



**Churchdown School Academy**

ACHIEVING SUCCESS FOR ALL

## **Attendance Policy**

### **Churchdown School Mission Statement**

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one, where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by the values of integrity, resilience, respect, ambition and friendship. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

### **Legal Requirements**

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise under the provisions of the Education Act 1996

### **Aims**

Churchdown aims for excellent attendance from all pupils. All pupils should aim for 100% attendance whenever possible. A minimum of 98% attendance is expected by all pupils and parents are encouraged to support students reaching these goals. For minor illnesses, pupils are encouraged to still attend school, where they will be supported and encouraged to attend as many lessons as possible. This policy applies to main school pupils (Years 7 to 11).

### **Regular Attendance**

At Churchdown School we expect pupils to attend every day that the school is open unless a reason acceptable to the school is given and we are able to authorise the absence. Churchdown School defines regular attendance as above 98%.

### **Request for Authorised Absence**

Pupils are not permitted to take holidays in term time. The correlation between good attendance and good exam results is very strong and missing lessons will lead to significant underperformance in examinations. In exceptional circumstances, parents are required complete a form and send it to the Headteacher, explaining why exceptional provision should be granted.

<https://www.churchdownschool.com/site/data/files/users/3/files/letters/C426AB5F434686ACAC682F8CFF145FAB.pdf>

Only in rare and pressing situations will a holiday be sanctioned. If an unauthorised holiday is taken in term time the Head teacher may request that the Local Authority issue a Fixed Penalty Notice. This will be to each parent for each child taken out of school. In addition to this, there is an expectation that on returning to school any work that has been missed will be completed after school.

<https://www.gloucestershire.gov.uk/education-and-learning/school-attendance-and-exclusions-and-welfare/attendance-and-absence-from-school/>

### **Illness**

If a pupil is too ill to come to school, parents should:

1. Phone the school before 9:00am on the day of the illness and leave a message with the school's attendance officer and also send an e mail to attendance@churchdownschool.com
2. This procedure should be repeated on each day that the illness continues.
3. Provide an explanatory note to be given to the pupil's tutor upon the pupil's return to school.

If the pupil becomes well enough to come into school later in the day, parents should encourage this to happen. If a pupil's attendance rate falls below 90%, the school may insist that parents take the pupil to their GP whenever further illness occurs, and written medical confirmation of attending a GP appointment from the surgery is presented to the school. The school may also request a visit from the EWO (Education Welfare Officer) to the parents' house when attendance drops below 90%.

### **Absence for Extra Curricular Activities**

Churchdown encourages pupils' participation in extracurricular activities. Pupils will sometimes need time away from school to participate in their chosen field. Examples might include:

- Playing sport for a national or county side
- Performing in a drama production or TV/film role
- Instrumental performance for an orchestra
- A dance exam or a music exam

**Parents must always complete a request for authorised absence form to request any time off from school for special events.** In all situations, professional discretion will be taken and close liaison with the pupil and parents will inform the school's decision. Where an absence is beneficial to the pupil's success in his/her chosen field and unlikely to significantly harm the pupil's education, then special permission will be granted to have time away from school.

### **Long Term Absence**

Where a pupil has long term absence, due to an independent professionally diagnosed medical condition, the school will work closely with parents and all relevant outside agencies (GP, consultant, counsellor etc.) to ensure a programme is in place to provide appropriate educational provision (within the limits of the school's funding and staffing).

## **Unauthorised Absences**

Where a pupil has continued authorised absences, the EWO may request to meet with parents / carers to implement an Attendance Improvement Plan (AIM). Failure to meet the targets set could result in the school following the Local Authority guidelines and Legal Action could be brought against parents for non-attendance.

<https://www.gloucestershire.gov.uk/education-and-learning/school-attendance-and-exclusions-and-welfare/attendance-and-absence-from-school/>

## **Attendance Officer**

A full time attendance officer works in the school. The role involves:

1. Ensuring the registers are taken every am and pm registration
2. Accepting phones calls from parents when pupils are absent
3. Processing e mails from parents regarding pupil absence
4. Phoning parents between 9:00am and 10:30am on the first day of absence if no reason has been received (although all parents should phone in before 9:00am whenever their child is absence)

This information will be disseminated to the Headteacher, Deputy Head, SENCO, HoYs

## **Rewards**

Rewards are regularly used to encourage good attendance. The following are examples of rewards used by the school:

1. Tutor group rewards for the highest attendance
2. End of term assemblies to celebrate the tutor group with the highest attendance
3. A prize draw in the end of term assembly for individual pupils with over 98% attendance
4. House assemblies will regularly display names of pupils with 100% attendance and celebrate their success.

## **EWO (Education Welfare Officer)**

The school employs a part time Education Welfare Officer. The role of the EWO (Education Welfare Officer) is:

1. To review attendance data weekly and share with HoY / Deputy Head
2. To meets with the Deputy Head weekly to review attendance and to plan interventions
3. To meets with HoY bi-weekly to review attendance and to plan interventions
4. To meets with pupils and parents where attendance is below 90%
5. To initiate attendance plans for pupils with less than 90% attendance.
6. To carry out home visits where welfare concerns are identified, together with the school's Deputy DSL
7. To record and collate evidence of meetings and visits
8. To raise any safeguarding concerns around CME with the Deputy Head
9. To liaise with external agencies and other educational provisions as appropriate
10. To ensure that registers are coded correctly
11. To ensure that the school is kept up to date with any changes in legislation regarding attendance
12. To Liaise with the Local Authority regarding the implementation of Penalty Notices and legal proceedings

## **Registration**

Registration takes place at 8.40am every morning and all pupils are expected to be present in their tutor room at this time. Pupils are expected to be on the school site by 8.35am. Morning registration closes at 9.00am. Afternoon registration takes place at 1.25pm which is the start of lesson 5. Registration for the afternoon session closes at 1.45pm. Pupils are also registered at the start of every lesson. Attendance will be marked in line with government regulations where pupils arrive late to registration.

<https://www.rbkc.gov.uk/pdf/Absence%20Data%20-%20Absence%20and%20Attendance%20Codes%20Jan09.pdf>

The Head teacher may request that a Fixed Penalty Notice is issued to pupils who are persistently late after the close of registration in line with Local Authority guidelines.

## **Heads of Year**

HoY have oversight of the attendance for the pupils in their year group. HoY have responsibility to:

1. Promote and encourage outstanding attendance within their year group
2. HoY review the daily list issued by the attendance officer
3. Contact parents / carers if the attendance officer has not been able to make contact
4. Meet with EWO bi-weekly to review attendance and plan interventions:
5. Identifies any concerns that need to be raised with the EWO / Deputy Head
6. Meet with pupils and parents who have below 90% attendance and arranges for appropriate support / consequences to be put in place
7. Ensure that good attendance is celebrated in assemblies
8. Ensure that tutor groups with 100% attendance are rewarded
9. Ensures that pupils with 98% attendance or above are entered into a prize draw in the termly celebration assembly