



# CALDEW SCHOOL

## ATTENDANCE POLICY

*Reviewed under SW&G Committee  
On school website  
Reviewed biennially  
Adopted: January 2018  
Next review: January 2020*

NOTE: Caldew School is an Academy and where reference is made to school(s) this should be taken to refer to 'academy' in so far as the reference specifically applies to Caldew School.

### **Mission Statement**

To ensure regular attendance and good punctuality, which is essential for successful learning so that every student can aspire, believe and achieve.

### **Principles**

- Caldew School will offer an environment in which students feel valued and welcome.
- Good attendance is highly valued.
- Good attendance is essential in helping students achieve their full potential.
- Students will know that their presence is important and why.

### **Rights and Responsibilities**

#### Parents and Carers

Parents and carers are responsible for ensuring that children attend school regularly, punctually, properly equipped and in fit condition to learn.

If a child is prevented for any reason from attending, or is going to be late, parents are requested to notify the school by 9:00am every day – by phone call or message, of the absence for that day. Notes should be passed directly to the Attendance Officer at student reception. If truancy is suspected then the Attendance Officer will endeavour to make telephone contact with parents on the first morning of an absence.

#### Students

Students will be made aware of the importance of maintaining their attendance at the highest possible level. All students, including sixth formers, are expected to attend school regularly and punctually, and to adhere to the school's policies on behaviour and dress.

All students' attendance will be monitored using individual attendance records.

#### Governors

The Student Welfare and Guidance Committee will work alongside the Head on attendance issues.

Attendance will be an agenda item as soon as figures are available that allow for comparison with other schools. The Headteacher will report to the governing body at this meeting, highlighting progress against the school's action plan. An attendance summary will be made available and appropriate sections will be included in the Schools' action plan for the following year.

## School

Whilst an Assistant Headteacher will take the lead on attendance matters, attendance is the responsibility of all school staff (not just teaching and pastoral staff), who will respond to absenteeism firmly, consistently and with care.

A student's absence from school must be considered as unauthorised until a satisfactory explanation is received. All unaccounted for absences will be promptly investigated and parents and students will be kept informed about any attendance concerns.

Students and/or parents who experience difficulties with regular attendance will be offered prompt and sympathetic support, initially from the Pastoral Team and Attendance Officer. Where there is the need for more sustained action, an Attendance Action Plan will be agreed between the school, parent and student, setting targets which will address the attendance concerns. Should this plan fail the school will follow the procedures set out within the Attendance Ladder document. Senior members of staff and / or external support services such as Children's Services – Access and Inclusion will offer support should the need arise.

Attendance issues will be given the highest profile through assemblies, parents' evenings, governors, bulletins, school prospectus, the Transition Programme from KS2 to KS3 etc.

## Punctuality

- Every student must be in school by 08:40am.
- Any student arriving after 08:45 will be marked as 'late'.
- School 'Late Gate' operates between 08:40 – 09:00. Students who are late complete a 10 minutes detention at Break and their parent/carers are informed by text of the lateness.
- Lateness to lessons is monitored daily and a lunch time detention is issued to students who are late two or more times in a day.
- Failure to attend a detention will result in an after-school detention.

## Holidays and other Absences in Term Time

Parents should not book family holidays during term time as they will not be authorised unless there are exceptional circumstances, such as a parent returning on leave from active military service.

Parents may request other leave of absence; however, authorisation of this will be at the discretion of the school, and will only be considered in exceptional circumstances. This means that in the majority of cases requests will not be authorised unless there are clear immediate family reasons or educational benefits.

Penalty Notices may be issued by the Headteacher against parents who take unauthorised holidays or leave of absence in term time. Each situation will be considered on an individual basis.

If leave is granted, parents must appreciate it is their responsibility to ensure their child catches up with any missed work upon their return.

## **Promoting Attendance**

Within the confines of the National Curriculum, students will be offered a varied, flexible and rewarding education matched to their individual needs. They will not be able to take full advantage of this unless they attend regularly.

The school will employ a range of strategies, sanctions and rewards to encourage good attendance and punctuality. Attendance data will be collected and analysed regularly and combined with an annual review of the school Attendance Policy which will inform future practice.

Regular liaison between feeder primary schools and secondary school will identify students who may require extra support during the transition into Year 7.

Where a student has attendance concerns Caldew School will follow its' attendance procedures, if there is no improvement in the student's attendance this may result in a referral to the Local Authority Inclusion Officer that could lead to legal intervention resulting in a penalty notice, prosecution or an educational supervision order.

#### Rewards

As a school we will recognise high and improving attendance as part of our formal rewards procedures helping students to recognise that good attendance is valued.

#### **Statutory Framework**

The school's policy is based on Section 7 of the 1996 Education Act which states.

"The parent of every child of compulsory school age shall cause him to receive efficient, full-time education suitable

- a) to his age, ability, and aptitude, and
  - b) to any special needs he may have,
- either by attendance at school or otherwise."

Failure to do so is a strict liability offence (1996 Education Act).