



Policy Document

School Attendance

Regular attendance is essential to every child's educational development and is clearly linked to attainment. We recognise our part in assisting parents to meet their legal obligation to ensure attendance. We understand that for children to attend we need to create an environment that is safe and secure and welcoming so that children may achieve their full potential. To this extent the policy must operate in conjunction with other school policies e.g. behaviour, inclusion etc and not seen to be operating in isolation.

Parents are informed in the school 'Guide for Parents' and will be reminded regularly, of our need to be informed of the reason for any absence. There is also a page in the Student's Planner reinforcing this procedure. Parents are asked to notify the school by telephone, at the earliest possible opportunity, of absences due to sickness and to provide a note explaining the absence when their child returns to school. Children who are absent and return to school without a reason being given for their absence, either by telephone or by bringing a note within 2 weeks of their return, will remain marked as an unauthorised absence. Unauthorised absences from school may lead to the Local Authority issuing a Fixed Penalty Notice i.e. a fine of £60.

Boldon School has installed an automatic communication system that will contact the parent directly if a student is marked absent at registration. This will ensure that the reason for the absence is known as soon as possible and alert the parent if the student is not in school when they should be. Post-registration absences can also be detected and reported to the parent.

By introducing these services, our school is able to reassure parents that we are meeting the Governments recommendations in contacting parents on the first day of the student's absence. It will also provide an early warning system should the student go missing from school.

A note is also requested when a child has to attend a medical or dental appointment in school time or when a child needs to be excused from physical exercise. Such appointments whenever possible should be made outside normal school hours.

Children leaving the school premises during the school day for appointments must be signed out and in at the main school office.

At Boldon School we actively discourage all holidays during term time (*School Attendance- Policy and Practice on Categorisation of Absence, Circular 10/99*).

School Governors wish to stress that any request for holiday absence during term time will be refused given that students already receive 13 weeks holiday each year. It is expected that family holidays will be taken only during school holidays.

If a student still proceeds with a holiday during term time this will be considered to be an unauthorised absence for which a Fixed Penalty Notice may be issued by the Local Authority.

The Attendance Officer's and Director of Learning's job description includes ensuring good attendance and punctuality by supervising registration procedures and analysing attendance data, approving students' leave of absence and maintaining close contact with the AMT (Attendance Monitoring Team) at the Local Authority to discuss appropriate referrals and students causing concern.

In cases where a student's attendance is causing concern the Director of Learning should take steps to investigate the causes for this and where appropriate:

- discuss with the parent/child attendance issues;
- issue a formal letter to parents expressing concern;
- invite parents into school to discuss formally issues of attendance;
- refer to Attendance Officer those students whose attendance is causing concern.
- for students whose attendance is causing further concern refer to SYP

The AMT may use a number of courses of action:

- contact with the home by telephone or letter;
- home visit;
- school interview;
- fixed penalty notice issued by the LA;
- court summons request from the LA.

Subject teachers and Form tutors are required to take registers and should remind students with unauthorised absence upon their return that an explanation is required from their parents/guardian within 2 weeks if one has not been supplied. All cases of truancy and any suspicion of truancy should always be reported to the Director of Learning for action. Any other concerns regarding student attendance should also be reported to the Director of Learning.

The Attendance Officer will liaise between Directors of Learning and home to ensure good attendance. The Attendance Officer will support Directors of Learning by working with students whose attendance is causing concern:

- first day calling;
- regular contact with parents/guardian and students of target group;
- analysing attendance data to establish attendance patterns and identify students starting to cause concern;
- liaising with AMT and other agencies.
- Home Visits as appropriate.

Lateness

Regular or persistent lateness without good cause is a form of truancy and should be dealt with accordingly.

Attendance Officer and the Pastoral team will monitor lateness and will take appropriate action to improve student punctuality e.g. issue detention after 1 incident of lateness without reasonable explanation. If this does not improve a student's punctuality further detentions and possible other sanctions will be applied.

First Day Calling Policy

The system of first day calling is intended to improve attendance levels and decrease levels of absence especially those which are unauthorised. It should also bring incidents of truancy to the attention of the school and parents more quickly and enable the School Attendance Officer and LA to respond promptly in conjunction with the Directors of Learning,.

To make the system work it is vital that registers are saved at the beginning of each lesson on Sims lesson register.

First Day Calling:

- Attendance Officer contacts the parents, via truancy call, of all students who have not arrived where contact has not been made.
- If contact is made the attendance officer will update the SIMS system with the appropriate code. If contact has not been made further attempt will take place via telephone, letter or visit until contact is established
- If no contact has been made and the student is still absent the Attendance Officer may carry out a home visit.

Leave of Absence Form

PARENTAL REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL
DURING TERM TIME

You should be aware that any absence from school, for whatever reason, will potentially have a detrimental effect on your child’s learning and progress.

Authorisation will only be granted in **EXCEPTIONAL CIRCUMSTANCES**.

Should you wish to apply for your child’s absence from school you are requested to complete the section below and return the form at least 1 month prior to the planned absence to (eg Head Teacher, Head of Year):

.....

NB: Requests received within a month of the planned absence are likely to be refused.

PUPILS NAME:	FORM:
ABSENCE REQUESTED FROM:	TO:

***REASON FOR THIS REQUEST:**

I request permission for my child to be absent from school on the above dates. I understand that this absence will disrupt my child’s learning. I will ensure that my child returns to school immediately after the agreed last date of absence and that all work missed will be completed.

For School Use only:

SIGNED (Parent/Guardian):	DATE:
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Date received:			
Attendance percentage to date over the last 3 years:	Year 1	Year 2	Year 3
Previous requests: (Please delete as appropriate)	Year 1	Year 2	Year 3
	YES/NO	YES/NO	YES/NO
Request approved/denied:			
Date parent(s) informed of decision:			
Signed:		Date:	

Dear Parent/Guardian

Leave of Absence Term Time

I write with reference to your request for # (name) to have leave of absence from school from ##### to #### # .

After careful consideration I am prepared to grant this request.

During this period your child will be marked as authorised absence. However should you fail to return him/her to school on # he/she will, unless there is an acceptable reason, e.g. illness, be marked as unauthorised absence which may make you liable to receive a Penalty Notice Fine of £60, (rising to £120 if not paid with 21 days) issued by the Local Authority. (see enclosed information leaflet)

The granting of this request will be taken into consideration should you make similar requests in the future. # will be expected to complete work missed during this absence.

Yours sincerely

Head Teacher

#

Date:
Our Ref:
Your Ref:

Dear Parent/Guardian

Leave of Absence During Term Time

I write with reference to your request for # (name) to have leave of absence from school from # to # .

Following guidance issued by the Department of Education, effective from 1st September 2013, authorisation for leave of absence from school can only be granted by Head Teachers in exceptional circumstances.

After careful consideration I am not prepared to authorise this period of absence.

I hope that you will now reconsider your request. If you do go ahead and keep # (name) away from school during this time #his/her absence will be classed as unauthorised which may make you liable to a Fixed Penalty Notice of £60 (rise to £120 if not paid within 21 days) issued by the Local Authority. (*See enclosed leaflet*)

Yours sincerely

Head Teacher