



# FRIESLAND SCHOOL

## ATTENDANCE POLICY

### Vision

At Friesland, every child really does matter and we have high expectations of all our students. We believe that if students aim high, work hard work and receive outstanding teaching, they should achieve high. Friesland School is a place of learning, where the progress of our students is at the forefront of everything we do. Lessons will be planned and structured so that there is no ceiling to the achievement of the young people under our care. Consistency of experience is key. The pupils should experience a diet of good or better teaching throughout each day at school. Every student has the right to be successful. As a school we judge ourselves by the successful progress our students make and the results they achieve, across all students and key groups.

We believe in the potential of all our students and as staff we will strive constantly to help them achieve it. We believe in the importance of academic achievement but also value highly the personal and social education of all students. Underpinning everything we do is our core purpose of learning and teaching.

### Rationale

Promoting regular school attendance is a key component in the Government's strategy to raise educational standards. Mutual co-operation between home and school is a key factor in encouraging good attendance and punctuality. Good attendance is essential if students are to benefit from the full range of opportunities, which will enable them to fulfil their learning potential and achieve academic success. Good attendance is the way in which friendships are developed and membership of groups is formed. Friesland promotes an ethos where good attendance is the norm. Punctuality is important to help a child become a dependable adult and, eventually, a reliable employee.

### Attendance

Friesland School work closely in partnership with parents to support them in ensuring their child / children attend(s) school regularly and on time. **Our aim is to promote good attendance and punctuality.**

Parents of a child of compulsory school age have a legal responsibility to ensure that their child receives sufficient and suitable full-time education, either at school or otherwise. If the child is registered at a school, parents must ensure regular attendance and good punctuality. The Local Education Authority has a legal duty to see that these statutory obligations are met.

The school will provide advice and support for parents whose child is not attending school regularly. If help is needed they should contact the child's form tutor or Student Services in the first instance. The school will do all it can to work with parents to help to improve a child's

attendance and punctuality. The Attendance Consultant, on behalf of the school, seeks to help parents resolve poor attendance and address issues of punctuality. Parents are asked to seek early advice from the school or the Attendance Consultant if their child is beginning to experience difficulty in attending school. Help at an early stage is usually most effective. The school's rewards system is used to reward good and improved attendance and punctuality through form tutors, assemblies and displays. The school is proactive in working with multi-agency services to support attendance where a student has complex needs. Students with attendance issues are regularly raised, if appropriate, at weekly multi-agency team meetings.

## **Early Intervention**

The school regularly makes use of data analysis in order to identify students at risk of low attendance. Regular data analysis is also used to identify trends and inform effective practice.

The school intervenes early to help students improve and maintain good attendance. Students in different groupings are monitored to identify indicators of attendance issues where attendance falls below the national average of 95%.

Children may have to stay away for illness or other exceptional reasons, but they should only be absent when it is absolutely essential. The school can give advice on what reasons for absence are acceptable by law.

Good attendance, based on an understanding of the circumstances of the young person, is rewarded and poor attendance is challenged. A range of appropriate sanctions are implemented to address poor attendance. A student may be placed on an Attendance Contract and with a target set for improvement or the student may be referred to the Attendance Consultant.

## **Procedures**

### **Attendance**

The Headteacher is the only person empowered to authorise an absence.

When a child is absent from school, parents should notify the school by telephone as soon as possible, giving the reason. Notifying the school of the reasons for absence is important so that the school can determine on the register whether it is an authorised or unauthorised absence.

If a student is absent and the school has not been notified of the reason, Student Services will contact parents to communicate all details about absence. This first day response procedure provides an early warning for students who have left home yet failed to arrive at school. The school may also attempt to make direct contact with the parents of some identified vulnerable students to ensure safety.

The school's Attendance Team will monitor the attendance of all students and students who give cause for concern will be placed on an Attendance Contract to help them improve their attendance. Should a student's attendance fail to improve, a referral will be made to the Attendance Consultant. Unexplained or repeated absences are referred to the Attendance Consultant for investigation as appropriate.

## **Punctuality**

Students need to be made aware of the importance of punctuality, this is not only important in school but it is also good for preparation of the world of work. Across time, punctuality to school has been an issue for a small but significant number of our students.

### **Late but arriving during form time**

A student arriving to form after 8:25am is late. If the student arrives to form between 8:25 and 8:40 the form tutor gives an L2 written punishment to the student, which they bring back the next day at 8:25. The tutor logs the L2 on SIMS. If this sanction does not come back the following day, students do a 30 minute detention that evening. After the 3<sup>rd</sup> L2 in a half term, they get a 30min detention each time, whether they do the L2 or not. If they don't do the L2 it would be an hour. There is no L1, students are either late or they are not.

### **Late and arriving after form time**

A student arriving after 8:40 needs to sign in at student reception, they are then 'significantly late'. Students who sign in after 8:40 are given a 30 minute detention for THAT NIGHT. A text message is sent home. Student services keep a log of all students who are late after 8:40.

During the 30 minute detention students complete a 'lates L2'.

In line with the DfE 'Guidance on Absence and Attendance Codes', students who are late and who have failed to register within 20 minutes of the start of the school day, will receive a U mark, indicating absence, as opposed to lateness for that session. Each individual case will be assessed in terms of identifying the reason for such lateness and an appropriate sanction will be implemented. Persistent lateness will result in more serious sanctions and can lead to parents being issued with a Fixed Penalty Notice.

## **Exceptional Leave of Absence**

Parents requesting leave of absence of 'exceptional circumstance' need to complete the 'Student Leave of Absence'. This form can either be collected by the student or a parent from Student Services or downloaded from the school website ([www.frieslandschool.com](http://www.frieslandschool.com)) and the completed form should be returned to Student Services. Parents/Carers should complete the request for 'Exceptional Leave of Absence' at least one month prior to the start of the leave.

In the case of post-16 students requiring exceptional leave of absence, a form can be obtained from the Sixth Form reception and should be returned there. The form will then be processed and a decision letter sent out.

Any absence which has not been agreed in advance by the Headteacher is marked as unauthorised absence. The Headteacher cannot authorise leave of absence retrospectively. In circumstances where a student is withdrawn from school without prior permission, the school will request that a penalty notice be sent out.

## **Communication**

There are regular meetings, both formal and informal, with the Attendance Consultant, Attendance Team, SLT and Achievement Leaders, and form tutors to review procedures and implement improvements to practice. There is clear communication of the procedures relating to attendance, punctuality, lateness and exceptional leave of absence with students, parents and teachers through form tutors, parental information evenings, tutor and subject evenings, assemblies, Governors, and the Staff Handbook.

The school target of 96% attendance is discussed with all students and promoted through school display as well as through regular discussion with form tutors.

## **Monitoring**

The reward system is used as an incentive to encourage students to improve their attendance and punctuality. A Rewards System is in place to recognise students who achieve 100% attendance.

Each half term the school is required to submit details of the level of absence to the Local Authority. The school is required to share information on how many half days were missed due to authorised and unauthorised absence. This is recorded as a percentage and is used as an overall guide to the school's success in promoting good attendance.

The school is required to publish annually their absence figures in the school prospectus and Governors' report to parents; and to include in their annual reports to parents about individual children the number of times the student has been absent without consent (unauthorised).

Parents should be aware that there is a Government requirement to audit whole school attendance figures by adding authorised and unauthorised absences together. Should this joint figure be considered excessive, action will be taken by the Local Authority to improve attendance.

## **Responsibilities**

Parents have a legal responsibility for ensuring their school age child attends school regularly and arrives on time. Form Tutors are responsible for having an overview of the students in their tutor group and will include attendance and punctuality as part of that discussion, helping students to set attendance and punctuality targets to secure improvement.

The Attendance Team and Attendance Consultant will work in partnership with all stakeholders to implement the Attendance Action Plan, which will be reviewed annually.

Attendance reports will be made to Governors regularly throughout the school year through the Headteacher's report at Full Governor meetings.

## **Children Missing in Education (CME)**

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or

radicalisation, and becoming NEET (not in education, employment or training) later in life. The school recognises that effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

In response to DfE statutory guidance that can be found at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf) the school has clear CME processes for parents so that school can obtain key information when children move out of the area or go abroad or when families arrive at school to obtain a place from another area. All staff in school are aware of the policy and procedures, and school have a lead worker in the Attendance Team who makes checks to ensure the systems are robust and effective. Clear plans are in place to support vulnerable learners and school can evidence that they have clear pathways for advice and support services and these are used appropriately.

## **Evaluation**

The Governing body will review this policy each year. The Governors may, however, review the policy earlier than this if the Government introduces new regulations, or if the Governing body receives recommendations on how the policy might be improved.