

Date: August 2024

Review date: August 2025

Responsibility: KB/MW

Bishop Challoner School



Attendance and Punctuality Policy



ATTENDANCE AND PUNCTUALITY

This policy should be read in conjunction with the Behaviour Management, Child Protection and Safeguarding and Missing Child Policy

Aim:

The school aims to ensure that all pupils attend regularly so that they are able to take full advantage of the educational opportunities available to them. Unauthorised absence is discouraged as it leads to educational disadvantage and may place children at risk. Pupils are encouraged to accept responsibility for their attendance and recognise how their presence contributes positively to the school community. High achievement is linked closely with high attendance.

Requirements pertaining to attendance are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006

Parents

Parents have a legal duty to send their children to school regularly and risk prosecution by their Local Authority if they fail in this duty. Only **the school**, within the context of the law, can approve absence, not parents.

- on the first day of a pupil's absence from school, parents or carers are expected to contact the school office, by telephone, giving a reason for the absence and a date when the child is expected to return to school;
- on a pupil's return to school parents should provide him/her with a letter to explain the absence or parents can confirm via phone call/email;
- parents should attempt to arrange appointments for their children outside school time whenever possible;
- when the appointment is local, the pupil will be expected to attend school before and/or after the appointment;
- parents should understand that it is not appropriate to take a family holiday during school time;
- parents should write to the Headteacher asking for permission for any time off school, prior to the event, by email to head@bishopchallonerschool.com / mwallace@bcsw.co.uk

Pupils

Strategies/Procedures:

Each pupil should make every effort to attend school regularly and punctually in order to gain the maximum benefit from all the educational opportunities open to them.

All pupils should ensure that they arrive at school by 8.30am ready for registration at 8.35am. Senior pupils also have PM registration at 1.35pm – 1.45pm.

Senior pupils must also attend all timetabled lessons punctually and not leave school without permission from a Senior member of staff or the Headteacher. Pupils who truant are internally excluded and their parents will be informed.

Tutors are responsible for recording attendance at the start of each morning and at the end of lunchtime and for recording reasons for absence.

Registers should be marked by 8.40am and 12.50pm (Pre-Prep and Prep) or 1.40pm (Seniors), unless otherwise instructed. Anyone not in the room at those times must be marked absent.

ATTENDANCE AND PUNCTUALITY

Registers are legal documents and must be marked clearly and accurately. No pupil should mark a register. (If a tutor is late, a pupil should make a list of those present and take the list and the register to the office).

The following symbols should be used to indicate authorised absence in each absence circle upon receipt of authorisation:

A	Enrichment lesson	O	Absent without authorisation
B	Receiving education offsite	P	Approved sporting activity
C	Other circumstances/authorised leave of absence	R	Day of religious observance
D	Dual registration	S	Study Leave
E	Excluded for a fixed or indefinite time	T	Traveller absence
G	Family holiday (not agreed)	U	Late after register closed
H	Family Holiday (agreed)	J	Attending interview
I	Illness	L	Late before register closed
V	Educational Visit	M	Medical/dental
W	Work Experience	N	No reason yet provided
Y	Unable to attend due to exceptional circumstances	Z	Pupil not yet on roll
X	Not attending related to Covid		
#	Planned whole or partial school closure		

Other authorised absences include; taking part in a licensed performance, leave granted by the Headteacher (authorised to do so by the Trustees) and the death of a close relative.

The school will generally consider the following reasons to be unauthorised absence, even if supported by a letter from a parent, unless there are exceptional circumstances - minding the house, looking after siblings, shopping, caring for parents and birthdays.

Tutors are responsible for:

- Informing the office on the first day of a pupils absence so that a reason for the absence can be established
- Ensuring all registers on the MIS system are updated and accurate
- Reminding pupils who have been absent that they will need to copy up missed work
- Informing the Head of Section or Deputy Headteacher of any frequent absences

Children at Risk of Missing Education

The school's governing body will have regard to the statutory guidance 'Keeping Children Safe in Education 2023' when making arrangements to safeguard and promote the welfare of children. The school will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated. Such concerns should be reported to the DSL immediately.

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

Office Staff

Telephone parents on the first day of *unauthorised* absence as soon as possible (add notes to MIS system).

On receipt of telephone messages concerning an absent pupil, email the tutor.

Check MIS system registration daily for correct recording for reason of absence.

Where no contact can be made with parents, the Office staff will follow up the original telephone call by an email to both parents in order to gain an explanation for the absence. If the school is still unable to ascertain where a child is, after several days (3), then a home visit takes place. The Deputy Headteacher will be informed, who will conduct the home visit along with the Head of Section to identify the pupil's location.

Head of Section

Check MIS system registers weekly for overview of attendance problems and check that tutors are completing registers correctly.

Discuss attendance problems with Deputy Headteacher and Office staff at least weekly to share information.

Where attendance is a cause for concern, take relevant action e.g. telephone parents to discuss problem or write if unable to communicate by telephone. If attendance does not improve, request parents attend school for a meeting with Deputy Headteacher, tutor and pupil. This can result in pupils being placed on report which escalates should the pupil fail to comply. Meetings with parents and pupils would be taking place at this point to identify how we can support the pupil to improve their attendance.

Head of Section/Deputy Headteacher

The Head of Section, with the Deputy Headteacher and Form tutor, will organise letters to parents of pupils whose attendance is unsatisfactory (below 92%) and will follow up by closely monitoring attendance and any emails received from parents and carers regarding attendance issues. Attendance below 89% will be referred to the Headteacher and Deputy Headteacher and a meeting will be arranged with parents and carers. The Local Educational Welfare Officer may be contacted if deemed appropriate.

When truancy is discovered the Deputy Headteacher will:

- Discuss the reasons with the pupil offering learning support etc. if necessary
- Counselling offered to the pupil
- Place the pupil on report for two weeks
- Inform the parents the same day as soon as possible
- Inform the tutor

Subject Teachers (Senior)

- Follow up suspicious absences by checking form register, informing tutor and the Head of Section of any discrepancies immediately
- Query persistent or requested absences with tutor to ensure that it is not selective truancy
- Support pupils who have been absent in making up missed work; have a positive attitude to returnees.

The Headteacher is to monitor attendance by way of regular meetings with the Deputy Headteacher and termly reports from Heads of Section.

Punctuality

The school recognises its responsibility to encourage and expect punctuality from all pupils. This includes arrival at registrations, lessons and other appointments made with staff. A pupil arriving late may disrupt not only their own continuity of learning but also that of others. All pupils and parents will be clearly informed of expectations regarding punctuality and teaching staff will endeavour to set a good example in their own time-keeping.

Parents have a duty to ensure that their child leaves home with enough time to arrive at school punctually. If parents know, in advance, that their child will be arriving late to school, they should provide a note of explanation or inform the school beforehand.

Pupils are late if they are not in their tutor rooms by 8.35am and 12.50pm (Pre-Prep and Prep) or 1.35pm (Seniors). Pupils who know that they will be arriving at school late should bring a note from their parents containing an explanation whenever possible.

A pupil arriving after 8.35am will report to the school office, where they will sign in on our Inventory, giving a reason for the lateness and time of arrival. This is then logged on to our MIS.

Senior pupils will be given a detention after school for their third late arrival in one half term. Senior pupils who fail to attend late detentions or continue to arrive late, despite having been placed in detention will be reported to the Head of Section, then the Deputy Headteacher who will take further action.

If a pupil has difficulty arriving at school on time due to unavoidable home circumstances, they should discuss the problem with their tutor and Head of Section.

Tutors

- Will mark a pupil absent without authorisation if they have not arrived at registration by 8.35am and 12.50pm (Pre-Prep and Prep) or 1.40pm (Seniors)
- Will query any late arrivals with pupils, asking for a reason and record pupil as "late" on the MIS system. If there is a problem, tutors will inform the Head of Section or Deputy Headteacher
- Should keep a check on lateness and liaise with HOS and the Deputy Headteacher to ensure that any pupil who is late once a week, on a regular basis, is placed in detention for one hour after school
- Should be aware of any pupil who arrives late but avoids signing in at the office
- Will inform the pupil when they have to attend late detention.

Head of Sixth Form

- Will deal with individual cases of poor punctuality amongst sixth formers as appropriate.

Office Staff

- Will supervise the signing in of pupils arriving after 8.35am
- Will ensure that the pupil signs on the last sheet, giving a reason and the time of arrival

Subject Teachers (Senior)

- Will record the late arrival of pupils in their subject registers on the MIS system
- If a pupil arrives late then a note or email should be sent to the subject teacher explaining why the pupil is late. This should be recorded on the MIS
- Should ensure that those arriving late make up the time and copy up missed work.

Heads of Section

- Will check registers weekly, noting pupils who are arriving late
- Will organise a letter to parents informing them of their child's lateness and follow up those from whom no reply slip is received

Deputy Headteacher

- Will follow up the lateness problems of any pupils referred by tutors, taking appropriate action e.g. formal meeting with pupil to discuss reasons for lateness, followed by detention or liaison with parents (if it seems to be the result of home circumstances) as appropriate.

The Deputy Headteacher shares weekly updates in whole school assembly on Monday mornings regarding the top performers relating to tutor groups. All pupils who have 100% attendance for the week are also mentioned. This is shared not only in assembly but also during tutor time as well as in reception on the plasma.

Pupils are awarded for excellent attendance and most improved.

The Headteacher and Trustees will monitor lateness.

This policy applies to the EYFS.

Reviewed by: KB, MW, RH
Date: August 2024
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