

ATTENDANCE POLICY  
2019/2020



Shared with the Governing Body on 15 January 2019

Signed:  
(Headteacher)

A handwritten signature in black ink, appearing to read 'Richard J. Webb'.

Signed:  
(Chair of committee)

A handwritten signature in black ink, appearing to read 'M. Brad'.

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## **Introduction**

Ecclesfield School believes that attendance and punctuality is the key to success of our students and their ability to benefit from all the opportunities available to them in school.

There is a definite clear line between good attendance and achievement alongside the development of social, emotional and personal skills.

This is a successful school and your child plays their part in making it so. We aim for an environment, which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

Why regular attendance is so important:

## **Impact on Learning**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## **Safeguarding**

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses -

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-Bullying

Failing to attend this school on a regular basis must be considered as a safeguarding matter.

## **The Law relating to safeguarding**

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

## **Expectations**

### **Parent/Carers and Students can expect Ecclesfield School to:**

- Provide a broad and balanced education that is dependent on regular attendance at school.
- Reward good attendance and punctuality.
- Make contact on the first day of absence when a student fails to attend without providing good reason.
- Ensure accurate recording of attendance and to keep parents regularly informed about their child's attendance.
- Act promptly and keep Parents informed when issues affecting attendance arise.
- Involve appropriate outside agencies where necessary when issues arise that are impacting on attendance and learning.

### **Ecclesfield expects Parent/Carers to**

- Fulfil their legal responsibility to encourage their children to attend school regularly and punctually
- Contact the school on each day of absence to explain the reasons and ensure that medical evidence is sent into school.
- Ensure their child arrives in uniform and has all the essential equipment for learning.
- Avoid taking family holidays during term time and making non-urgent medical/dental appointments during school hours where possible.

The Law relating to attendance Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:- (a) to age, ability and aptitude and (b) to any special educational needs he/ she may have either by regular attendance at school or otherwise'

### **Ecclesfield expects Students to:**

- Every student to achieve 100% attendance during an academic year
- Arrive equipped and ready to learn
- Follow registration procedure
- Inform the Attendance officer in Student Services of known absences in advance (appointment card or letter)
- Sign in/out at student services should they arrive after 9:00am and leave before 3:00pm (only with an authorised note)

## **Absence Procedures**

### **If your child is absent you must:**

- Contact the school every day your child is absent before 9:00am on 0114 246 1156 or record the child's absence on the Parent Portal.
- Provide medical evidence for continuous days' absences or when a child's attendance is 97% or below.

### **If your child is absent we will:**

- Text/call you on the first day of absence if we have not heard from you,
- Each day of absence is followed up by an additional text/call,
- If the daily absence call has been made by someone who does not have parental responsibility of the child a call to the person with parental responsibility will be made,
- After the third day of absence a home visit will be made to check on the safety and welfare of the child.
- Long term absence for medical reasons will receive weekly home visits and a referral made by a medical professional the hospital and home education team will be made.
- Persistent absence for any other reason will be referred to the local authority for prosecution. If they are, persistently absent regular home visits/contact will be made to check on the safety and welfare of the child.
- A Personal Education and Attendance Plan will be put in place to help reintegrate any persistently absent student back into mainstream lessons.

More detail can be found in appendix 1.

## **Children Missing from Education**

The Education Welfare Officer is the nominated member of school staff to liaise with the Children and Young People's Directorate Children Missing from Education Team.

Students who cannot be located after 10 days will be considered missing from education. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures.

## **Looked After Children**

Mr, R Walkden, Headteacher, Safeguarding Lead who liaises with the Children and Young People's Directorate Children Looked After Team. Looked After Children will be set up as a discrete attendance group on the school motoring system and individual attendance checked each half term.

The Attendance Officer has daily telephone contact with Welfare Call regarding the attendance of Looked After Children.

## **Parent and Carers Telephone Numbers**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number.

## **The School Attendance Officer/Education Welfare Officer**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. We will always try to resolve the attendance issues by agreement, however if efforts to improve the child's attendance fail and unauthorised absences persist, sanctions such as fixed Penalty Notices and or prosecutions will have to be pursued.

## **Understanding the types of absence**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school with an evidenced reason for example, illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which are not evidenced and for which no "leave of absence" has been granted by the school. Unauthorised absence can lead to issuing of fixed penalty notices and/or prosecution.

Unauthorised absence includes (but not limited to):

- None evidenced illness absences.
- Parents/Carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school after the morning registers are closed (10:00am)
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time.

Please remember it is the responsibility of parents/carers to ensure the attendance of a child. Any child may be off school because they are ill; sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child.

If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending.

This gives the impression that attendance does not matter and usually make things worse.

## **Persistent Absenteeism (PA)**

A student is classified as a 'persistent absentee' if they miss 10% or more schooling for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent/carers fullest support and co-operation to tackle this. The school will monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

## **Responding to poor Attendance and Punctuality**

In line with school policy, the Attendance Officer, Education Welfare Officer and Pastoral Managers will raise the cases of individual/groups of students with poor attendance/punctuality at weekly meetings where the most appropriate intervention and strategies will be discussed and individual action plans agreed.

## **Punctuality**

Poor punctuality is not acceptable. At Ecclesfield School there is registration at the start of each day. Therefore, if students are late for school then they are late for learning.

Late arriving students also disrupt lessons, can cause embarrassment that can also encourage absence.

## **How we manage lateness**

The school day starts at 8:40am and we expect your child to be in registration at that time your child will receive a late mark if they are not in by that time. At 10.00am the registers will be closed.

In accordance with the regulations, if your child arrives after that time they will receive the U code that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a penalty notice if the problem persists.

If your child is registered late you will be contacted by text and your child will receive a 15 minute break time detention on the same day. If your child fails to attend the break time detention this will then escalate to a one hour detention after school on the same day.

If your child has a persistent late record you will be asked to meet with members of staff to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Students who are late to lesson are put in whole school detention the same night for 30 mins. A text will be sent home to notify parents.

## **Request for leave of absences**

Headteachers are only allowed to grant leave of absence to students in exceptional circumstances. Department for Education guidelines are clear that taking term-time holidays will not be considered as an exceptional circumstance.

If leave of absences is declined by the school yet parents or carers still remove their child then this would be classed as unauthorised absence for which a fixed penalty notice and/or prosecution could be pursued. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. All applications for leave of absence must be made in advance. In making a decision the school will consider the circumstances of each application individually. Parents/carers who do not request term time leave and take their child on 'unauthorised leave', could be liable for a fixed penalty notice and/or prosecution and even potentially lose their place at their school.

Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangement being made. This will allow sufficient time for the request to be considered by the school. The request must be made in writing (letter or email) by the parent/carer using Request for Exceptional Leave form. A copy of this form is attached to this policy or can be downloaded from the school website.

One form per child per request should be completed. All schools within the Ecclesfield family have the same leave of absence policy.

The headteacher reserves the right to remove any child absent due to 'unauthorised leave' for more than 20 consecutive days from the school's roll.



## Appendix 1.

### Attendance Action Triggers

EWO = Pauline Birkwood

AO – Attendance Officer Lindsay Williams

PL = Pastoral Leaders

	Action	Actioned by	Follow up required
Day 1	Phone call home	Pastoral Leaders	<ul style="list-style-type: none"> <li>• If parent/carer spoken to mark on SIMS as appropriate</li> <li>• If no response from parents/carers/relatives send text by LW.</li> <li>• If student is Y11, has been absent in the last two weeks, is SEND, vulnerable or PP request home visit from EWO (PBD)</li> </ul>
	Home visits <i>Order of priority:</i> 1. Safeguarding/no contact 2. Y11 (T50 list priority) 3. Repeat absence from previous two weeks 4. SEN/Vulnerable students 5. Pupil Premium	EWO (PBD) AO (LW) Pastoral Leaders	<ul style="list-style-type: none"> <li>• If student brought in – no further action required</li> <li>• If student/parent discussion takes place but student does not come in – follow up any actions and monitor.</li> <li>• Update SIMS accordingly</li> </ul>
Day 2	Phone call home	Pastoral Leaders	<ul style="list-style-type: none"> <li>• If parent/carer spoken to mark on SIMS as appropriate</li> <li>• If no response from parent/carers send text.</li> </ul>
	Home visits <i>Order of priority:</i> 1. Safeguarding/no contact 2. Y11 (T50 list priority) 3. Repeat absence from previous two weeks 4. SEN/ Vulnerable students 5. Pupil Premium 6. All other students	EWO (PBD) AO (LW) Pastoral Leaders	<ul style="list-style-type: none"> <li>• If student brought in – no further action</li> <li>• If student/parent discussion takes place but student does not come in – follow up any actions and monitor for day 3 absence</li> <li>• Update SIMS accordingly</li> </ul>
<b>All subsequent absences to follow Day 2 procedure</b>			
Day 5	Home visit	EWO (PBD) AO (LW) Pastoral Leaders	<ul style="list-style-type: none"> <li>• If student brought in – no further action</li> <li>• If no response from home – leave <b>Home Visit Slip</b>.</li> <li>• Update SIMS accordingly</li> </ul>
<b>Continue meeting cycle until actions are completed and attendance is improved</b>			
Day 10	CME process to be followed	EWO (PBD) AO (LW)	<ul style="list-style-type: none"> <li>• Process on SIMS</li> <li>• Send letter to parents/carers notifying them that the child has been reported to the Local Authority Children Missing from Education Team.</li> </ul>