



WCESS POLICY	ATTENDANCE POLICY
Governor Sub Committee	Pastoral
Senior Leadership Team Lead	Deputy Headteacher – Pastoral
Date of Last Review	February 2020
Review Frequency	Annually
Online	Yes

Together with parents/carers we are keen to help and support all our students so they have the best possible experience at Wolverley CE Secondary School and reach their full potential. There is strong statistical evidence to show that students who have excellent attendance are more successful in school and achieve to a significantly higher standard. We are keen that everyone aims for 100% attendance at school and monitor this closely using outside agency support if your child's attendance falls below 91%. The table below highlights the link between attendance and learning.

Descriptor	Attendance	Equals absent number of days	Learning hours lost
Excellent	100%	0	0
	99%	2	10
Good	98%	4	20
	97%	6	30
	96%	7.5	37.5
Satisfactory	95%	9.5	47.5
Cause for Concern	90%	19	95
	89%	21	105
	88%	23	115
	87%	25	125
Unsatisfactory	86%	27	135
Serious cause for concern	85%	28.5	142
	84%	30.5	152
	83%	32	160
	82%	34	170
	81%	36	180

High attendance at school relates directly to high achievement:

Research from the Department for Education demonstrates that 17 missed school days a year can result in a one grade drop in GCSE achievement.

Every day matters.....

As a school we follow the following criteria:

Excellent	<p>Student's attendance is 98% and above Well done! As well as being an excellent attender your child will almost certainly achieve the best grades for their ability & are paving the way for a good future career.</p>
Good	<p>Student's attendance is 96-97% Your child is likely to achieve their target grades at GCSE</p>
Satisfactory	<p>Student's attendance is 95%</p>
Unsatisfactory	<p>Student's attendance is 90%-94%. They are now below the national government threshold of 95% They will miss 18 days each school year and it will become difficult for them to achieve their target grades.</p>
Concern	<p>Student's attendance is 85%-90% Your child is now deemed a 'Persistent Absentee' & you may receive a fixed penalty fine as their attendance is below 90%. Your child will now struggle to achieve to keep up with their lessons.</p>
Serious Concern	<p>Student's attendance is 85% or below As a parent you will face a fixed penalty fine or legal prosecution if your child's attendance does not improve. The Education Investigation Services will be monitoring their attendance closely. Your child will find it impossible to meet targets or keep up with lessons!</p>

Attendance is an important issue. Every student should be in school, on time and ready to learn every day the school is open, unless the reason for absence is unavoidable. Only 1 in 10 students who have poor attendance of less than 90% gain 5 GCSE's A* -C grades.

It is the legal duty and responsibility of parents and carers to ensure their children of compulsory school age attend regularly and arrive to school on time.

The Government monitors schools closely to ensure that we promote good attendance and address any cases of persistent absenteeism that arise. Persistent absence is currently set at 90% and below.

We will closely monitor your child's attendance and will contact you if we feel that there is an issue. Where attendance continues to fall we may write to you and request your attendance at a meeting to discuss how best we can support your child in order to see their attendance improve.

In more serious cases of ongoing poor attendance we will be forced to follow local education authority guidance which may include legal process.

Daily Procedure

Under the 2006 Education Regulations the school is legally required to register students twice daily. Registers are marked in the morning between 8.40am and 8.50am and in the afternoon between 12:00pm and 12:10pm. It is essential that all students are registered on both occasions.

School starts at 8.40am when all students should be in their timetabled period 1 lesson in preparation for the register being taken. It is a legal requirement that a register is taken at the start of the day. Not only does the process allow us to monitor attendance but also to act as a student checklist in respect of health and safety issues — e.g. Fire Drill

All term dates and scheduled TED days are outlined clearly on the Term Dates calendar found on our main school website.

Sixth Form students are expected to scan their ID cards at reception each day when they arrive and each day when they leave so that we have an accurate record of students who are onsite.

We expect all students to be in school on every school day in the academic calendar unless there is a very good reason for their non-attendance.

Absence from school

Regular attendance at school is the responsibility of parents and carers. Under the 1996 Education Act parents commit an offence if the child does not attend school regularly. If your child cannot come to school because of illness you should advise the school on the first day of absence by telephone or email.

The absence line number is 01562 859800/ or e mail callie.dawes@wolverley.worcs.sch.uk.

If no message is received, we will assume that your child is absent without your permission and the absence will be recorded as unauthorized. We will then make every effort to contact you. It is essential that the school is kept informed of changes of contact details such as phone numbers and addresses. In cases where we continue to be concerned we may make a 'home visit' or request the police to undertake a 'Safe and Well' visit.

Parents are encouraged to ensure that their child brings in a letter confirming the reasons for the absence when the child returns to school.

The school will only authorise a medical/illness absence if the circumstances are unavoidable. The school may request medical evidence if a parent rings the school to confirm the student is unwell. This evidence can be in the form of a medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments. Proof of medical intervention may not always result in authorization of an absence. We will always request this if a student's absence is below 90%.

Please also note that it is parental responsibility to ensure that your child has transport to school each day. This includes times when your child may have missed the bus or other public transport.

Medical/Dental appointments in the school day

We realise it is not always possible to obtain appointments out of school hours but where possible we ask parents to do so.

Should your child have an appointment during school hours we ask you to telephone us and let us know. We will often request an appointment slip or letter as evidence of the appointment particularly if your child has low attendance. On the day of the appointment your child is required to come to main reception first thing in the morning to obtain an 'Exit' Slip which gives your child permission to leave their lesson. You must then collect your child from main reception and sign them out on the student signing in/out sheet.

We will not permit your child to leave school unless collected by a parent or other preagreed designated adult.

After the appointment we would request that your child is returned to school and signed back in.

We will not generally authorise any other appointments such as Optician's as these are now widely available at weekend times.

The following reasons are also not generally permitted:

- A student not attending school to go shopping for school clothes;
- A student not attending school as it is her birthday or the birthday of a family member;
- A student not attending school due to attending a hospital appointment for another family member;
- A student not attending school as they are looking after younger siblings;
- A student attends a medical appointment in the morning but then fails to return to school for afternoon lessons.

Persistent Absenteeism

The school has a responsibility to reduce the number of students whose attendance is below 90% over the school year. Students with attendance below 90% may fall into the 'Persistent Absentee' category. This is particularly relevant if any of the child's absences are unauthorised.

According to the DFE guidance (March 2013); 'If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them the parents may be guilty of an offence and can be prosecuted by the local authority'. In addition, 'Local authorities have the power to prosecute parents who fail to comply with school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996)'

If a student's attendance falls below 90% (at any stage of the year) we will use the following strategies in order to monitor the situation:

- An initial letter to parent/carer alerting them to the attendance dip and a request for medical evidence as outlined earlier in this document for any future absences;
- If contact with parents fail we will conduct a home visit;
- Monitoring with the student by the Tutor and Head of College/Head of Sixth Form;
- A telephone call home by Head of College/Head of Sixth Form / Attendance Officer;
- If attendance continues to fall, a letter inviting parents/carers to an attendance meeting with Mr Knott, Deputy Head responsible for Attendance, and Mrs Dawes, Attendance Officer, will be sent;
- If Sixth Form attendance continues to fall, a letter inviting parents/carers to an attendance meeting with Miss Hodgetts, responsible for Sixth Form Attendance, will be sent;
- Unauthorised attendance will be monitored closely and if required local education authority procedures will be triggered as previously mentioned.

Your child's tutor will discuss any attendance 'dips' with your child, particularly for any unauthorised absences.

Leave of absence in term time

As you may be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of this school support this and students will only be given permission to take leave in term time if there are exceptional circumstances.

Amendments to the Education (Pupil Registration) (England) Regulations 2006 now state that Headteachers **may not** grant any leave of absence unless there are exceptional circumstances. There is no automatic right to any holiday in term time. There will be no appeal following the decision made by the Headteacher.

As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence **may** be subject to a penalty notice fine of £60 payable per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

We would hope that as parents/carers you are able to support this and leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

If you do need to request permission for leave of absence please ask your child to collect a holiday form from main reception and return it to the Attendance Officer as soon as possible. You will then be informed whether or not the absence will be authorised.

For any enquiries about this please telephone Mrs Dawes, Attendance Officer tel. 01562 859800 for further information.

Punctuality

We understand that occasionally a student may be late to school. This can be for a variety of reasons.

The 1996 Education Act requires that every student should attend school and be on time. It is better to be late than not to be in school at all, BUT when students arrive late it makes it difficult for everyone. The teacher has to stop and wait for the latecomer to settle down, the rest of the class is disrupted and the latecomer misses the, often vital, first part of the lesson and will receive a sanction.

Students who arrive after registration must sign in. This must be done at main reception. Before 9:40am students will receive a 'Late' mark on the registers which also records how many minutes late they are. After 9.40am the student will have missed period 1 and a U code will be recorded which means an unauthorised absence. For lateness students will be expected to attend a short detention at break time.

If you are aware your child will be arriving late, please contact main reception and let us know the reason for the late arrival, for instance in the case of an unplanned medical appointment. This can then be recorded appropriately on the registers.

Young people form habits very readily and the habit of regular and punctual attendance at school will stand them in good stead. We are committed to helping young people learn good practice for their future life. Being 5 or 10 minutes late to work regularly certainly wouldn't be tolerated by most employers and therefore shouldn't be tolerated at school. When students are applying for jobs / further education or other placements their attendance and punctuality will form part of the reference. This will have a direct impact upon their success.

The following reasons are not generally acceptable reasons for lateness:

- Missed the bus or other public transport;
- Delayed getting other siblings to school;
- Couldn't find uniform/homework/other equipment;
- Overslept.

Useful information

Absence line telephone number 01562 859843 or 01562 859800

ParentMail Absence Message: <https://pmx.parentmail.co.uk> the to "Notify Absence" and "ADD"

Attendance Officer: Mrs Callie Dawes Email callie.dawes@wolverley.worcs.sch.uk

Deputy Headteacher overseeing attendance: Mr Stuart Knott

Heads of College:

Mr Toyne – Phoenix College
Mrs Savage-Barth – Dolphin College
Miss Turton – Eagle College
Mrs Hemming – Lion College
Head of Sixth Form – Miss Hodgetts

Assistant Heads of College:

Mrs Mobley
Mrs Wright
Mrs Morris
Mr Hobday