

# Attendance and Registration Policy

## Contacts

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## Further Information Web Address

Parents can access detailed information at the following web address:

[www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/](http://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/)

## Legal Requirements

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise under the provisions of the education act 1996. This policy adheres to the requirements set out in the Equality Act 2010 and the UN convention on the rights of the child.

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## Aims

Balcarras aims for excellent attendance from all pupils. All pupils should aim for 100% attendance whenever possible. A minimum of 96% attendance is expected by all pupils and parents are encouraged to support students reaching these goals. For minor illnesses, such as a sore throat, headache or mild cold, pupils are encouraged to still attend school, where they will be supported and encouraged to attend as many lessons as possible.

This policy applies to main school pupils (Years 7 to 11)

# Attendance and Registration Policy

## Regular Attendance

Balcarras defines regular attendance as above 96%.

## Holidays in Term Time

Pupils are not permitted to take holidays in term time. The correlation between good attendance and good exam results is very strong and missing lessons will lead to significant underperformance in examinations. In exceptional circumstances, parents may complete a form and send it to the Headteacher, explaining why exceptional provision should be granted. Only in rare and pressing situations will a holiday be sanctioned.

## Parents/carers are expected to:

1. Make sure their child attends every day on time
2. Call the school to report their child's absence (see section below on *illness*) on the day of the absence and each subsequent day of absence, and advise when they are expected to return
3. Provide the school with more than one emergency contact number for their child
4. Ensure that, where possible, appointments for their child are made outside of the school day
5. Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

## Pupils are expected to:

1. Attend school every day on time
2. Attend every timetabled session on time

### Illness

If a pupil is too ill to come to school, parents should:

1. **E-mail the school attendance officer (address at top of policy) before 9:00am on the day of the illness with details of the reason for absence.** (*Parents may also leave a phone message on the attendance officers answering machine, but e-mails are the preferred method of communication*)
2. This procedure should be repeated on each day that the illness continues. (telephone: 01242 545114)

If the pupil becomes well enough to come into school later in the day, parents should encourage this to happen. If a pupil's attendance rate falls below 90%, the school will insist that parents take the pupil to their GP whenever further illness occurs, and written medical confirmation of attending a GP appointment from the surgery must be presented to the school. The school will also request a visit from the EWO (Education Welfare Officer) to the parents' house when attendance drops below 90%.

## Medical Appointments

Parents should try and avoid school time when making medical appointments. When an appointment is unavoidable in school time, parents should inform the school 24hrs in advance of the appointment, and the absence will be recorded on the system as a medical appointment. Pupils should leave school with just enough time to reach the medical provider and return to school promptly after the appointment is over.

## Contact for Support

If parents are concerned about attendance or would like additional support for their child, they can contact:

- Senior Manager with responsibility for Attendance
- Pupil's Head of House
- Pupils' Tutor
- Attendance Officer

Parents can also contact Gloucestershire County Council Council  
**(see further information web address at the top of this policy)**  
for advice and guidance on school attendance and punctuality

## Absence for Extra Curricular Activities

Balcarras encourages pupils' participation in extracurricular activities. Pupils will sometimes need time away from school to participate in their chosen field. Examples might include:

- Playing sport for a national or county side
- Performing in a drama production or TV/film role
- Instrumental performance for an orchestra
- A dance exam or a music exam

**Parents must always e-mail the House Head to request any time off from school for special events.**

In all situations, professional discretion will be taken and close liaison with the pupil and parents will inform the school's decision. Where an absence is beneficial to the pupil's success in his/her chosen field and unlikely to significantly harm the pupil's education, then special permission will be granted to have time away from school.

## **Long Term Absence**

Where a pupil has long term absence, due to an independent professionally diagnosed medical condition, the school will work closely with parents and all relevant outside agencies (GP, consultant, counsellor etc.) to ensure a programme is in place to provide appropriate educational provision (within the limits of the school's funding and staffing).

## **Attendance Officer**

A full time attendance officer works in the school. The role involves:

1. Ensuring the registers are taken every am and pm registration
2. Accepting phones calls and e-mails from parents when pupils are absent
3. Contacting parents between 9:00am and 10:00am on the first day of absence if no reason has been received (although all parents should contact the school before 9:00am whenever their child is absent). Contact will usually be made via e-mail to the parents e-mail address.
4. If further absence continues without explanation, further contact will be made by the attendance officer to ensure safeguarding.
5. Checking the pm registration to see if any pupil is absent who was present at am registration, and take the necessary action, including informing the Head of House and parents.
6. Monitor for patterns of absence and keep HoHs informed if a pupil's absence is falling into a pattern
7. Liaise between the pastoral team and the EWO (Education Welfare Officer) about pupils whose attendance is a concern and further intervention is required
8. Liaise between the pastoral team and the County Inclusion Team about pupils whose attendance is a concern and further intervention is required
9. Send appropriate letter to parents when poor attendance is recorded.

# Attendance and Registration Policy

10. Producing an accurate list of all absences. This will be printed and stored at main reception by 10:00am for each day, to be used in the event of an evacuation.

11. Producing accurate data, at regular intervals, to monitor attendance across the school

The attendance officer will produce the following data weekly:

1. List of pupils with attendance below 93% from 1<sup>st</sup> September
2. Attendance percentage for the week for each Tutor Group/House/Whole School
3. Attendance percentage since 1<sup>st</sup> September for each tutor group
4. Attendance percentage for each House since 1<sup>st</sup> September
5. Produce a list of pupils who are persistent absentees

This information will be disseminated to Headteacher, Deputy Head, Assistant Head i/c pastoral, SENCO, HoHs

## Rewards

Rewards are regularly used to encourage good attendance. The following are some of the rewards used by the school:

1. The tutor groups with the highest attendance over 99% will be given a free tutor group breakfast every month
2. At the end of term assemblies, the list of all pupils with 100% attendance will be displayed on the board and congratulated
3. At the end of term assemblies, a draw will take place, in the form of names of pupils with 100% attendance will be chosen from a hat, for a voucher (usually to the value of £20, although this could change). Usually there is one voucher per one or two year group(s).
4. Assemblies will regularly display names of pupils with 100% attendance and celebrate their success.
5. A cinema trip will take place at the end of the summer term for all pupils with 100% attendance and also for the tutor group with the highest attendance in each year.

## EWO (Education Welfare Officer)

The school employs a part time Education Welfare Officer. The role of the EWO (Education Welfare Officer) is:

# Attendance and Registration Policy

1. Liaise with the school's pastoral team and the attendance officer to ascertain which pupils have poor attendance and need further intervention
2. Attend regularly the pastoral meeting on a Wednesday lunchtime.
3. Visit pupils' houses when requested; when a pupil is absent from school or when attendance is a concern.
4. Conduct meetings with parents whenever attendance is a concern and discuss strategies for improving attendance of their child in the future
5. Attend AIM (Attendance Improvement Meetings) held by the school with parents and ensure that the legal position is made clear.
6. Support the school in the creation of any necessary paperwork needed for prosecution for poor attendance.
7. Ensure the school is kept aware of any changes to legislation regarding school attendance.

## Registration

All pupils will attend registration twice each day. This will take place at the following times:

### am registration

**8:55 – 9:00am (Mon - Fri)**

*Pupils should be heading towards their tutor rooms at 8:50am and be sat in their chair when the register is taken at 8:55am.*

### pm registration

**2:15 – 2:35pm (Mon – Thurs)**

**1:50 – 2:10pm (Fri)**

*Pupils should be heading towards their tutor rooms at 2:10pm (1:45pm on Fri) and be sat in their chair when the register is taken at 2:15pm (1:50pm on Fri).*

The school's Register Policy details requirements for completing registers.

The register will close **30 mins** after the start of the registration session as detailed above. After this cut-off, students will be marked as absent for the session.

# Attendance and Registration Policy

## Heads of House

HoH have oversight of the attendance for the pupils in their house. HoH have responsibility to:

1. Promote and encourage outstanding attendance within their house
2. Ensure that all suspected truancy is followed up and dealt with
3. Contact parents over student absences where appropriate
4. Liaise with the attendance officer about concern pupils and ensure that the attendance officer is alerted to which pupils are on the concern list and HoH are informed immediately when they are absent
5. Liaise with the EWO (Education Welfare Officer) over visits to parents' houses whenever pupils have concerning attendance
6. Organise and conduct meetings with parents whenever attendance becomes a concern
7. Organise AIM (Attendance Improvement Meeting) alongside the Attendance Technician meetings whenever necessary
8. Ensure, alongside the EWO (Education Welfare Officer), that paperwork from AIM meetings is accurate and promptly sent to parents
9. Monitor attendance in the light of targets set at AIM meetings
10. Ensure the necessary letters are sent out by the attendance officer based on attendance figures

For pupils who manage 100% attendance over 5 years, at the end of Year 11 a voucher (judged to be of value worthy of the achievement) will be awarded.

## Prefects

Prefects are selected in the spring term of Year 10. There are a number of criteria used for prefect section. One of the main considerations is that prefects must have an attendance rate of over 96% for the academic year so far, and must maintain this attendance rate or risk losing prefect status. The school will view each student on a case-by-case basis, and in exceptional circumstances (backed up by official medical documentation provided by the parents), prefect status may be awarded even if attendance is below target.

# Attendance and Registration Policy

## Strategy for Improving Attendance

The senior team will regularly review attendance figures for the school and for individual groups of students. Based on this data the Senior Staff and the Pastoral Team will develop a range of strategies to help improve attendance. These may involve, but are not limited to:

1. Communication with parents
2. Inviting parents in for a meeting to discuss attendance
3. Communication with pupil from the tutor and the Head of House
4. Involve the EWO with visits to the house
5. Involve the EWO with meetings with parents and the pupil
6. Letters sent to parents
7. Involve the inclusion team
8. Involve the SENCO and consider an EHCP application
9. Involve the Educational Psychologist and Advisory Teaching Service
10. Discuss reasonable adjustments in light of any barriers (including part time timetables, phased return, alternative provision etc)
11. Access Early Help and wider support services

## Legal sanctions

The school can request Gloucestershire County Council to issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct Attendance

***(see further information web address at the top of this policy)***

If issued with a fine or penalty notice each parent must pay £60 (per child) if paid within 21 days rising to £120 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

All natural parents, whether they are married or not

Any person who has parental responsibility for a child or pupil

Any person who has care of a child or pupil ie lives with and looks after the child



# Attendance and Registration Policy

## Penalty Notices

A penalty notice will be sought by the school when a pupil does not engage with the school's strategies for improving attendance and punctuality, or for pupils who continue to arrive late to school following an AIM meeting, or when a parent does not engage with the proposed strategies communicated through meetings with the pastoral team and also at AIM meetings. Balcarras will follow all of the guidance from Gloucestershire County Council

***(see further information web address at the top of this policy)***

with regard to absence from school, holidays in term time and punctuality requirements.

## National Definitions

Nationally the definitions of persistent absence and severe absence are:

- Persistent Absence is when a pupil misses 10% or more of school.
- Severe Absence is when a pupil misses 50% or more of school.