awareness of and keeping a close eye on your child's use of social media and the internet and informing us of any issues.
  - having an awareness of and keeping a close eye on your child's behaviour in the local community and informing us of any issues.

#### **As a school, we will:**

- Do everything within our power to ensure that your child is safe.
- Provide a curriculum that is relevant, engaging and challenging.
- Support the development of knowledge and the attainment of qualifications required for the next stage of your child's life.
- Support the development of skills and characteristics that your child will require in adult life.
- Provide a wide range of extra-curricular and enrichment opportunities.
- Provide careers, Further Education and Higher Education advice to ensure that your child's future choices can be made in an informed manner.
- Reward and celebrate your child's success.
- Provide a warm, nurturing and supportive environment to your child.
- Ensure all staff work hard and do the best job they can.
- Ensure that the standard of teaching is of a consistently good quality.
- Regularly review our policies, in line with School and National expectation and apply these consistently and fairly, applying reasonable adjustments carefully and considerately.
- Treat each other, our students and parents / carers / external stakeholders with respect.
- Consult with you as appropriate to gather your feedback and opinions.
- Have high expectations for all students and staff who work within the Invested Education.
- Ensure communications are clear, respectful and timely.
- Adhere to all GDPR requirements and ensure information is kept safe,
- Act with integrity.
- Listen and respond swiftly to concerns or grievances raised in line with complaints policy procedures and be open and transparent in sharing information of how to make a complaint.
- Provide regular, clear and constructive feedback on work completed, leading to learning progress.
- Ensure your child's progress information is shared regularly. Implement intervention strategies to support students who are not making expected progress and keep parents / carers informed of these.

- Ensure any SEND concerns raised, investigations and consequential referrals are reviewed and completed in a timely fashion and communicate with parents of SEND students in line with national expectation of once a term.

## **15. Marking of Registers – Academies must follow Government Guidelines:**

### **[Working together to improve school attendance \(May 2022\)](#)**

There is a legal requirement upon schools to keep an accurate attendance register at the beginning of each morning and afternoon session to mark students present or absent. This requirement that attendance records must show whether an absence of a student is also part of the Safeguarding Procedures within all schools.