



# Attendance Policy

**Revised: November 2018**

**Ratified by the Headteacher and Safeguarding Lead**

## Introduction

Regular attendance and punctual arrival in school is critical to a successful education. The damage and disruption caused by poor attendance and lateness affects not only the individual child but also affects other children and the teaching taking place. We believe in these statements implicitly and as a result, attendance is analysed daily.

The school has made a concerted effort to improve attendance over a number of years. A number of initiatives have been implemented to raise the profile of attendance and punctuality in the school community.

The school has been delighted with the improvements in attendance particularly in 2017-2018 and strives to secure further improvement. We will continue to work in partnership with the school community in maintaining the high profile of attendance and will continue to celebrate the achievements that are made both individually and on a whole school level.

## Aims

The school aims are:

- to continue the improvement of attendance and punctuality in the IEVC Blanch community.
- to ensure that all parents, carers and children value the importance of attending school and being punctual.
- to ensure children are in school at 8:45 am, unless illness.
- to promote the importance of parents and carers informing the school of reasons for absences.
- to continue to decrease the levels of absences.

## Head Teacher, Staff and Parental Responsibility

Role of the Governing Body

**The Headteacher will:**

- Have a legal duty to ensure that school registers are kept in accordance with regulations.

**The DSL will:**

- Ensure Administration staff make a referral to Social Services where there are concerns over the attendance or punctuality of a child.

- Provide attendance information if requested in a court of law as evidence in a prosecution for non-attendance.
- Provide attendance information to governors when required.

### **The Head of Studies will:**

- Ensure registers are kept up to date and in accordance with legal requirements.
- Ensure attendance and punctuality are monitored on a weekly basis.
- Ensure letters are sent to parents regarding attendance issues (e.g.: absence letters, letters to parents where there are concerns over attendance and punctuality).
- Report to the DSL when tutors are not satisfied by the reasons given for an absence or punctuality.

### **Tutors will:**

- Monitor attendance and punctuality figures on a weekly basis.
- Check with parents attendance issues.
- Late children/parents should be communicated by email.
- Request that parents/carers complete exceptional leave forms for planned absence eg. a family funeral.
- Ensure all notes received to explain absences are registered in Alboran or/and Tutor's files.
- Inform the Head of Study if they are not satisfied by the reasons given for an absence.

### **Role of the Class Teacher**

The class teacher will:

- Support in promoting good attendance and punctuality initiatives.
- Ensure registers are kept up to date and in accordance with legal requirements in Alboran.

### **Role of the Administration Staff**

#### **Administration staff will:**

- Maintain electronic attendance records.
- Ensure registers are kept up to date and in accordance with legal requirements.
- Will enter late and times for children who report to the main entrance after 8:45 am.
- Inform parents and carers that they must provide reason for absence.
- Inform the Headteacher if they are not satisfied by the reasons given for an absence.

### **Role of Parents and Carers**

**Parents and Carers will:**

- Understand the legal responsibility they have to ensure that their child attends school regularly and punctually.
- Ensure their child is in school before 8:45 am and absent only if ill or justify absence.
- Inform the school of the reason for their child's absence by emailing the tutor prior or on the day of absence or completing an absence letter on their child's return to school.
- Ensure that appointments with doctors, dentists, etc, are made outside school hours.

## Organisation

### Authorised Absences

The following are types of absences which the school treat as authorised:

- Illness.
- Medical and Dental Appointments.
- Religious Observance Excluded from school.
- Receiving education off-site when not provided by the school (Including school journey).
- Interviews or visits to new schools eg. secondary transfer, university open days,...
- Bereavement.
- Respite care.

Before the absence is scheduled to take place, an "Application for Leave of Absence" form must be completed, signed by a parent/carer and given/emailed to the pupil's tutor and Administration. **The Headteacher will make a decision on authorising an absence based on his knowledge of the family and current attendance pattern.**

If students are unwell, parent/carer must inform us via email (both to the tutors email and to [canada.blanch.uk@mecd.es](mailto:canada.blanch.uk@mecd.es)) on the day of the absence. The absence will stay unauthorised until we receive this, and may result in sanction.

If a pupil is absent for longer than 5 working days, we will require to provide us with a doctor's note.

## Holidays during Term Time

The school does not authorise term time absence. Letters are sent out at the beginning of school year to remind parents and carers of the school's expectations. No leave of absence for holidays will be granted for children during term time.

## Removing Children from the Admission Register

The school follows the legal regulations for the removal of a child from the register. If a child is to be taken off the admissions register because the child is moving to another area or school, the school will contact the named school to confirm the move before removing them from the register. The administrative staff will obtain the child's UPN number and transfer records accordingly.

If a child has not returned to school for more than ten days and the school has followed normal procedures for finding out information on the child's whereabouts, the school will contact the Education Welfare Service and follow advice provided.

## **Procedures to Support and Encourage Attendance and Punctuality**

The school has many procedures to support and encourage attendance and punctuality. These include:

- Information about the importance of attendance and being punctual included in emails and parents meetings.
- Phone calls/emails to parents to find reasons for absences.
- Attendance Awards.
- Notification of the tutor to the family of a student, after three days of late arrival.
- Notification of the tutor in case of persistent late arrivals.
- Notification of the Head of Studies to the family of the student who has not corrected the tardiness to the school.
- Referral to Social Worker from the corresponding Borough.

Monitoring of Punctuality and Attendance practice and the implementation of the policy will be completed with reference to both specific and measurable indicators. Monthly charts of attendance and punctuality are provided in order to be able to carry out an exhaustive follow-up.

## Appendix

### APPLICATION FOR LEAVE OF ABSENCE

Parents/guardians must ask permission, where the situation is exceptional or urgent, for their child to be absent during term time, and it is at the Head teacher's discretion to decide whether or not the absence will be authorised. If leave is taken without permission, or no application is made, parents risk being issued with a Penalty Notice or being prosecuted by the Local Authority on their return (Anti-Social Behaviour Act 2004).

Normally a student would not be granted more than 10 days of absence in any academic year. Following RBKC regulations, where the child's attendance is below 95% the school should only authorise term time absences in exceptional circumstances.

Parents should be aware that staff are not required to provide alternative programmes of work, or to make alternative arrangements for the sitting of exams/tests, for students who are absent from school through choice.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation where possible, **2 weeks** before the proposed leave.

<b>Name of Student:</b>		<b>Tutor Group:</b>	
<b>Address:</b>			
<b>Telephone Number:</b>		<b>Name of Parent/Carer:</b>	
<b>Destination:</b>			
<b>Reason for applying for leave of absence:</b>			
<b>Proposed date of departure:</b>		<b>Return date:</b>	
<b>TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR:</b>			
<b>Signature of Parent/Carer</b>			<b>Date:</b>

**Please find below further details of absence reporting procedures:**

**Planned Absences** – e.g. doctors appointments, open days, etc.

- Before the absence is scheduled to take place, an "Application for Leave of Absence" form must be completed, signed by a parent/carer and given/emailed to the pupil's tutor and Administration.
- Unless notified otherwise, the absence has been approved.

**Unplanned Absences** – e.g. illness

- If students are unwell, parent/carer must inform us via email (both to [canada.blanch.uk@mecd.es](mailto:canada.blanch.uk@mecd.es) and to the tutor's email) on the day of the absence.

- The absence will stay unauthorised until we receive this, and may result in a detention.
- If a pupil is absent for longer than 5 working days, we will require to provide us with a doctor's note.

**Estimadas familias, a continuación les ofrecemos más detalles sobre los procedimientos para notificar las ausencias:**

**Ausencias programadas** - por ejemplo, citas médicas, días de puertas abiertas, etc.

- Antes de que se produzca la ausencia, se debe completar el formulario "Application for Leave of Absence" (Solicitud de Permiso de Ausencia), que debe estar firmado por la persona a cargo del/a menor y debe enviarse por correo electrónico al tutor/a y a la Secretaría del centro en [canada.blanch.uk@educacion.gob.es](mailto:canada.blanch.uk@educacion.gob.es)).
- *A menos que se notifique lo contrario, la ausencia se dará por aprobada.*

**Ausencias imprevistas** - por ejemplo, enfermedad.

- En caso de que el alumnado no se encuentre bien, las familias deben informarnos por correo electrónico (tanto a [canada.blanch.uk@educacion.gob.es](mailto:canada.blanch.uk@educacion.gob.es) como al correo electrónico de tutor/a) el día de la ausencia.
- La ausencia quedará sin autorización hasta que hayamos recibido esta notificación, y puede resultar en una detención.
- Si un alumno/a se ausenta más de 5 días de clase, se deberá presentar una explicación de su médico.