



Trinity High School

& SIXTH FORM CENTRE

An Independent State Funded Academy

STUDENT ATTENDANCE POLICY

Also to be read in conjunction with:

- *Behaviour Policy*

School Policy:

Staff Policy:

Review date:

Approved by Governing Body:

Review date:

Policy Responsibility:

Website

R-drive

March 2018

24 April 2018

1 March 2021

Mr Ward



STUDENT ATTENDANCE

Promoting good attendance is the responsibility of the whole Trinity High School & Sixth Form Centre community, thus enabling and encouraging all on roll at the Academy to achieve excellence.

To enable the students to gain the greatest benefit from their education it is vital that they attend regularly and on time every day that the Academy is open unless the reason for absence is unavoidable, as poor attendance disadvantages students.

RATIONALE

1. Parent/carers of registered students have a legal duty under the Education Act 1996 (Section 444) to ensure that students of compulsory school age attend school on a regular and full time basis. Permitting unauthorised absence from school is an offence and parents may be referred to the Worcestershire County Council Senior Education Investigation Officer for Prosecution, if the issues around the non-school attendance cannot be resolved by the use of Trinity attendance strategies and staff.
2. Attendance matters and statistics will be regularly reviewed by the Headteacher and members of the leadership team.
3. Trinity aims to ensure that all students attend school regularly and on time to enable them to take full advantage of the educational opportunities available to them.
4. Regular, punctual attendance is valued and positively encouraged for all students.
5. Attendance is an Ofsted trigger: it has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the Academy. Attendance also underpins the five Every Child Matters Outcomes:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic wellbeing.

AIMS

1. To improve the overall attendance of students at Trinity.
2. To improve students' attainment through good attendance.
3. To encourage parents:
 - To ensure their child attends school regularly
 - To ensure their child leaves in plenty of time to arrive on time
 - To support and encourage their child by attending parents' evenings and other events

- To contact their child's tutor or Head of Year to discuss any concerns regarding their child's attendance
 - To work in collaboration with Trinity to resolve any issues that are impacting on their child's attendance.
4. To make sure attendance is a priority for everyone associated with Trinity including parents, students, teachers and governors.
 5. Trinity will challenge the attitude of those students, parents and staff who give a low priority to attendance.

PROCEDURES REGISTERS

1. Documents to refer to for statutory requirements and guidance in regards to completing and maintaining attendance register:
 - The Education (Pupil Registration)(England) Regulations 2006
 - Absence and Attendance Codes DCSF
 - Keeping Pupil Registers DCSF.
2. Schools have a statutory duty to keep two legal documents:
 - An admissions roll
 - An attendance register which must be kept accurately.
3. An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.
4. Attendance registers will be kept in accordance with statutory legal requirements and the Government guidelines.
5. Registers must be taken at the start of the morning session and once during the afternoon session. Registration times are 8.45 am and at the start of Period 4.
6. On each occasion, school must record whether a child is present, absent or present at an approved educational activity.
7. No student should be marked present unless actually in the room when the register is called or unless he or she has been given permission to be absent by the registering teacher.
8. Every half day of absence from school has to be classified by Trinity as either authorised or unauthorised and the regulation codes must be used:
 - Authorised absence is where the Headteacher has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence
 - Examples of authorised absence: days of religious observance, illness and medical appointments all of which require written confirmation from a parent
 - Unauthorised absence is when the justification is not acceptable, when a reason for the absence has not been received and excessive lateness will also be recorded as unauthorised
 - Examples of unauthorised absence: shopping, birthdays or child minding.
9. Spaces must not be left in the register, it is the initial responsibility of the tutor and class teacher to ensure the register is complete.
10. Students must not mark the register in any circumstances, it is a legal and auditable document, failure of its maintenance is accountable.

11. All registers will be checked and absences monitored on a regular basis. This is a collective responsibility, involving tutors, the attendance officer, the Education Welfare Officer and Heads of Year.
12. Trinity has a procedure in place to resolve unexplained absences within two weeks.
13. If a student is absent from school their parent/carers should contact the attendance officer at Trinity on the first day of absence and maintain contact with that member of staff throughout the absence.
14. Absences supported by written notes from parent/carers may not always be accepted as providing a valid reason. If this is the case, Trinity will notify the parents/carers.
15. In exceptional circumstances Trinity will request further evidence of a student's illness. This request will be put in writing to parents/carers.
16. Parent/carers are advised to make appointments for dentist, doctor or the optician outside school core hours where possible.

LATENESS

1. Students must attend registration on time to be given a present mark.
2. Where a student arrives after the register has closed, 9.05am and 12.30pm, this will be classed as an unauthorised absence and code 'U' will be used in the register.
3. It is the initial responsibility of the Tutor to address the issue of persistent lateness with the student and their parent/carer.

POOR ATTENDANCE

1. Those students whose attendance falls below 95% will be closely monitored and further action considered. Between 95% and 90% it is the responsibility of the Tutor to discuss the matter with the student and if appropriate the parent/carer in consultation with the Head of Year and administrative staff. 89% and below further intervention will be required. All intervention must be documented.
2. Recognition of a pattern of absence is vital. Liaison between tutor, class teachers, Heads of Year and Education Welfare Officer with support from the attendance officer will ensure a holistic approach to the cause for concern. Early involvement of parent/carer is paramount.
3. Trinity has a clear and escalating approach to intervention where there are concerns regarding a student's attendance at the Academy:
 - Letters to parent/carer
 - Home visits
 - Meetings with parent/carers and students to discuss any issues
 - School mentoring
 - Parenting contracts
 - Pastoral support plan
 - Individual educational support plan
4. If there is no improvement in a student's attendance following the schools' interventions, the Academy will refer the matter to the Worcestershire County Council Senior Education Welfare Officer for Prosecutions for advice and possible legal action.
5. The legal action to be considered in full consultation with Trinity:

- To prosecute a parent/carer for failing to ensure that their child regularly attends school to the statutory requirement through the Education Act 1996, section 444(1 or 1A)
- Application to Magistrates Court for an Education Supervision Order – to ensure that the child of compulsory school age and registered at a school attends regularly
- Application to Magistrates Court for a Parenting Order – to enforce regular attendance following a successful prosecution by the Local Authority
- Penalty Notice issued for an instant monetary fine - for irregular attendance.

FAMILY HOLIDAY REQUESTS DURING TERM TIME

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013.

1. Headteachers may not grant any leave of absence during term time unless they deem it to be exceptional circumstances.
2. Only the Headteacher at Trinity has the discretion to authorise leave and this will be considered on an individual basis.
3. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.
4. Parents/carers cannot demand a leave of absence as an automatic right.
5. Parents can be fined for taking their children on holiday during term time without the consent of the school.

Procedure

- In the interests of safeguarding, parents/carers should complete a Request for Leave form and submit this to Student Services at least six weeks prior to the requested absence.
- Trinity will respond in writing to the request within a fortnight.
- Parents/carers should be made aware that any unauthorised absence in respect of leave will be referred to the Worcestershire County Council Education Investigation Service for Prosecution, for appropriate intervention.
- School registers will be marked as follows:
 - Student should be marked H (authorised absence) for the agreed period of leave
 - Student should be marked G (unauthorised absence) if the period of leave has not been authorised or for days taken in excess of an agreed period.

TRAVELLERS

1. There is provision within the legislation to permit Travellers to remove their child/children from full time education whilst they are travelling, however this can only be done after the completion of 200 sessions (100 days) in an academic year. The parent/carer must attend school and discuss the pending period of absence with the Head of Year prior to removing the child. It is at the discretion of the Headteacher to authorise this absence or not. Should permission be granted 'T' will be entered into the pupil register system.

CHILDREN MISSING EDUCATION

1. We recognise that a child going missing from education is a potential indicator of abuse.

2. Our procedures for dealing with children that go missed from education are based on the Local Authority and WSCB procedures.
3. We will ensure that we follow these procedures for dealing with children that go missing from education, particularly on repeat occasions, to identify the risk of abuse and neglect, including sexual exploitation and to help prevent risks of their going missing in the future.
4. We will ensure that we report children missing education to the LA CME officer in line with statutory requirements.