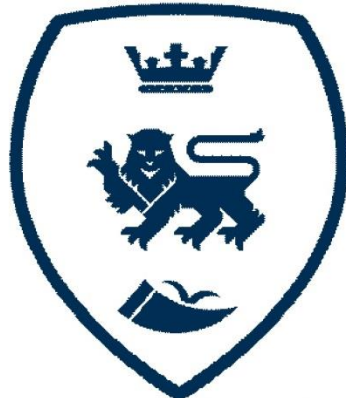


# *Pensby High School*



**PENSBY**  
**HIGH SCHOOL**  
Respect Care Inspire

## *Attendance Policy*

*Submitted to Governing Body for approval:*

*Signed:* \_\_\_\_\_ *Chair of Governors*

*Signed:* \_\_\_\_\_ *Headteacher*

*Dated:* \_\_\_\_\_

# Pensby High School Attendance Policy

Policy Number:

<b>Version:</b>	1
<b>Ratified by:</b>	Full Governing Body
<b>Date ratified:</b>	
<b>Policy Lead:</b>	Kevin Flanagan – September 2015 Pastoral and Inclusion Assistant Vice Principal
<b>Name of responsible committee and SLT lead:</b>	PPD – Kevin Flanagan
<b>Date issued:</b>	1 June 2015
<b>Review Date:</b>	1 June 2018
<b>Target Audience:</b>	Whole school community
<b>Equality Impact Assessment</b>	Complete on Policy

## Version Control Sheet:

### Record of changes to this document

Changes approved in this document by: <b>New policy replacing existing Attendance Policy</b>	Date:
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### Consultation with Stakeholders

List of key individuals/committees or groups this policy has been for consultation

Name of individual/committee Chair	Stakeholder involvement	Date
Anne Grealis	school's education social worker	Jan – Feb 2015
Julia Reynolds, Michelle Norton and pastoral teams	Involvement in schools attendance procedure	Dec – Feb 2015
Pupil Group	Via student council	April - May 2015
Whole staff by email for thoughts, comment	Staff input at draft stage	Nov – Dec 2015
Parents Group	Parents input into policy at draft stage	April – May 2015
PPD committee	Discussion for ratification and recommendation to full governors	19 May 2015
Full Governors	Ratification of policy and procedures	June 2015

### Record of changes to this document

Changes approved in this document by:	Date:
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Section Number	Amendment ( <i>shown in Bold italics</i> )	Deletion	Addition	Reason

### Consultation with Stakeholders

List of key individuals/committees or groups this policy has been for consultation

Name of committee Chair	Stakeholder involvement	Date

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## **1. Introduction**

- 1.1 Pensby School is committed to providing a full education to all its pupils and to ensuring that the school fully meets all of its obligations under the 1996 Education Act. The Act places a duty on parents to ensure that their children are “properly educated, either at school or otherwise”. Parents are said to commit an offence if their children do not attend regularly and any absence is potentially an offence unless authorised by the Principal or their delegated representative.
- 1.2 For children to reach their full educational achievement a high level of school attendance is essential. Our goal is 100% attendance for all students. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.
- 1.3 The school’s policy on attendance reflects statutory duties and the guidance produced by the Department for Education (DFE) and the Local Authority (LA)<sup>1</sup>.
- 1.4 Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Local Authority attendance targets.
- 1.5 The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy and linked procedures are used by the school to meet its attendance targets.

## **2. Purpose**

- 2.1 The overriding purpose for this policy and its associated procedures is to ensure that as a school we do all that we can to promote, monitor and intervene when, and where necessary to ensure every child has the best possible attendance at school.
- 2.2 To do this we will work in partnership with parents/carers and students in the monitoring and reporting of attendance by students to home and where necessary to provide support for the students and their families through school-based intervention and additional outside agencies.
- 2.3 The policy and procedures will ensure that there is a transparent and clear system of reporting of attendance and punctuality within the school.
- 2.4 As a school we expect that every student will attend every session during the school day and to this end the school will discourage Parents/Carers from applying for term time holiday leave. The school only has the power to authorise this in exceptional circumstances. The Department for Education has issued clear guidelines to schools who can only grant exceptional leave; Parental leave at employer’s behest (armed forces etc.) and exceptional family circumstances such as serious illness are examples of grounds for exceptional leave. This leave of absence must be kept to a minimum and the school must ensure that any

authorised leave suits only the primary purpose. For example, a family wedding overseas may be granted three days. One day to travel there, one day for the wedding and one for return travel. Additional time taken in effect as holiday will not be authorised.

- 2.5 If a Parent/Carer is seeking leave during term time, permission must be sought in writing from the Principal. Evidence should also be provided or a supplementary meeting in support of the letter should be organised with the Key Stage Co-ordinator if there are believed to be exceptional circumstances.
- 2.6 As a result of the DFE guidelines the school will seldom authorise exceptional leave, but will look at each application in a fair and consistent manner and being mindful of each family's personal circumstances.

### **3. Scope**

- 3.1 All staff at Pensby have a responsibility to promote attendance and punctuality. However, this policy and associated procedures gives specific details for members of staff carrying out the following roles:  
Attendance Officer  
Form Tutor  
Teaching Staff  
Staff covering registers  
Key Stage Co-ordinators and/or Heads of Year.
- 3.2 This policy also impacts upon the students who attend Pensby School and the Parents and Carers who send their children to Pensby School. A copy of this Policy and Procedures will be made available to Parents via the school's website.

### **4. References/Links to Other Policies**

- 4.1 This Attendance Policy has clear links to the Behaviour for Learning Policy and appropriate rewards and sanctions are outlined where necessary within the Behaviour for Learning Policy. Similarly the management of student attendance and absence is an aspect of safeguarding and this policy works alongside the school's safeguarding policy.

### **5. Community Involvement/Equality Impact Assessment**

- 5.1 The Standard assessment tool has been completed for this policy and is included as appendix 1.
- 5.2 Parents and staff have been asked to contribute to the policy. All relevant stakeholders have been involved in the drafting of each version of the document, this includes the local authority staff. The school's parent group commented on the draft policy and the Principal and members of the parent group met to discuss the draft procedure and policy.

### **6. Policy**

- 6.1 Pensby School is absolutely committed to ensuring the highest possible levels of attendance for all of its students; we believe that attendance at school is vital to ensure that our students can take advantage of all opportunities that the children in our care are entitled to.
- 6.2 Absence may detrimentally affect children: they may miss or never experience learning opportunities and fail to develop successful, flourishing friendship groups.
- 6.3 There is a clear link between the amount of time a child spends in learning and his or her academic success.
- 6.4 Pensby School has a clear ethos built on successful learning for all and mutual respect. We value every student in our care and we value highly their contribution to both their learning and to the wider school community. Students, by their very presence, create the school: everyone's individual involvement within the school community is valued and as such we would wish everyone to know that in their absence they will be missed and follow up action will be taken.

## **7. Monitoring Delivery**

- 7.1 The school will monitor the delivery through the usual line management structures; alongside this the school reports its attendance figures to the Local Authority and works in conjunction with the Local Authority Attendance Improvement Officer (AIO) to monitor and improve attendance.
- 7.2 Attendance statistics are readily available to governors and will be included on reports to parents for individual students; this will allow parents to monitor and review their own child's attendance at school.

## **8. Review**

- 8.1 The policy and associated procedures will be reviewed on a three year cycle, unless there is a change in associated legislation or guidance.

## Appendix 1 - Standard Equality Impact Assessment Tool

The Equality Impact Assessment Tool (EIA) is designed to help you consider the needs and impact your policy or document could have on the equality of individuals and groups. This EIA must be completed by the Policy Author and attached to the policy document when submitted for authorisation and ratification.

<b>Name of Policy or Document: Attendance policy</b>		
<b>Name of Author: Kevin Flanagan</b>		
<b>Who is this policy aimed at: Students, Parents and Carers and all staff at Pensby School</b>		
<b>Description and aims of the policy/service change: to ensure that the school monitors and promotes good attendance for all students at the school.</b>		
<b>Date EIA Completed: April 2015</b>		
<b>Nature of the Change</b>	<b>Yes/No</b>	<b>Details of adverse impact identified</b>
<b>Does the policy/Service change affect one group less or more favourably than another on the basis of:</b>	<b>No</b>	<b>If yes to any of the following a full EIA must be completed</b>
<b>Race or Ethnicity</b>	<b>No</b>	
<b>Nationality</b>	<b>No</b>	
<b>Culture or Heritage</b>	<b>No</b>	
<b>Religion, Faith or belief</b>	<b>No</b>	
<b>Sexual orientation, transgender Gender Reassignment</b>	<b>No</b>	
<b>Age</b>	<b>No</b>	
<b>Mental Health</b>	<b>No</b>	
<b>Physical, sensory or Learning Disabilities</b>	<b>No</b>	
<b>Homelessness, Gypsy/Travellers, Refugees/Asylum Seekers</b>	<b>No</b>	

For advice in respect of answering the above questions, please refer the draft policy to SLT for discussion.



**I declare that in assessing the proposed documentation/change I have identified that there is unlikely to be an adverse impact on different minority groups.**

**Name:** \_\_\_\_\_ **Post:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

Appendix 2: DFE Attendance guidelines can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)