



*Burscough Priory
Science College*

***ATTENDANCE
POLICY***

RATIONALE

The school recognises the clear link between attendance and the attainment levels of students and thus seeks to ensure that all students receive a full-time education which maximises opportunities for realising potential. At Burscough Priory it is recognised that the responsibility for promoting school attendance and punctuality is shared by the staff, parents/carers and the student. Within school there is a professional responsibility for all staff to support attendance and punctuality and that it is not the responsibility of particular individuals or groups of staff. As a school we continue to strive for 100% and this is the message we share with students, parents/carers and staff.

AIMS:

- To improve the overall percentage attendance of students at Burscough Priory Science College
- To provide a welcoming and caring environment in which every student feels safe, secure and valued
- To ensure a curriculum appropriate to all students

OBJECTIVES:

1. To ensure that attendance and punctuality are a priority for staff, students, parents and governors
2. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
3. To provide support, advice and guidance for students and parents
4. To develop a systematic approach to gathering and analysing attendance related data using SIMS
5. To further develop positive and consistent communication between home and school
6. To implement a system of rewards and sanctions
7. To promote effective partnerships with Children's Integrated Services and other relevant agencies
8. To recognise the needs of individual students when planning reintegration
9. To monitor and analyse individual, whole school attendance and the attendance of identified groups such as Persistent Absentees, Free School Meals, Special Educational Needs, Looked After Children, Young Carers, Student Premium

PROCEDURES:

1. Form Teachers make an accurate record of attendance during morning and afternoon registration
2. Form Teachers inform students of the sanctions for lateness to school without a valid reason
3. The School Attendance Officers decide what action to take regarding absences
4. The School Attendance Officers inform the Director of Year of known absences and the action they are taking
5. Subject teachers make an accurate record of attendance during the first fifteen minutes of every lesson

6. The School Attendance Officers provide SLT and the Directors of Year with statistical information regarding attendance
7. The Directors of Year provide Form Teachers with accurate information regarding the attendance of students in their form groups
8. Form Teachers and the Directors of Year display information regarding attendance
9. The Directors of Year and Form Teachers reward good and improved attendance.
10. Form Teachers, Directors of Year and the School Attendance Officers provide parents with accurate information regarding attendance.
11. In the event of frequent absence from school, school cannot indefinitely authorise absence without sight of appointment card/prescription/medication etc. Parental consent may be sought to refer student to Staff Grade Paediatrician to clarify any medical issues.
12. The school may request the Local Authority to issue Penalty Notices in respect of unauthorised absence in accordance with the local Code of Conduct. Depending on the circumstances such cases may result in prosecution under section 444(1) or section 444(1A) of the Education Act 1996.

CONCLUSION

The discharge of the above policy is a priority to ensure students fulfil their potential

LEGAL FRAMEWORK

Under section 36 of the 1944 Education Act, parents or carers of children of compulsory school age are required to ensure that their child receives full time education, whether by regular attendance at school or otherwise.

Parents or carers commit an offence if a child fails to attend school regularly and those absences are classed as unauthorised. Depending on the circumstances such cases may result in prosecution under section 444 (1) and 444 (1A) of the Education Act 1996.

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court unless the fine is **unpaid after 28 days**. **Penalty Notices are issued by the Local Authority with a fine of £120 per child/per parent/guardian to be paid within 28 days of being issued, or £60 if paid within 21 days.** (Full details of Penalty Notices are available, on request, in school and on the school website)

It is the responsibility of the local authority to ensure that all students between the ages of 5 and 16 receive an education.

This Policy and Procedures document is informed by DfES circular 11/91 “The Education (School Attendance Records) Regulations 1991” and “School Attendance – Policy and Practise – Categorisation of Absence” DfES 1994 – Paragraph 21, reminds us that:

“Only the school, within the context of the law, can approve absence, not parents. The fact that a parent has offered a note or other notification (telephone call, Student Planner) in relation to a particular absence does not, of itself, oblige the school to accept it”.

LATE ARRIVAL AT SCHOOL

Registration period begins at 8.50 a.m. and 2.00 p.m. Any student arriving after 8.55 a.m. or 2.05 p.m. will be deemed to be late and the register marked **L**. Any student who arrives after 8.55 a.m. should enter school through the main entrance and sign the late arrivals sheet in the entrance hall. Weekly late procedure – one late break detention with Form Teacher. Two lates – letter home from Director of Year and a lunch time detention. Three lates – letter home from Director of Year inviting parent(s)/carer for meeting with Director of Year and an after school detention.

Registers will close at 9.20 a.m. Any student arriving after 9.20 a.m. with no relevant reason for doing so, will be marked **U** (unauthorised absence). This will result in the student receiving a sanction.

DEFINITIONS:

ABSENCE

When a student does not arrive at school for a session (half day)

AUTHORISED ABSENCE

These are attributed to:-

- Illness
- Treatment at hospital, dentist, optician etc
- Exclusions
- Attendance at court
- Religious observance
- Traveller absence
- Other authorised circumstances

These criteria are subject to change according to DfE Guidance

UNAUTHORISED ABSENCE

- Late (after registers closed)
- Family holiday
- Absences other than authorised ones for which no explanation has been given or an explanation has been given that is not accepted by the school e.g. shopping, attending a football match.

ABSCONDING

When a student leaves the school site without permission, any member of staff who is aware that a student has absconded must inform On Call who will then liaise with a member of SLT. A search will be instigated and the parent or carer will be contacted. The police may also be contacted.

ATTENDANCE TARGET

Burscough Priory Science College is committed to promoting the welfare of your child through regular school attendance. Every day lost to education can have a serious impact on your child's attainment at school. We are therefore fully committed to promoting school attendance by providing an environment where children feel safe and can build positive relationships with their peers.

We expect that in return parents and carers ensure that their child attends school regularly and punctually and that absences in term time should be avoided. We expect all students to achieve at least 96% attendance. Any student whose attendance is 90% or less will be classed as a Persistent Absentee (PA).

In the event of frequent absence from school, school cannot indefinitely authorise absence without sight of appointment card/prescription/medication etc. Parental consent may be sought to refer student to Staff Grade Paediatrician to clarify any medical issues.

ABSENCES IN TERM TIME

In line with Government directions (new legislation from September 2013) Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. Exceptional circumstances include death in the family, attachment to Armed Forces and critical illness. In exceptional circumstances parents may submit a request in writing to the Headteacher for consideration by the Governors.

Holidays will **NOT BE AUTHORISED DURING TERM TIME** to ensure students have access to their full education without learning gaps.

If a holiday is taken without authorisation, the school may consult with Lancashire County Council with regard to the issue of a Penalty Notice.

ABSENCE FROM SCHOOL

In the event that your child is absent from school for any reason please telephone school, 01704 893259, before 9.00 a.m. You will need to give the student's full name and details of the reason for absence. All absences must be covered by a letter to the Form Teacher on your child returning to school.