



<b>Category</b>	School Administration		
<b>Document Name</b>	Pupil Attendance Procedures		
<b>Approval By</b>	Grafham Grange School Governing Body		
<b>Reference</b>	SA.P2.01	<b>Date Ratified</b>	7 <sup>th</sup> October 2015
<b>Version</b>	1.1	<b>Last Update</b>	September 2015

### Related Policies

Document	Reference
Pupil Attendance Policy	SA.P2
Safeguarding & Child Protection Policy	SC.P1
Data Security, Protection & Retention Policy	SY.P1

### Related Documents

Document	Reference
Promoting Good Attendance – Information for Parents	SA.P2.02
Penalty Notices – Advice for Parents & Carers	SA.P2.03
Attendance/Welfare Call Procedures	SA.P2.04

### Reference Material

Guidance
DfE Advice on School Attendance (Oct 2014)
Education Act 1996
DfE Parental Responsibility Measures for School Attendance & Behaviour (Nov 2013)

### Introduction

Attendance at school is of the highest importance; it allows school to support a students' academic progress, achieve their potential and is key to promoting and safeguarding their wellbeing.

Grafham Grange School's attendance procedures comply with the Trust's Pupil Attendance Policy. The school's effectiveness is judged using attendance as one of the indicators.

In order to best support and safeguard our students the school requests that parents, staff, governors and students to work with the school to achieve the highest possible attendance rates.

### Aims and Objectives

Grafham Grange School maintains established systems and practices which will:

- Create an ethos in which good attendance is the norm – 92% +.
- Monitor the quality of the school experience with a view to maintaining a safe, secure, happy and interesting environment for students in order to positively encourage good attendance.
- Raise students awareness of the importance of punctuality and uninterrupted attendance, and encourage in students a sense of responsibility.
- Monitor and provide data on levels of attendance and punctuality.
- Develop co-operation between home and school in encouraging good attendance and addressing any issues.
- Demonstrate through the use of rewards that the school recognises that good attendance and punctuality are achievements in themselves.





## **Roles & Responsibilities**

### Governing Body

- To endorse the school's Pupil Attendance Procedures.
- To judge effectiveness using attendance as one of the indicators.

### Headteacher

- To oversee the school's Pupil Attendance Procedures and comply with the Trust's Attendance Policy.
- To report regularly to governors, students and parents the school's progress on attendance.
- To set challenging but achievable targets to reduce levels of absence.
- To act promptly on attendance issues.

### Designated Safeguarding Lead and Family Liaison

- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- To oversee the work of administrative staff.
- To produce the attendance profile for the whole school.
- To report to the Headteacher on attendance issues.
- Provide regular attendance progress reports for Governors Meetings.
- Liaise with the lead governor who has been given the specific role for attendance.

### Form Tutor

- To complete registers accurately and on time using the iPad.
- Develop within their 'pod' a positive ethos which recognises good attendance and punctuality as the norm.
- Maintain effective communication with the DSL on all attendance matters concerning their class.

### Parents/Carers

Parents/carers are informed about:

- What constitutes authorised and unauthorised absence.
- The importance of informing the school of absence.
- The role of the school in cases of poor attendance, truancy and persistent lateness.
- Their child's level of attendance and punctuality through their child's termly reports, annual review report, parent's meetings and letters.

### **Parents/Carers Procedure**

- If a child is absent due to ill-health or other unplanned absence, parents/carers are required to call the school office as soon as possible on the first day of their absence, indicating the reason for absence and the likely length of absence.



- If a child has a planned absence, for example to attend a medical appointment, parents/carers are required to either telephone or send a note in with the child, in advance, to let the school know.

### **Rewards**

Good and improved attendance will be recognised and rewarded.

### **Holidays in Term Time**

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year.

Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

- Headteachers can no longer grant leave for family holidays during term time.
- The statutory threshold of granting ten days leave has been removed.
- Headteachers cannot grant leave of absence from school during term time unless there are exceptional circumstances.

### **Working with External Agencies**

The school recognises that poor attendance may be a symptom of a wide range of community, family or individual circumstances. Many of these circumstances will demand expert support beyond the remit of the school. The school works very closely with a number of outside agencies that are committed to working with children, young people and their families.

Other Agencies to be used where appropriate in individual cases:

- Educational Psychologists (EP).
- Children Social Care Services.
- Police.
- Youth Offending Team (YOT).

### **Data Protection Act**

Grafham Grange School complies with the Trust’s Data Security & Retention Policy and the Data Protection Act. The legislation allows a school to share information with the police or social services where it is believed that a child or young person is at risk of harm or in need of safeguarding.

### **Pupils not collected at the end of a school day (or boarder at end of the school week)**

Section 175 Education Act 2002 places a duty on Local Authorities (LA’s) and Governing Bodies of schools, to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. It is important that parents keep the school informed of change of addresses or contact details, if no prior arrangement has been made with the school, or a parent/carers has not advised the school will have a duty to follow the procedures as set down in the Trust’s Safeguarding & Child Protection Policy and related school procedures.



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Building Better Futures



## Student Support

Grafham Grange School recognises the need to support students during and after long-term absence of any kind. With this in mind the school will:

- Consider all strategies in partnership with outside agencies, to encourage and support the return of students to school.
- Ensure that there is a positive atmosphere in which students are welcomed back into school.
- Encourage parents/carers to be actively involved in re-entry programs and other special arrangements that are appropriate for the students for whom they have responsibility.

## Attendance Rates and Actions

Attendance Rate	Action
<b>100%</b>	This is the aim for all children. Students who achieve this are recognised through the reward system.
<b>95-99%</b>	Excellent attendance and is recognised through the reward system.
<b>92% - 94%</b>	Above average attendance.
<b>90% - 94%</b>	Low attendance and will be addressed with support for the student and family from the Senior Leadership Team. It may be discussed with the student's case officer or social worker, raised at Annual Reviews and Child Protection/Looked After Child meetings.
<b>Below 90%</b>	This constitutes a level of absence that gives school cause for serious concern for a student's welfare and safety. The school will contact the Education Welfare Office in the students' home locality to investigate the reasons for the level of absence and support an improvement in attendance.