



Attendance Policy

Agreed date: Spring 2019
Review date: Spring 2022

Responsibility of: Head of Pastoral

REEPHAM HIGH SCHOOL AND COLLEGE

Reepham High School and College is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.

For a student to reach their full educational potential, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all students. Promoting the importance of excellent attendance is the responsibility of every member of staff. This will be led, in particular, by pastoral leaders and tutors.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

School Procedures

Parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude, either by regular attendance at school or otherwise. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the student was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

Morning registration will take place at the start of school between 8.50am to 8.55am. The registers will remain open until 9.20am. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation e.g. school transport was delayed. The afternoon registration will be taken at the start of lesson 4 at 1.25pm. Pupils arriving after the start of period 4 will be coded as late.

Absence

Parents/Carers are asked to contact the school every day that their son/daughter is absent, prior to registration if possible, by telephoning the school absence line on 01603 870328 option 1 or email attendance@reephamhigh.com. Please state reason for absence.

Where no communication has been received, the attendance officer will try to make contact with the parent/carer by phone or text, as early as possible and by 10am at the latest whenever possible, to establish the reason for absence.

All attendance/absences are registered electronically by tutors and the attendance secretary, via SIMS and Truancy Call.

Every day, teachers do a lesson by lesson register. If a pupil has been marked present at morning Roll Call but does not appear at lesson1, the attendance officer is notified straight away so that this can be checked.

Second Day Absence

Procedure is the same as for first day of absence.

Third Day Absence

The attendance officer will make contact by phone or letter asking the parents/carers to make immediate contact with school.

Continuing Absence

Where a student continues to be absent for no communicated reason, a letter will be sent to the parent/carer.

Ten Days' Absence

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team; this is a legal requirement. The school will include details of the action that they have taken.

Persistent Absence

The school's attendance officer will identify any emerging attendance concerns, or absence of 10%+. In some cases the school will seek advice from the Local Education Authority.

Absence notes

Notes received from parents explaining absence are kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Promoting attendance

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. The Home/School Partnership agreement seeks parental commitment in relation to pupil attendance.

Holidays in term time

Holidays during term time are not permitted. Any request for absence during term time must be made in writing using the 'Application for pupil absence from school during term time', available from the school office.

Attendance Awards

High attendance is rewarded through the presentation of certificates, prize draws and incentives.

Attendance Targets

The school sets attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work. The school attendance target is 96%.

Absence figures:

2012/2013 – 5.8%

2013/2014 – 4.7%

2014/2015 – 5.0%

2015/2016 – 4.8%

2016/2017 – 5.2%

2017/2018 – 5.7%

2018/2019 – Target 4%

By law registers will be kept until pupils are 25.

Appendices

1. The Law

The Education Act 1996 Part 1, Section 7 states:

- The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-
 - [a] To his age, ability and aptitude and
 - [b] To any special needs he may have.either by regular attendance at school or otherwise.
- For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.
- The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.
- Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.
- Register and Admission Roll keeping.
- The legal requirements are found in:
The Education [Pupil Registration] (England) Regulations 2006