



POYNTON HIGH SCHOOL

ATTENDANCE POLICY

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INTRODUCTION

Poynton High School recognises the high correlation between achievement and attendance therefore in order to maintain the high levels of attendance at Poynton High School, there is a clearly defined process communicated to all stakeholders.

- The importance of good attendance is an integral part of the home/school agreement
- There are clear procedures for the reporting of absence
- The taking of holidays during the school terms is not authorised in line with the PDA agreement (see page 7)
- The SIMS system is used effectively to monitor attendance at registration and lessons
- Attendance figures are reported annually and appropriate targets are set for the following year
- Attendance figures are monitored on a regular basis by the Welfare Team
- We work co-operatively with external agencies to deal with problems of irregular attendance
- We keep accurate records of all exclusions and, in accordance with statutory guidance, report them to the Governing Body and the LA. We take appropriate action to reduce these
- We continue to monitor the attendance of 'Cared for children', those from ethnic minorities, Pupil Premium Students, vulnerable student and those students with a SEN status

PURPOSE

In order to maintain the good attendance figures of Poynton High School, and promote learning, the Welfare Team adhere to the following lines of action.

PROCEDURES

- The Welfare Leaders to meet the Deputy Head Teacher and Teenage & Family Worker on a fortnightly basis to discuss any student who is of concern due to a poor attendance record, filling in referral form where appropriate and plan a course of action and then review the impact of this action
- Welfare Leaders investigate all cases where a student's attendance falls below 95%
- The attendance of any student classed as a Persistent Absentee is monitored on a fortnightly basis and strategies are implemented to try and support the student to improve their attendance. The Teenage and Family worker holds meetings with all students classed as persistent absentees

- All holiday requests must be made directly to the Head Teacher and such requests will be logged with the Attendance Office, so that the appropriate entry can be made to the register. All holiday requests will be dealt with in accordance with the PDA Holiday request policy (see page 7)
- Form Tutors must mark the register accurately at the start of the Form Period
- If students miss a lesson without parental or staff permission, the Year Team places them on full report until one complete week of good comments has been earned. The parents are informed of the truancy and asked to sign report form daily, supporting the action we are taking in school. As an extra sanction, detentions can be given, especially if unsatisfactory comments are made on the report form
- All staff promote high standards of attendance in all year groups by being a good role model, setting an example to students and reward good attendance and punctuality inline the school reward system
- Parents/Guardians receive information regarding attendance via monthly Conduct reports.

All family holidays, school trips, work-based learning activities and work experience activities need to be recorded on SIMS and a list of students lodged with Reception, Attendance Officer and Year Office.

If students do not attend planned events for any reason, then the teacher responsible for the event needs to notify the Attendance Office as soon as possible.

If SIMS is not in service then the Attendance Office will retain all absence notes and update system at earliest possible opportunity.

STUDENT (SICKNESS) ABSENCE REPORTING PROCESS

Form Tutors – Should encourage the students to use this process. However information from Parents, by letter or in the student planner, about an absence should be passed immediately to the Attendance Office.

<u>Time</u>	<u>Action</u>	<u>Person Responsible</u>
1 st Day of Sickness Absence	Notify school by telephone between 8.00 and 8.30 a.m. by leaving a message on the dedicated attendance line.	Parent/Guardian
	Messages checked	Attendance Officer
	Update SIMS system	
	Run Absentee List Report	
	Communicate with parent	
	Update SIMS system	
Subsequent Days of Sickness Absence	If a student is absent for more than one day, then advise school by telephone between 8.00 – 8.30 a.m. on every day of absence	Parent/Guardian
	Messages checked	Attendance Officer
	Update SIMS system	
	Run Absentee List Report	
	Communicate with parent	
	Update SIMS system	

School Responsibilities:

- The Attendance Officer will monitor attendance & punctuality
- If a student is absent from school with no contact from home, the Attendance Officer will telephone or email parents/carers to ascertain the reasons for absence
- The school is required to decide if an absence is authorised or unauthorised
- The school may report to the local authority any student who has had
 - at least 10 sessions (5 school days) lost due to unauthorised absence in any consecutive half terms,
 - unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays
 - `persistent` late arrival to school, i.e. after the register has closed, in any 2 consecutive half terms. `Persistent` means at least 10 instances of late
- If a student is absent from a lesson without the prior understanding of the school, the Year Team will contact parent/carers
- The school works with the local Education Welfare Service and other outside agencies to support the continuing good attendance of all students and to offer extra support to individuals and their families where necessary

Parent/Carer Responsibilities

- To ensure your child attends school
- To ensure your child is on time for school. Students should be in their Form Room by no later than 8.45am
- To inform school if your child has to be absent from school owing to illness, telephone between 8.00am – 8.30am on each morning of absence
- A doctor's certificate or medical evidence may be required in certain cases
- Appointments with your child's doctor, dentist, or hospital should, whenever possible, be arranged outside school hours

If an appointment is essential during school hours, an appointment card or note from you must be shown to the Attendance Officer before the date of the appointment. Your child, where possible, should be in school before and after any appointments to minimise the number of lessons missed. **If a medical appoint requires your child to absent from school for the whole day, medical evidence must be provided. You must ensure that your child signs out and back into school at Reception.**

Under the terms of Section 7 of the Education Act 1996 which states that:

“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable -

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have either by regular attendance at school or otherwise.”

Sections 444(1) and (1A) of the Education Act 1996 state that:

“if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence, 444(1)

If in the circumstances mentioned in subsection(1) the parent knows that his child is failing to attend regularly at the school and fails to cause him to do so, he is guilty of an offence” 444(1A)

Student Responsibilities

- To attend school on time and make a positive contribution to your education
- In the event of a pre-planned doctors, dental or hospital appointment, you must show your appointment card, letter or note to the Attendance Officer
- If you are leaving the school premises with a legitimate reason must report to Reception to sign out
- If you arrive late to school, you must sign in at Reception

POYTNON HIGH SCHOOL AND PERFORMING ARTS COLLEGE
REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

This form should be completed and signed by the parent or person having charge of the student. It should be returned to the Deputy Head Teacher, Student Standards and Progress, BEFORE the commencement of the period of absence and BEFORE making any bookings regarding the absence.

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head Teacher and the Governing Body will determine what the exceptional circumstances are.

PLEASE NOTE:

- In line with DFE policy, the school's position is that leave of absence in term time will only be authorised in exceptional circumstances such as attendance at family weddings (immediate family), funerals, educational examinations or participation in religious observance and only then if attendance is over 95%. Availability of cheap holidays and overlap with the beginning or end of a term **will not** be accepted as exceptional circumstances.
- If school external examinations are missed, students will not be able to take them at a later date. Please note that the full cost of the exams missed will be invoiced to the parents/guardians.
- Sixth Form students who receive the 16-19 Bursary will lose part of their payment for the period when holiday is taken.
- Students are responsible for making sure they complete work missed through absence.
- Parents should be aware that periods of unauthorised absence may lead to a fixed penalty notice being issued by the Educational Welfare Service.

All holidays and exam dates have been circulated via the school newsletter, and are available in the school website www.phs.cheshire.sch.uk

FOR COMPLETION BY PARENT/CARER

To: Miss C Holyland, Deputy Head Teacher

I request leave of absence for, Form.....
(Please print name of student)

From :day date month

To:day Date month

Number of days absent: (Please give first and last days of absence)

The exceptional circumstances for this request are

.....
.....
.....

Signed (Parent/Guardian) Date:

It is important to have read and understood the school's policy on attendance.

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child= £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates` Court on the grounds the parents have failed to secure their child`s regular attendance.	The parents will receive a summons to appear before the Magistrates` Court on the grounds the parents have failed to secure their child`s regular attendance.

For completion by School:-

Authorised

Declined

Reason leave of absence has been declined

.....
.....
.....

If you take your child out of school, this will appear as an unauthorised absence on their school record. However, the school will note the absence has been explained by a parent and it will not be recorded as a truancy from school.

Signed **Date:**

Miss C Holyland, Deputy Head Teacher

Registration Codes for use on SIMS

Code	Description
/	Present AM
\	Present PM
B	Educated Off Site – e.g. College
C	Other Authorised Circumstances
D	Dual registration
E	Excluded
F	Extended Family Holiday
G	Family Holiday not agreed
H	Holiday
I	Illness
J	Interview
L	Late (before registration closed)
M	Medical/Dental appointment or sickness absence
N	No reason yet provided for absence
O	Unauthorised
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Travellers Absence
U	Late after registration closed
V	Educational visit
W	Work experience
X	Non-comp school
Y	Enforced Closure

REVIEW

Date of Policy: October 2018

Review date: The Policy will be reviewed in 3 years unless operating experience and/or changes in legislation require an earlier review.