



Carshalton Boys Sports College

Policy	Attendance
Policy Number:	S07
Review Date:	February 2016
Approved by the Governing Body Committee:	February 2016
Next Review Date:	February 2018

Introduction

Carshalton Boys Sports College is committed to providing a full and efficient education to all pupils and will endeavour to provide an environment where all pupils feel valued and welcome. The school's minimum attendance measure for all pupils is 96% for the academic year, however the aspirational target is between 98% and 100%. It is a well-established fact that poor attendance can have an effect on academic progress.

We realise that some illness is unavoidable and that family circumstances may affect a child's overall attendance at particular periods. Nevertheless, it is a matter of real concern if patterns develop which indicate that more than 7 school absences in the academic year may be taken.

Objectives

The main objective of our policy is to improve the overall percentage of student's attendance at school and ensure that all students attend school regularly and punctually, through:

- Accurate record keeping and sharing of attendance data;
- Motivating students to want to attend school regularly;
- Developing in students and parents a clear understanding of the value of regular school attendance;
- Celebrating good attendance;
- Acting on poor attendance by providing support, advice and guidance and where necessary taking legal action to prevent further poor attendance.

School Absence Policy

All students should arrive at 8.20 am ready for school to begin at 8.30 am promptly. It is essential that students arrive at school on time in order to avoid a late mark. If your child is unable to attend school, it is vital that you call the absence line on 0208 714 3100 and leave a clear message detailing your child's name, tutor group and reason for absence. Alternatively you can email absence@carshaltonboys.org. For lengthy absences you may be asked to provide a medical note from your Doctor.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect national targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

Authorised and Unauthorised absences

Examples of authorised absences are:

- Illness - backed up by a phone call and written evidence
- Funeral
- Religious Observance - Only if authorised by the school prior to the absence period

Examples of Unauthorised absences are:

- Leave of absence will only be granted in exceptional circumstances and absence taken when a request has been refused will be marked as unauthorised absence. Family holidays will also be marked as unauthorised absence and such unauthorised absence may result in a Fixed Penalty Fine
- Birthday's and family outings
- Refusal by a child to attend school
- The first day of term when there is not an INSET day - All students receive information about term dates and the information is also listed on the school website

Pupils

- Arrive at 8.20 am each day.
- Be on time for all lessons.
- Make sure that a note is sent from parents to explain absences.
- If arriving later than 8:30am, or leaving before the end of the school day, pupils must visit reception to be signed in / out.
- Late detentions will take place each day for one hour for pupils who are not punctual without authorisation.

Key terms:

Absence from school for half a day (session) or more has to be classified by the school, not by the parents, as either **AUTHORISED** or **UNAUTHORISED**. It is the duty of the parents to provide the school with the reason for absence in order that the school can make this decision.

Authorised absences are morning or afternoon sessions absent from school for a good reason such as illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- parents keeping children away from school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- **Persistent Absence** is when a student misses 10% or more of the school year

School Procedures:

All procedures are in accordance to the law and DfE guidance. The school is currently working to a minimum target of 96% attendance. The following procedures help ensure that students at CBSC get a fair opportunity to achieve this and succeed at school.

Lateness

Students arriving after 08:30 but before 08:45 will be marked Late (L). Students arriving after 09:00 must sign in at reception and will be marked '**Late**' after Registration (U), unless written evidence of a valid reason is supplied (e.g. medical appointment). Students who are late to school without a valid reason will automatically incur a one hour detention on the same day. Parents will be notified of this by school-comms/text.

Illness or other unforeseen absences

If a student cannot attend school, parents should phone the school before 09:00. If no information is received on the first day of any absence period, a member of the Attendance Officer will contact the parents and ask for an explanation. All reasons will be recorded.

Known absences

Parents should be encouraged to arrange medical appointments out of school hours, but, where this is not possible, the school should be notified in advance and in writing. Students should register in school before leaving for any medical appointment.

Leave of absence from school for holidays will no longer be authorised by the Headteacher. If a student's attendance is below 96% and families choose to take time from school during term time, then this time will be unauthorised you may be fined with a '**fixed penalty notice**'.

Responses to frequent lateness or non-attendance

If the attendance of an individual drops below 96%, parents will be invited to discuss the issues with the relevant Pastoral Team member and Attendance Team members. If the total unauthorised absence of the individual exceeds 7 days in any year or the overall attendance of the individual drops below 94%, parents may be requested to provide medical evidence for any future absences. The attendance team may also make home visits to support families getting students to school.

If the overall attendance of an individual is below 90%, or there is no improvement in attendance within a reasonable time period, parents will be invited to a meeting with the Schools Attendance Team. If there is still no improvement, the school will request a Fixed Penalty Notice which could lead to a fine and/or court proceedings. CBSC wishes to make every effort to work with students and families to avoid this final stage and to motivate students to achieve.

Sixth Form Pupils

For sixth form pupils, their attendance is crucial to maximising potential and ensuring progress. If a pupil's attendance falls below 96%, the school will intervene and set supportive targets to ensure that the individual then behaves in a way which demonstrates this level of attendance. If the pupil is not able to achieve these targets, they may lose their sixth form place.

THE LAW

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register.

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education.

Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996; which may lead to prosecution.

Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

In February 2004, section 23 of the Anti- Social Behaviour Act gave powers to designated bodies to issue Penalty Notices where a parent/carer is considered capable but unwilling to secure an improvement in their child's attendance at school. Since September 2015 the Persistence Absence percentage has changed from 15% to 10%.