



NICHOLAS
CHAMBERLAINE
SCHOOL

Attendance and Punctuality Policy

Date: September 2018
Review Due: September 2019

Reviewed Annually

Regular attendance and punctuality are essential prerequisites for effective schooling. At Nicholas Chamberlaine School we strive to provide a welcoming, caring environment in which each member of the school feels wanted and secure. This in turn will enable each student to realise his or her true potential. If good attendance is to be secured, the co-operation of everyone involved is essential. Teachers, students, parents, governors, the Attendance, Compliance Enforcement (ACE) service, the LA and various outside agencies must work together to ensure success. To meet these objectives the school will maintain effective and efficient systems of communications.

Good attendance will improve the quality of school life by:

- Ensuring consistency in relationships
- Demonstrating the value placed on education by all participants
- Emphasising the value placed on each individual student by the use of an appropriate Behaviour Policy.

Aim of this policy

The aim of this policy is to create a culture in which good attendance and punctuality are the accepted norm.

- To improve the overall percentage of students attending school
- To make attendance and punctuality a priority for all associated with the school
- Provide support, advice and guidance to parents and students
- To promote effective communication and partnership with the ACE service, other services and agencies, parents and students.

Objective of this policy

The objective of this policy is to make good attendance and punctuality essential and integral to everyday school life. This will be done by:

- Supporting class teachers, the school management and administrators in promoting and monitoring good attendance and punctuality
- Informing students, parents and others of school policy and legal requirements
- Working in partnership
- Recognising the need of the individual student when planning reintegration following periods of absence.

Framework to Assist in Securing Good Attendance

- A clear statement of responsibilities and expectation
- Attendance and punctuality given high value in the life of the school

- Accurate recording in registers and checks to pick up post registration truancy
- Consistent adherence to follow-up procedures
- Formal monitoring procedures for the whole school and individual students
- Accessing external agency support, as appropriate
- Have clear procedures prior to referral to ACE service (stage 1, 2, 3)

Reintegrating Long Term Absentees:

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- We should always keep in touch with a student/and his/her family during a long absence
- We should always make sure he/she is welcomed back
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by pastoral staff
- The Form Tutor/mentor should let the student know how to get in touch, at any time during the school day, if they experience any difficulties.

The Year Leader, Form Tutor and Attendance Officer monitors and reviews a student's return and keeps all staff updated – this is a shared responsibility. The Year Leader and Form Tutor and Attendance Officer will consider a phased return where appropriate. Consideration needs to be given to any special needs the student may have and appropriate support identified. Consideration must be given to providing a mentor (staff member/student)

Subject Teachers and Subject Leaders need to recognise a student's return and take any necessary steps to support their re-integration.

Parental Responsibility And/Or Day-To-Day Care

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering that the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996.

Legal Issues

By law, all children of compulsory school age (between 5 and 16) must get a proper full-time education. Parents are responsible for making this happen, either by registering the child at

school or by making other arrangements, which provide an effective education. (The Education Act 1996 Section 7).

Fixed Term Penalty Notice

The LA will consider the issue of a Penalty Notice in those cases where a child's attendance has fallen below the level determined as the trigger for legal intervention AND it is considered likely that the issue of such a notice will bring about an improvement in attendance. In all cases, the LA will issue Penalty Notices in accordance with the published Warwickshire Code of Conduct. A copy of this Code can be obtained on application to the Education Social Work service, 22 Northgate Street, Warwick, CV34 4SP.

Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not grant any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).

- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.