



ATTENDANCE POLICY

Covid-19 Addendum to the Attendance Policy: Summer Term 2020

If a student is coming into school, parents must contact the school to inform us if their child will not be attending on that particular day. This should be done by contacting the school by 8.45am on the day of absence (Boys ext. 213 and Girls ext. 395).

All pupils are expected to attend their online sessions and failure to do so will be noted by their teachers. Pastoral leaders will monitor student engagement with online learning and where we believe pupils are disengaged, parents will be informed and support will be offered. This support could take place in school during one-to-one sessions with the pastoral team or a student could be asked to attend school to continue their online learning if they are in Years 10 or 12.

1. Aim

The aim of this policy is to encourage students to attend school every day in order to take full advantage of the opportunities available. Regular and punctual attendance at school is essential in order for students to maximise their chances of success.

2. Attendance Expectation

Every student is expected to maintain an attendance level of 95% or above in order to achieve their full potential. The Education Act 1996 requires parents to ensure that their children of compulsory school age receive a suitable full-time education.

3. Recognising Good Attendance

The schools will recognise and reward good attendance on a termly basis. Students will be awarded certificates for high level and improving attendance.

4. Leave of Absence

- Parents/guardians must write an email/letter requesting permission for leave of absence to the Headteacher at least 3 weeks in advance. In cases where there are siblings in both schools, two separate letters must be sent.
- Requests will be authorised at the Headteacher's discretion. The Headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- The first consideration made by the Headteacher's will be the student's current attendance. Students whose attendance is of concern will not be allowed further authorised absence.
- Where a leave of absence is granted, the Headteacher's will determine the number of days a student can be away from school.
- A fixed Penalty Notice will be issued if a student is absent when authorisation is not granted.

5. Punctuality

- Students are expected to arrive to school on time. Parents/guardians must inform the school in advance via the student services officer if their child is going to be late due to an appointment. This information is shared with the Headteacher and will be authorised at his/her discretion.
- Any student who arrives to school after 9:00am without advance notice by parents/guardians will be marked as unauthorised for the morning session. This will affect their overall attendance figures.

6. Absence in the event of illness

- Parents/guardians need to communicate (via phone, letter or email) with the School for every day a child is absent as early as possible, giving the reason for this absence (Boys ext. 295, Girls ext. 395). If a student is absent and no one has contacted the School to explain the reason, the School has a duty to contact home to find out the reason for the absence.
- On their return to school an email/letter from a parent/guardian to the Attendance Officer detailing the specific reason for absence needs to be given.
- Where parents fail to provide a reason for absence, the Attendance Officer will contact them.
- Please note: At certain times of the year, a doctor's note may be required for a medical absence to be authorised. These include school weeks with fewer than five days (such as before a Chag and Bank Holidays,) the two weeks leading up to study leave and controlled assessment days (This list is not exhaustive).
- The School has a duty to keep at least two sets of contact details for each student.

7. Escalation Procedures for poor attendance

Stage 1

- A *first letter* will be sent home notifying parents/guardians of a decline in attendance below the expected level, which is 95%.
- Should the attendance continue to decline parents/guardians are informed that they will have to attend a meeting in school with their child, their child's Year Leader and the Education Welfare Officer, who works for the local authority.
- There will be an expectation that attendance will need to improve and targets will be set.

Stage 2

- A *second letter* will be sent if the attendance falls below 90%.
- Parents/guardians will be invited to attend a meeting in school with their child, their child's Year Leader and the Education Welfare Officer.
- The Education Welfare Officer will set action points that must be met within an agreed review period, usually four weeks. If there is no improvement at the end of this review period, a Court Assessment Meeting will be held which may result in one of the following sanctions being imposed:
 - Education Supervision Order
 - Magistrates Court Action
 - Penalty Notice
 - Further Review Period

In exceptional circumstances, referrals may be made to the Education Welfare Officer without moving through the escalation procedures set out above.

8. Fixed Penalty Notices

Fines may be issued for the following reasons:-

- taking a student out of school during term time for unauthorised reasons
- parents failing to inform the school about reasons for absence or misinforming the school about the actual reason for absence

- a single protracted period of unauthorised absence
- a student having six unauthorised marks in the register within a four week period
- The school informs Barnet about such absences and they decide whether the FPN should be issued. There is no official appeals process but parents can write to the local borough with appropriate evidence: <https://www.barnet.gov.uk/citizen-home/schools-and-education/parents/attendance-at-school.html>

9. Sixth Form Attendance

Sixth form students are bound by the contents of this policy (with the exception of FPN – sections 6/7. Please refer to the Behaviour Policy for further details of the Sixth Form Attendance.

10. Children at risk of missing education

The school will inform the local authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the student is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or
- Have been permanently excluded.

Reviewed by Stone King February 2020

Approved by the Trustees/Governors February 2020

Next Review: February 2025