



Policy

Policy title:	Attendance Policy
Function:	For information and guidance about attendance at The Blue Coat School. This document forms part of the portfolio of policies designed to inform students and parents.
Status:	For approval
Statutory guidance:	DFE School attendance: Guidance for schools (October 2018) DFE School attendance: parental responsibility measures (January 2015) DFE Children missing education (September 2018) The education Act (2016)
Audience:	Students, Parents, Staff, Leaders, Governors, Local authority, General public
Ownership:	Governing body/Headteacher/Deputy Headteacher (PDBW)
Last reviewed:	January 2017
Reviewed by:	Curriculum and student performance committee
Next review:	Every two-years – January 2019

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Aims and objectives

- 1 This policy sets out The Blue Coat School's processes and practices to promote good attendance taking account of the statutory requirements referenced above.
- 2 This policy ensures that parents/carers are provided with:
 - relevant information about The Blue Coat School's guidelines on attendance
 - information about wider issues concerning attendance.
- 3 This policy outlines The Blue Coat School's principles of monitoring and assessing student attendance in order to support positive development and achievement.

Roles and responsibilities

- 4 The governing body will ensure that this policy meets current statutory requirements and is reviewed accordingly.
- 5 The Headteacher will ensure that the procedures, practices and arrangements set out in this policy are adhered to in daily school life.
- 6 The Deputy Headteacher (PDBW) will support the Headteacher in ensuring that the procedures, practices and arrangements set out in this policy are adhered to. This includes:
 - ensuring all teachers will register student attendance in morning and afternoon registration
 - ensuring that Key Stage Leaders (Behaviour and Welfare) monitor student attendance regularly to support student welfare, development and achievement
 - ensuring that the administration team monitors computerised registers for any absences or lateness and will contact parents to identify the cause of absence where necessary
 - ensuring that pastoral leaders meet with the Education Welfare Officer on a regular basis to monitor and support students with poor attendance.

Procedures and practices

Our expectations

- 7 The Blue Coat School expects:
 - all students to attend school 100% of the time
 - all students to be punctual to school and lessons
 - to work closely with parents in a supportive way in order to ensure attendance is maximised
 - to work closely with outside agencies in support of vulnerable students' attendance.
- 8 The Blue Coat School expects parents to:
 - inform the school of any unexpected or planned absence via the online absence form.
 - inform the school of any of any medical or dental appointments in advance
 - try to ensure that appointments are made outside of school hours, wherever possible
 - ensure students attend school before and after appointments that take place during the school day

- contact the school promptly when the school asks for an absence to be explained.
- provide information about any circumstances/health conditions that could affect attendance

The school attendance register

- 9 In line with DFE School attendance: Guidance for schools (Oct 14), a register will be taken at the start of the first session (morning) of the school day and at the start of the second session (afternoon).
- 10 The morning register will normally take place between 8.45am and 9.05am.
- 11 The afternoon registration will normally take place between 1.30pm and 2.00pm.
- 12 A student arriving before the register is closed but after the start of the school day will be marked as late.
- 13 Students with persistent lateness will be monitored and appropriate interventions put in place, which may involve:
 - detentions
 - a phone call to parents
 - a meeting with parents
 - referral to children's services.
- 14 Students will not be marked in if they are not present during registration.
- 15 All students who arrive late to school or need to leave early are required to sign in/out at reception and must supply an appointment card or note from parents. Students in years 7-11 will not be permitted to leave school without a parent or other authorised adult.

Attendance at School

- 16 The Blue Coat School is committed to positively promoting the impact of good attendance. The school's work will be guided by the principles that:
 - attendance is inextricably linked to success in all aspects of school life.
 - Regular school attendance is vital if students are to benefit from the experiences which the school offers them
 - regular attendance increases student chances of academic success
 - regular attendance helps to ensure that students personal development is age appropriate and in line with other students of the same age
 - regular attendance supports student participation in extra-curricular opportunities that the school offers
 - attendance and punctuality are recognised by many schools and employers as good indicators of reliability.
- 17 The Blue Coat School recognises that regular school attendance is dependent on a strong supportive partnership between the school, parents, and other outside agencies such as the Education Welfare Service, Social Inclusion and Social Services.

- 18 The Blue Coat school is committed to maximising the attendance of every student during their education at the school.
- 19 As set out in DFE School attendance: parental responsibility measures (Jan 2015), parents are responsible for making sure that children of compulsory school age receive a suitable full-time education. This can be by regular attendance at school, at alternative provision, or otherwise (e.g. the parent can choose to educate their child at home).
- 20 In support of this expectation, the school will be guided by The Education Act (2016) which states that:
 - parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered
 - the parents of a child of compulsory school age who is registered at school and fails to attend regularly are guilty of an offence.
- 21 Where necessary, The Blue Coat School will work with other agencies to challenge poor attendance using appropriate legal routes as set out in DFE School attendance: parental responsibility measure (Jan 15).

Absence from school

- 22 Absence is monitored daily by the school. Where the reason for absence is unknown, the school will contact parents of students on the same day to:
 - ascertain the reason for the non-attendance
 - safeguard absent students where necessary
 - identify whether the absence should be classed as authorised or not authorised
 - identify the correct code to use when recording the absence on the school's electronic register.
- 23 Parents will be informed immediately where students are found truanting from school. In such cases the school will work closely with parents to consider the most appropriate support and sanctions.
- 24 In line with DFE School attendance: Guidance for schools (2014), the school will identify absence as:
 - authorised: where the school believes there to be appropriate mitigating circumstances for non-attendance
 - unauthorised: where the school does not believe that there are appropriate mitigating circumstances for non-attendance
- 25 The school will record attendance with due regard to the national absence codes set out in statutory guidance (Annex A).
- 26 Attendance and absence are monitored weekly by Key Stage Leaders. The school will put in place appropriate interventions for students whose absence is causing concern which may include:
 - contact with parents via letter or phone call when attendance drops below 97%
 - parent meetings to establish reasons for absence and to offer guidance, support and advice
 - parental engagement with the Educational Welfare Officer (EWO) where persistent

absence (less than 90% attendance) continues with or without reasonable parental engagement

- informing the local authority where students are absent for long periods of time without authorisation.

- 27 Requests for leave of absence during term time can only be authorised by the Headteacher. Such requests should be made in advance using the Request for leave of absence during term time form which is available on the school's website. The Headteacher will consider requests for leave of absence on a case by case basis.
- 28 The Blue Coat school's attendance and absence data will be shared via the national school census system to provide information about student and school levels of attendance to the Department of Education.

The school roll

- 29 The school admissions register will include:
- personal details of the student
 - date of admission or re-admission to the school
 - information regarding parents
 - details of school last attended
- 30 The school admissions register will serve daily attendance registers at all times.
- 31 The school will consider removing students from the admissions register when:
- the parents of a student notify the school that they intend to leave
 - an existing student fails to attend school following admission
 - an existing student fails to meet the requirements for transition set out in the school admission policy
 - a student does not return to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive days
 - an alternative place is found for the student at another school
 - a student is permanently excluded
 - a student reaches the end of the final year of education normally provided by the school
- 32 The school will follow a rigorous process before removing any student from the school admissions register. This includes:
- identifying the reason for the student leaving
 - undertaking a vulnerability risk assessment
 - confirming the students destination after leaving The Blue Coat School
- 33 In line with DFE Children missing education (Sep 16), the school will inform the local authority when a student's name is to be removed from the admissions register at a non-standard transition point.

Monitoring, review and evaluation

- 34 The governing body will ensure that the procedures and practices of this policy are monitored, reviewed and evaluated through the curriculum and standards committee.
- 35 The Deputy Headteacher (PDBW) will ensure the governing body is given regular reports to rigorously evaluate the attendance relating to the attendance of all groups of students.
- 36 Pastoral Leaders will regularly monitor, review, evaluate and support students':
 - punctuality
 - attendance and absence patterns
 - joining or leaving the schoolto promote good attendance, safeguarding and student development.

Annex A: Registration codes

This table summarises the national attendance codes that the school uses to record attendance/absence as set out in DFE School attendance (Nov 16).

A	Present at registration
B	Educated off-site (not dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registered (i.e. present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended family holiday family holiday (not agreed or sessions in excess of agreement)
G	Family holiday (not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before the register closed
M	Medical or dental appointment
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Day set aside exclusively for religious observance
S	Study leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not work based training)
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Partial and forced closure
Z	Pupil not on roll yet
#	School closed to all pupils