

Redhill School

Pupil Attendance and Absence Policy

Attendance Ethos:

Redhill School strives to create an environment in which all pupils may achieve their full potential and feel happy and secure. Outstanding attendance and punctuality are vital factors in all pupils being successful at school: these increase the chances of a successful future and adult life.

Irregular attendance leads to educational disadvantage. It places children at risk and may lead to pupils being drawn into anti-social or criminal behaviour.

Punctuality is also vital. Arriving late at school is very disruptive for the pupil, the teacher and other students. Attendance and punctuality are a shared responsibility and partnership between home, school, and the Educational Investigation Service (EIS). An effective and efficient system of communication with pupils, parents, staff and appropriate agencies is therefore essential.

School aims:

- To make excellent attendance and punctuality a priority for all those associated with Redhill School.
- To ensure that all associated with the school understand the principles and procedures for attendance and punctuality.
- To develop a systematic approach to gathering and analysing attendance-related data.
- To recognise individual circumstances to allow a flexible and appropriate response.
- To take account of the needs of individual pupils when planning reintegration following significant periods of absence.
- To consistently implement a system of rewards and sanctions.
- To set annual targets which are both realistic and challenging.
- To involve representatives of the whole school community in the formulation of the policy.
- To inform parents of any un-notified absences from the first day of absence.

School procedures to improve attendance:

- On the first day of absence, the parents / carers of children who are absent from school without prior knowledge are required to contact the school via the absence line on: 01384 816350. This is also required for all subsequent days of absence.
- If a pupil is absent and contact has not been made from a parent / carer then we will endeavour to contact them as soon as possible as part of our Safeguarding duty.
- When contact has not been successful a home visit may be made by members of the attendance and / or pastoral teams to undertake a safe and well check.
- Parents / carers are encouraged to make medical and dental appointments outside of the school day.
- Parents / carers will be contacted by the Assistant Headteacher in charge of attendance, Attendance Office, Head of Year or Pastoral Support officer by telephone, e-mail or letter if there are concerns regarding a student's attendance.

- If the absences continue or if a student's attendance falls below 90% (placing them in the Persistent Absence category), we reserve the right to ask for doctor's notes or the parents / carers permission to confirm the absence with their doctor ourselves.
- If the student's absence still does not improve or the student remains in the 'Persistent Absence' category, parents / carers and the student will be invited into an Attendance Support Meeting to identify issues and implement strategies to support improved attendance.
- Failure to comply with these expectations could result in a referral to the Education Investigation Service (EIS) which may result in legal action such as penalty fines and prosecution.

Leave of absence:

Each and every day that the school is open for registration students are expected to attend school, unless any absence is authorised by the school. It is a rule of this school that a leave of absence shall not be granted in term time unless there are exceptional reasons, irrespective of the child's overall attendance.

- Parents should therefore not take pupils on holidays in term time.
- Save in exceptional circumstances, a pupil will not be granted any leave of absence in any school year.
- Unauthorised absence is registered if a pupil goes on holiday when absence has not been agreed.
- Only the Headteacher may consider that there are exceptional circumstances why the pupil should be granted approval for a holiday during term time. This approval can be given and the absence is authorised and recorded.
- Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made (or where an application was made too late), the issue of a penalty fine (upon return from such leave) by the local authority may be requested.
- The Attendance Officer records periods of holiday absence on the system.

Monitoring and Evaluation:

Attendance data is considered each week by the Senior Leadership and Pastoral Teams. Attendance figures and particular problems are reported to the Governing Body.

Reviewing:

The policy will be evaluated by members of the Senior Leadership, Attendance and Pastoral teams annually and following any changes in legislation.

Policy reviewed: Autumn Term 2018