



Attendance Policy

Policy Name:	Attendance Policy			Review Date: 19/10/2018	Every Year 19/10/2019
Presented to the Pastoral Committee:	Date: 19/10/2018	Adopted by the Full Governing Body:	Date: 13/12/2018	Chair of Governors Signature:	

QUEEN'S PARK HIGH SCHOOL

ATTENDANCE POLICY

1. Aims and Targets

- 1.1 It is the policy of Queen's Park High School to celebrate achievement. To be successful, students require the highest level of access and engagement with quality educational opportunities. Full attendance is a critical factor in ensuring positive educational outcomes for our students. Our school will create a culture in which excellent attendance is the norm. We expect 100% attendance and punctuality from all our students.
- 1.2 We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised, whenever there is concern about attendance. If there are problems which affect a student's attendance, we will investigate, identify and strive in partnership with parents, students and the Education Welfare Service to resolve these problems, as quickly and efficiently as possible. We will adopt a clearly focused approach, aimed at returning the student to full attendance at all times. This policy is based on the premise of equal opportunities for all.

2. Roles and Responsibilities

2.1 Parents

Parents have a duty to educate their children "*suitable to their age, aptitude, ability and any special educational needs which they may have*" either by regular attendance at school, or otherwise, under Section 7 of The Education Act 1996.

Parents whose children are registered at school are, therefore, responsible for ensuring that they attend punctually, regularly and stay at school.

2.2 Queen's Park High School

Students are expected to attend school for the full 190 days of the academic year. Schools have a statutory duty to register students twice per day – at the start of the morning session (period 1) and once during the afternoon session (p.m. registration). Queen's Park High School, in addition, takes a register during every lesson using SIMS Lesson Monitor.

- 2.3 The school will ensure that attendance registers are kept in accordance with legal requirements, and will inform the Local Authority of students who do not attend school regularly, or who have been continuously absent for two weeks or more, (unless the absence is covered by a medical certificate).
- 2.4 Queen's Park High School will meet its statutory obligations by reporting data on authorised and un-authorised absence in the school, in accordance with the Department for Education requirements.

3 Authorised & Unauthorised absence procedure

- 3.1 Teaching and learning come first at Queen's Park High School.
- 3.2 Parents/guardians have no entitlement to remove their child or children from school for any leisure activities, including holidays, during any part of the school term. Requests will be dealt with, as applicable, by the Headteacher.
- 3.3 Medical and other essential appointments for students should be made out of school hours. On occasions where this is unavoidable, eg specific hospital clinic hours, parents/guardians must put this request in writing.
- 3.4 Each written request for authorised absence should be presented to the school with reasonable notice and will be considered by senior school staff at the earliest opportunity.
- 3.5 Absence for any reason that does not have formal approval will always be recorded as unauthorised. If a student takes an unauthorised leave of absence for a holiday in term time, this will result in the school following the current statutory legislation which could result in a Fixed Penalty Notice being issued against each Parent/Carer of a child.
- 3.6 Parents should be advised that if a child has irregular attendance or persistent absence that is unauthorised then the Local Authority may take action by using a Fixed Penalty Notice, Education Supervision Order and in extreme cases, may prosecute.
- 3.7 Parental support for these provisions enables the school to maximise learning and achievement for all.

4. Registration

- 4.1 Queen's Park High School will ensure that all staff are aware of the registration procedures and that they will complete accurate registration processes within 5 minutes of each morning and afternoon session.
- 4.2 The school will encourage parents/carers to contact the absence-line before 09.00 on the first day of absence or message via Moodle. If this is not possible, an explanation may be subsequently provided by letter, telephone, email or personally at the office. School may contact the home, by telephone, on the first day of absence, if contact has not been made. If the absence remains unauthorised, parents will then receive a telephone message, requesting a reason for the absence from the school's Attendance Officer.
- 4.3 If no contact is achieved with the parent/carers of an absent student on the first day of absence, a letter will be sent on the third day of absence. Any unexplained absences of one week or longer will be considered by the Attendance Officer/Head of Key Stage.

A further letter will be issued, outlining the parents' responsibility and the school's intention to notify the Educational Welfare Officer.

5. Lateness

- 5.1 Parents are expected to ensure that their children are present in school for 08.40.
- 5.2 Children arriving after 08.45 should sign in at the Main Reception. Closure of the register will be at 09.15 in line with DfE guidance. Arrival after this time will result in an unauthorised absence.
- 5.3 Strategies to tackle lateness will include:
 - a. Informing parents when a student is late more than 5 times in a half-term. This will be done by the Attendance Officer who will then notify the Head of Key Stage .
 - b. A system of rewards and sanctions, giving punctuality a high profile in assemblies and Year-group activities and detentions to make up time.
 - c. Inviting parents into school to discuss lateness.
 - d. Interviews with the EWO to discuss the importance of punctuality.
- 5.4 The Form Tutor will consult with the Head of Key Stage if there are any causes for concern. This may be after a period of absence, a pattern of missed absences or continued lateness.
- 5.5 Heads of Key Stage will analyse patterns of attendance with the school's Attendance Officer and co-ordinate strategies. These may include home visits and meetings with parents and students. The Attendance Officer and the Heads of Key Stage will meet regularly to monitor statistics and to discuss students causing concern and who are in need of tracking.
- 5.6 Heads of Key Stage will report attendance patterns to the Leadership Team and highlight concerns regarding specific students and the setting of attendance targets every half-term. The Heads of Key Stage will report on attendance to the Pastoral Committee, via the SLT link, on a termly basis.

6. The Education Welfare Service (EWS)

- 6.1 Queen's Park High School is in the best position to raise levels of attendance. When school action to improve the attendance of individual students has been unsuccessful, then contact will be made to the EWO. The EWO will be expected to support the school, and, if necessary, enforce Cheshire West and Chester's statutory responsibility to ensure school attendance through the due legal process.

6.2 Queen's Park High School will notify the Local Authority Education Welfare Officer:

- Of any student, subject to a child protection plan, with unauthorised absence of 5 days, or when the designated Safeguarding Officer has concerns about reasons given by the parent/carer for an absence.
- When a student fails to return to school on the first day of any term and the school has failed to ascertain the whereabouts of the student in the 10 days immediately following this date.
- When the school has been notified that a student will be unable to attend school for a period of time, due to medical reasons or psychiatric and psychological conditions. The LA may provide home tuition in these instances.
- After 15 sessions of authorised absence in a month that is not supported by medical evidence.
- Any student who has an unauthorised absence and are a cause for concern.
- When a student fails to return from a fixed-term exclusion.

SCHOOL ACTION TO IMPROVE ATTENDANCE

