



Roysia
— Middle School —
We care; they flourish

ROYSIA MIDDLE SCHOOL

ATTENDANCE POLICY

The Governing Body has adopted the Roysia Middle School Attendance Policy

Adopted by the Governing Body: 25 April 2013

Chair of Governors: D Brynjolffssen

Review Date: 2016

Introduction

We believe that for pupils to achieve their potential academically, spiritually, morally and socially they must attend school regularly and on time. Good attendance and punctuality enables pupils to benefit from the broad balanced curriculum and good range of extra-curricular activities available at Roysia School. Adult life demands good timekeeping and attendance and school life should prepare young people for this. Attendance which falls below 95% seriously affects pupils' learning, their outcomes and consequently their future life chances.

This section of the policy sets out the means by which we will:

- promote good attendance and punctuality
- identify significant patterns of absence or lateness
- identify and manage pupils whose attendance is causing concern
- support pupils at risk of becoming poor attenders or returning after extended absences.

1. Statutory Requirement

- a. The school is responsible for registering pupils twice daily: once at the start of the day and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory age who are on the school's admission roll.

2. Pupil Absence

- a. It is the responsibility of the parents/carers to contact the school before 10.00am on the morning of the pupil's absence. When a pupil is absent, if the school has not already been notified, parents/carers will be contacted by text or called at 10:00a.m. by the Attendance Officer at school. If there is no response then a further call will be made at 12 noon using all available emergency contact numbers. If there is still no response, the local Police Community Support Officer may be contacted.
- b. It is the responsibility of the parents/carers to contact the school on each and every day thereafter i.e. the second and third day of absence, and so on. This is to ensure the safety of your child should they not arrive at school when expected to do so.
- c. On the day the pupil returns to school after the absence, a written explanation detailing the reason/reasons for absence must be sent in to their form tutor. All absences remain unauthorised until such time that the school receives verbal/written confirmation from the parent/carer. This is kept as evidence for future reference.

3. Early Intervention

- a. Where a pupil's attendance is of concern, the Attendance Officer will co-ordinate an early investigation with the pupil's tutor. If there are reasons within school as to why the pupil has been absent, these will be addressed.

4. Rewards

- a. Pupils with 100% attendance in any half term are awarded Achievement Points.
- b. Pupils with 100% for the year are rewarded in the end of year assembly.

5. Holidays

Holidays during term time have a detrimental effect on pupil progress.

- a. The school does not authorise holidays in school time.
- b. In exceptional circumstances, the headteacher may authorise a holiday or other personal visit upon receiving a written request from parents/carers at least three weeks prior to the start date of the holiday/visit detailing in full the reason for the absence request.

6. Illness & medical conditions

When pupils are absent from school on medical grounds it is important that they are able to keep up with their studies, as far as their medical condition allows. Roysia has a vital role to play ensuring that pupils who are absent from school on medical grounds have the educational support they need.

- a. The school will authorise the first 10 days of pupil absence for illness in any given year. 10 days' absence equates to 93% attendance. Ideally each pupil should have 95% attendance or higher.
- b. Where a pupil has had 10 days' illness, we will write to parents/carers to explain that we will no longer authorise any further absence for illness during the school year.
- c. Where a pupil has a medical condition which affects attendance, we will contact parents/carers regularly for written confirmation from a medical professional that the condition is extant. The written confirmation may be a letter written to the school, or a copy of other correspondence. Where we receive this, all pupil's absence is authorised.

7. Unauthorised absence

- a. The school retains the right to decide whether or not to authorise an absence.
- b. When a pupil has 10 unauthorised sessions (5 days) we will write to parents/carers that their child's unauthorised absence is a concern and that they are in danger of receiving a Fixed Penalty Notice (FPN) from the Local Authority (LA).
- c. When a pupil has 21 unauthorised sessions (10 ½ days) of absence over two terms, the school will write to parents/carers warning them that unless their child's attendance improves over the following 28 days, they be issued with a FPN by the LA.
- d. Pupil's absences when arriving late (after registration closes at 9.05am) will be unauthorised and will count as an absent session, unless a valid reason is provided by the parent/carer before the pupil's arrival.

8. Truancy

- a. Any absence which occurred as a result of a pupil truanting will be recorded as unauthorised.
- b. Every hour a pupil truants, s/he will make up in detentions in order to catch up on work missed.

9. Attendance Improvement Officer (AIO)

- a. The AIO works with pupils who are PA (Persistent Absentees). This is calculated at 85% attendance or below. This does not include pupils with medical conditions.
- b. The AIO works with parents and other outside agencies to address the underlying issues facing the pupil which has led to high absence.

- c. Where appropriate, the AIO may escalate action to take parents/carers to court for failing to ensure their child attends school.

10. Medical & Dentist appointments

- a. We urge parents to make appointments outside school hours but recognise that this is not always possible.
- b. If a pupil needs to leave school to attend an appointment, we require that a parent or carer comes to collect them, signing them out from the main school office. Alternatively, a pupil can be signed out by office staff without a parent if they have a medical appointment card or a written request. If verbal contact is made by the parent/carers informing the school of details of the appointment, written confirmation must be received as evidence on their return. The school requires written notification for all appointments. The pupil must return to school after the appointment if at all possible.
- c. A pupil who is unable to attend school on medical grounds will not be removed from the school register without parental consent, even during a long period of illness.

11. Re-integration into school

- a. Roysia School will play a key role in ensuring successful re-integration follows a period of absence.
- b. Parents/carers are responsible to pass on important information and knowledge which may be crucial to deal effectively with the re-integration.