



Pudsey
Grangefield
School

Attendance Policy

This policy has been agreed by the Governing Body of Pudsey Grangefield School.

Signed
Chair of Governors

Date approved

Date to be reviewed: September 2017

Pudsey Grangefield School Attendance Policy

Attendance below 91% is classed as Persistent Absenteeism by the Department for Education and will trigger an intervention by the school.

- **Good attendance is over 97%.**

Excellent attendance is the key to ensuring that children and young people have the best life chances and opportunities. At Pudsey Grangefield School, we strongly believe that having access to and receiving a good education is the best way to ensure that all children achieve the highest possible outcomes. Empowering students to engage with their learning and have the necessary information, as well as advice to make appropriate choices about their academic and financial wellbeing.

It is the responsibility of Pudsey Grangefield School, parent/carers and the pupils to work in partnership to ensure that all our children and young people receive an appropriate education suitable to their progression.

Attendance is defined as: participation in a programme of educational activities arranged by the school, this may include off site provision.

The Government expects:

- Schools and local authorities to:
 - Promote good attendance and reduce absence, including persistent absence
 - Ensure every pupil has access to full-time education to which they are entitled and act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- All pupils to be punctual to their lessons

The Law

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority (section 444 of the Education Act 1996).

In addition to using these powers, local authorities and schools can develop other practices to improve attendance.

- Children must attend regularly to achieve their full potential
- Children who miss out on school can feel vulnerable and left behind
- Leave in term time are disruptive and can seriously affect your child's education.
- Unauthorised absence can lead to prosecution.

The table below shows the link between % attendance at school, number of days absent and how it will impact in their learning.

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means the number of lessons missed	Absences over 5 years
95%	9 Days	2 Weeks	Over 40 Lessons	¼ Year
90%	19 Days	4 Weeks	Over 80 Lessons	½ Year
80%	38 Days	8 Weeks	Over 160 Lessons	1 Year
70%	57 Days	11 ½ Weeks	Over 250 Lessons	1 ¼ Year
60%	80 Days	16 Weeks	Over 350 Lessons	2 Years
50%	100 Days	20 Weeks	Over 400 Lessons	2 ½ Years

Parents do not have the right to remove their children from school during term time. **The Principal will decide whether or not the absence should be authorised.** Leave in term time may only be authorised if parents or carers make a request to the school on the appropriate form or email to the Principal's PA, Mrs Helen Buckle on h.buckle01@pudseygrangefield.co.uk, giving **exceptional** reasons why the leave in term time has been requested.

➤ **Requests for planned leave in exceptional circumstances.**

From September 2013, schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time.

Requests for leave can only be granted in **exceptional circumstances**. Requests for leave must be made to the school in advance, as the DFE have told schools that they cannot authorise any absences after they have been taken.

Parents/Carers may receive a penalty notice if their child is absent from school without permission. Penalty notices are issued per child per parent at a rate of £60 per notice to be paid in full in 21 days, if not paid the penalty notice increases to £120 to be paid in full in 7 days.

Once paid the parent/carer has discharged their liability for the offence.

Should the parent/carer fail to pay then the case will be considered for presentation to the magistrates under Section 444 of the Education Act 1996 for the offence of failing to ensure their child attends school regularly. Should this happen, parents/carers face a fine of up to £1000 and a criminal record if they are found guilty.

At Pudsey Grangefield School:

- We report attendance figures to the Student Support Governors and respond to school attendance issues;
- **We ask parents/carers to develop resilience within their child so that they could avoid being absent from school for frequent 'single days' – i.e, headaches.**
- **We understand that some medical appointments will need to take place during school hours. However, we ask parents/carers, where possible, to try and obtain orthodontist or GP appointments during out of school hours.**
- Close our registers at 9.30am from the start of the school day. We advise all parents/carers to ensure that students are on the **school grounds by 8.30am to avoid being late.**
- **We ask that you contact the Attendance Monitoring Office on (0113 3869122) to advise of your child absence. This should be done by 8.30am.**
- We have provision for students to purchase breakfast in school from 8.10am each morning.
- Students who are late to school without a valid reason will be expected to complete **40minutes after-school detention on the same day.** Parent/carers will be contacted on the day. Should this cause any inconvenience, the school will arrange an alternative day for completing this detention.
- On the first and every day of absence parent/carers must ring the appropriate Year Office and clearly state the reason for absence e.g. Headache and high temperature, not simply stating unwell. Students should be encouraged to return to school as soon as possible once they are well.
- Students can only be sent home through the authorisation of the medical / first aid room staff. Students must not make their own arrangements to go home and parents/carers should only come to the school to collect their child/ren once the school has made contact.
- Where it is possible for a student to continue with their school day they will be asked to do so and we will review their health as and when required during the day.

- We will carry out return to school interviews for absence of 1 week or more, or two or more three day absences in any half term.
- Staff will conduct parent/carer meetings where students have long term illness. Discussion will take place around attendance, progress and resilience/coping skills.
- Staff will conduct parent/carer meetings where students have frequent illness.
- Medical evidence must be produced for long term and frequent illness (eg. medication containers/boxes with the pharmacy name labels containing student's name and date). Where this is not provided the parents will be asked to give us permission to contact their GP by signing a form.
- We use our School Council to capture the child's voice; their ideas and initiatives to improve school attendance and for this to be inclusive of all pupils;
- Pastoral staff will send letters to parents/carers and offer to meet to discuss reasons for poor attendance. Where necessary, school will seek to provide or signpost support for students and/or parents.
- Designate staff to support an improvement in school attendance;
- Take a whole school approach to improve attendance through Form time discussions, assemblies, rewards and recognitions.
- Track and monitor the attendance of *all* children;
- Promote school attendance through a variety of creative means and media;
- Introduce incentives and initiatives to promote punctuality and good attendance;
- We request medical evidence to authorise absences due to illness when attendance falls **below 91%** and seek support and guidance from our Health and Wellbeing Officer.
- We share a child's Registration Certificate when transferring information between schools or other relevant external agencies;
- We implement the Cluster Managing Absence from School process.
- Will use the Attendance Intervention Chart which can be found on the final page to support and improve attendance and punctuality.

In support of this, all partner agencies:

- When appropriate work with children and their families to address needs to improve school attendance;
- When presented with the challenge of poor attendance professionals will take appropriate decision to address this;
- At every opportunity, promote a positive message to children and their families about the importance of school attendance using a variety of creative means and media;

Monitoring safety:

If a student is absent from school, to ensure the young person is safe, we will take the following steps:

Day 1 absence	Truancy calls will be sent. Please sure that we have your current mobile telephone number.
Day 2 'continued' absence	Truancy calls. Phone calls to parent/carer for students with attendance below 91%.
Day 3 'continued' absence	<ul style="list-style-type: none">• Truancy calls and phone calls to all students' parents/carers irrespective of their attendance rate.• If no contact is made, investigation carried out by the Attendance Improvement Officer / pastoral staff.• Advice is sought from the Deputy Principal (Students Support) if Child Missing Education referral should be made to the Local Authority.

- Please see the flow-chart for other absence intervention and support.

This policy should be read in conjunction with:

- Home-School Liaison Policy
- Child Protection Policy

Academic Year 2016-17
M McKelvie - Principal

PGS Attendance Intervention Chart:

Key: ←----- **If there is no improvement, follow the arrow as recommendation.**

