



## Attendance and Truancy

Date	Review Date	Coordinator	Nominated Governor
5th April 2018	August 2019	Annette Turner	Mary Bright

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

We believe this policy relates to the following legislation:

- Children Act 1989
- Education Act 1996
- Crime and Disorder Act 1998
- Data Protection Act 1998
- Criminal Justice and Courts Services Act 2000
- Education (School Attendance Targets) (England) Regulations 2005
- Education (Pupil Registration) (England) Regulations 2006
- Education (School Attendance Targets) (England) Regulations 2007
- Education (School Attendance Targets) (England) (Amendment) Regulations 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2010
- Equality Act 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Education (Penalty Notices) (England) (Amendment) Regulations 2013

The following documentation is also related to this policy:

- Advice on School Attendance (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Improving Attendance at School (DfE)
- School attendance parental responsibility measures: Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.



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We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. School personnel have a responsibility for identifying trends in attendance and punctuality.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child and not to make them feel guilty or inadequate. Also, at times we have to give allowances for religious beliefs and individual family circumstances.

We believe it is essential to regularly remind parents/carers of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly.

We have a duty to monitor pupils' attendance through daily registration and will address all poor or irregular attendance by contacting and discussing the situation with parents/carers.

We will inform the appropriate local authority of pupils who are absent for 5 days without any contact, who are regularly absent from school or have missed ten days or more without permission. The local authority must have in place 'robust procedures and policies' to enable them to meet their duty in relation to CME.

We have in place an Attendance Officer (part-time) and School Administrators who are responsible for monitoring pupil attendance and will make contact with parents/carers if the school has not been informed of their child's absence.

For all pupils we have in place at least three emergency contact phone numbers for different adults associated with each pupil.

Truancy is a matter that we treat very seriously as we feel pupils are not only losing valuable learning time but they are putting themselves at serious risk if the school and their parents are not aware of their whereabouts.

We have a duty to ensure that all parents/carers are aware of our 'legal powers to use parenting contracts, parenting orders or penalty notices to address poor attendance and behaviour in school.' Parents have a duty to ensure their children are well behaved and attend school regularly as 'good behaviour and attendance are essential to children's educational prospects'.

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We believe it is essential to have a strong working relationship with the Attendance Team and Early Help Team which provides support for pupils and their families in order to promote good pupil attendance and to reduce truancy.

We are aware that leave of absence can only be granted to a pupil in exceptional circumstances and in authorising a holiday in term time we will take into account the child's attendance record, the child's age, the reason for the trip, the time in the academic year and the employment difficulties that parents/carers face by taking holidays in school holiday time.

We will exercise a consistent approach and ensure equity for all pupils.

We aim to be judged at least good in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend. We believe we will achieve this by having in place a home-school agreement that all parents/carers have signed up to and by improving pupil attendance and truancy.

We wish to work closely with the students to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region, attainment and economic disadvantage, exclusions and abuse, and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

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## Aims

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To ensure the safeguarding of pupils by establishing the whereabouts of all absent pupils by making contact with parents if the school has not been informed of their child's absence.
- To have in place procedures to prevent truancy.
- To work with other schools to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

## Role of the Governing Body

The Governing Body:

- has delegated powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- promotes the importance of attendance and punctuality with all stakeholders;
- ensures compliance with all statutory pupil registration regulations;
- has appointed an Attendance Officer and School Administrators to ensure identification and appropriate follow up action is undertaken for all absence and lateness;
- ensures that the attendance policy is carried out;
- sets statutory attendance targets for the year that are realistic and challenging in order to raise school attendance;
- asks questions about trends and what is being done to prevent persistent poor attenders;
- monitors termly progress towards these targets by considering the following questions:
  - Has attendance improved?
  - Has punctuality improved?
  - Has parental/carer response to absences improved?
- ensures the Headteacher exercises his/her discretionary power to authorise absence in extenuating circumstances for up to 10 days in an academic year between September and July which may include term time holidays;
- ensures the Headteacher does not authorise absence if it is to the detriment of a child's education;
- has responsibility for ensuring that the school complies with all equalities legislation;
- has nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;

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- ensures funding is in place to support this policy;
- ensures this policy and all policies are maintained and updated regularly;
- ensures all policies are made available to parents;
- makes effective use of relevant research and information to improve this policy;
- has nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the Attendance Officer and the School Administrators;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- has responsibility for the effective implementation, monitoring and evaluation of this policy

## Role of the Headteacher

The Headteacher will oversee attendance, to ensure that the attendance team;

- undertake the daily monitoring of school attendance via the Attendance Officer and School Administrators by using an appropriate and effective registration system;
- ensure the safeguarding of pupils by establishing the whereabouts of all absent pupils by making contact with parents if the school has not been informed of their child's absence;
- work with the students to develop this policy;
- ensure all school personnel, pupils and parents/carers are aware of and comply with this policy;
- create a culture which encourages attendance;
- address all school based causes of poor attendance such as bullying, racism etc;
- ensure registration is taken at the start of the morning session and at the beginning of the afternoon session;
- ensure school personnel are fully trained in the registration process and with the appropriate categorisation of absence;
- monitor attendance according to gender, age, ethnicity, first language, eligibility for Free School Meals, special educational needs and persistent absentees;
- monitor trends by using data effectively to help strategic planning;
- ensure early intervention in order to prevent absenteeism or truancy and to put in to effect a range of procedures to deal with this problem;
- send to parents/carers at the end of each term a detailed attendance report on their child;

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- target intervention and support to those children that have been highlighted as poor attenders;
- check all pupil emergency contact telephone numbers to ensure they are correct;
- agenda attendance and truancy at periodic meetings with school personnel;
- work closely with the Early Help Team;
- attend termly meetings with the Attendance Officer and School Administrators;
- have in place a system for parents to report a child's absence;
- question any parental/carer explanation for pupil absence if there is doubt as to the validity of the explanation;
- expect an explanation for every absence and if one is not forthcoming then the absence will be categorised as unauthorised;
- report to the Governing Body every term attendance figures and progress to achieving set targets;
- remind parents/carers of their commitment to this policy;
- contact with parents/carers if they have applied for a holiday during school time;
- ensure school personnel are aware that unauthorised absence is absence without approval from the Headteacher and includes all unexplained absences;
- when considering an application for term time holiday request will consider the:
  1. time of year of the proposed trip
  2. length and purpose of the holiday
  3. impact on continuity of learning
  4. circumstances of the family
  5. overall attendance of the child
  6. wishes of the parents/carers
- apply a consistent approach across the school and ensure equity for all pupils;
- promote the importance of attendance during collective worship;
- publicise good attendance, the termly report to the Governing Body;
- organise home tuition with the local support services for pupils with long term illness provided they are well enough to undertake the work;
- adopt procedures for reintegrating long-term absentees;
- organise training for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;
- improve teaching in order to improve pupil engagement;
- work closely with the link governor and Attendance Officer and School Administrators;
- strengthen links with external agencies who engage with and support families;
- recommend to the Governing Body the use of a parenting contract:
  - in cases of truancy/poor attendance;
  - when a pupil has consistently misbehaved or has been permanently excluded or excluded for a fixed period;

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- when it is considered that parenting is a factor in the truancy or bad behaviour of a child and where the parent appears to be in need of support.
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff especially on bullying and the needs of vulnerable groups;
- monitor the effectiveness of this policy by:
  - monitoring trends and patterns as highlighted in attendance data
  - looking at results from parent, pupil and school personnel questionnaires
- annually report to the Governing Body on the success and development of this policy.

## **Role of the Attendance Officer and School Administrators**

The Attendance Officer and School Administrators are responsible for:

- monitoring pupil attendance and will make contact with parents/carers if the school has not been informed of their child's absence;
- implementing this policy with the Headteacher;
- ensuring the following procedure is carried out each day:
  1. Collect registers once registration has been completed;
  2. Monitor registers;
  3. Listen to absence calls and text messages;
  4. Read emails from parents/carers;
  5. Make a list of absent pupils without explanation;
  6. Double check the list before calling parents/carers to establish the whereabouts of absent pupils;
  7. Contact parents/carers if they have not reported their child's absence by 10.00 a.m.;
  8. If unable to make contact with parents/carers then call everyone on the contact list;
  9. Leave voicemail and text messages in all cases;
  10. Use school intelligence to establish any information about the unexplained absence;
  11. Repeat the calls to parents/carers;
  12. Contact the key worker if a child is on the child protection register and no reason has been given for the child's absence;
  13. If no contact has been made arrange for the truancy team (police and early help team) to undertake the truancy sweep (once a week)
  14. Continue to contact the parents/carers throughout the day until contact is made;
  15. Inform the Headteacher and the Designated Safeguarding Lead of the situation.

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16. Keep a log of all actions.

- keeping an up to date list of at least three emergency contact phone numbers for different adults associated with each pupil;
- monitoring individual and class attendance on a daily basis;
- keeping the Headteacher informed of attendance figures and trends;
- organising meetings between the Headteacher and parents/carers to discuss their child's poor attendance;
- organising meetings between the Headteacher and parents/carers to discuss their child's truancy;
- organising meetings between the Headteacher and parents/carers to discuss their application for a term time holiday;
- compiling attendance data reports for the Headteacher, the Governing Body and the Attendance Team and Early Help Team
- ensuring registers are distributed to the teaching staff and are kept up to date.

### **Role of the Attendance Team and Early Help Team**

The Attendance Team and Early Help Team will:

- appoint a part-time Attendance Officer and allocate Early Help Support workers to specific families, who will promote good attendance in schools;
- establish effective working relationships with schools, pupils and parents/carers to ensure educational entitlement and regular attendance;
- ensure pupils attend school regularly;
- investigate reasons for a pupil's poor attendance;
- provide support and counselling for children and their families;
- work with local agencies providing education, health and social services for pupils with specific needs;
- work with disaffected pupils;
- work with pupils who may be excluded;
- find alternative educational provision for excluded pupils;
- support schools at professionals and social care meetings;
- undertake truancy watch patrols with the local police.

### **Role of School Personnel**

School personnel will:

- comply with and implement this policy;
- be aware of all other linked policies;
- set an example of punctuality and good attendance;



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- ensure registration is taken at the start of the morning session and at the beginning of the afternoon session;
- ensure pupils are aware that registration is a significant part of the school day;
- ensure registers are up to date;
- be responsible for identifying trends in attendance and punctuality by monitoring class and individual attendance patterns;
- inform the school office of any concerns about attendance or suspected truancy;
- emphasise the importance of punctuality and good attendance with pupils and parents;
- discuss individual pupil attendance at parent-teacher consultations.

## Role of Parents/Carers

Parents/carers will:

- comply with this policy;
- work as partners with the school in the education of their children;
- ensure their children of compulsory school age receive suitable full-time education;
- ensure their children are punctual and know the importance of good attendance;
- inform the school on the first day of absence;
- inform the school of any changes to their contact details;
- take part in periodic surveys conducted by the school;
- avoid taking family holidays in term time;
- be aware that the Headteacher when considering an application for a term time holiday request will consider the:
  1. time of year of the proposed trip
  2. length and purpose of the holiday
  3. impact on continuity of learning
  4. circumstances of the family
  5. overall attendance of the child
  6. wishes of the parents/carers
- be aware that where parents/carers fail to seek permission for time off then the absence will be treated as unauthorised;
- be aware that it is not advisable to apply for a term time holiday

## Role of the Local Authority

The Local Authority may prosecute a parent for not ensuring their child attends school regularly or may issue or apply for:

- Penalty Notice
- Education Supervision Order

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- Parenting Order
- School Attendance Order

The Local Authority should:

- provide training on the understanding and analysis of attendance data and clear guidance on the correct use of attendance codes;
- analyse attendance patterns in order to improve pupil attendance especially those from vulnerable groups;
- make schools more aware of national priorities, initiatives and available grants in order to improve pupil attendance;
- try to identify why there is a variation in the use of attendance codes between schools;
- share good practice within the Local Authority and should identify and explore good practice in other Local Authorities.

### Role of Pupils

Pupils are responsible for:

- being aware of the school attendance and truancy policy;
- arriving at school on time;
- knowing the value of good attendance;
- knowing the seriousness of truancy, attending classes during the school day and not playing truant;
- accepting sanctions if they are caught playing truant;
- returning to school after a period of illness;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- take part in questionnaires and surveys.

### Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- Parents/carers are invited to attend an informal meeting with the Headteacher and Attendance Officer and or School Administrators to explain their child's repeated absence.
- Support will be given if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement then the Attendance Officer will take the appropriate action.

### Dealing with Lateness



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The office personnel monitor lateness and inform:

- the Headteacher of patterns of lateness;
- parents/carers of the school's concerns and arrange a meeting so that the problem can be addressed

## Dealing with Truancy

If a pupil is thought to be playing truant then the school will immediately inform:

- the attendance team;
- the parent/carer;
- professionals involved with the pupil

All truants could receive:

- sanctions;
- a visit from the truancy team (usually within the school day)
- a visit from the police if contact has not been made and the truancy day team have not been able to make contact
- support;
- discussions with the Attendance Officer to understand the seriousness of the matter;
- a programme of monitoring and support

## Absence

**Holidays during term time** – parents/carers are encouraged not take a family holiday in term time. Leave of absence will only be allowed in exceptional circumstances.

Parents/carers are asked to complete a holiday form requesting permission to take their child on holiday.

**Religious Observance** – a maximum of three days absence is allowed for religious observance.

**Medical, Dental or Hospital Appointments** – we encourage these appointments to take place out of school time in order not to disrupt the child's education; If this is not possible, the school will require evidence to support the medical appointment.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook

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- the school website
- meetings with parents/carers such as introductory, consultations events
- school events
- meetings with school personnel
- communications with home
- annual report and Headteacher reports to the Governing Body

## Training

All school administrative personnel:

- have equal access to training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - the importance of good attendance and punctuality
  - all aspects of this policy
  - the use and understanding of attendance codes
  - authorised and unauthorised attendance
  - looking at trends and patterns
  - bullying
  - the needs of vulnerable groups
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

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A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

## Linked Policies

- Admission and Attendance Registers
- Anti-bullying
- Home School Agreement
- Inclusion
- Pupil Behaviour and Discipline
- Safeguarding and Child Protection

## See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

<b>Headteacher:</b>	Annette Turner	<b>Date:</b>	5 <sup>th</sup> April 2018
<b>Chair of Governing Body:</b>	Jerry Glazier	<b>Date:</b>	23 <sup>rd</sup> May 2018