



Ingleby Manor School

**POLICY ON ATTENDANCE**

Dated: May 2020  
Review: May 2021  
Approved

## **Attendance and Punctuality expectations**

Ingleby Manor Free School believes that excellent attendance and punctuality is the key for our student's. It is the foundation upon which the school and home can work together. Therefore we must ensure that attendance and punctuality are the highest they possibly can be, in order to prepare our students for their future adult life. We request from parents support in order to keep absence and lateness to an absolute minimum.

### **Aims**

- Improve and maintain a high rate of attendance.
- Reduce unauthorised absences.
- Improve and maintain a high standard of punctuality.

### **Punctuality**

Regular and punctual attendance underpins all of the work of the school, in helping students to achieve their potential in both personal development and academic performance. All students are expected to arrive on time, ready for lessons. Students should arrive before 8.25am in order for them to be punctual to their first lesson which begins at 8.30am. Any student who arrives after 8.25 am will need to sign in at student reception, will be marked as late and will receive a C4 Late detention.

### **Targets**

- Maintain an attendance rate for Key Stage 3 and 4 of 96%.
- Keep the unauthorised absence rate below 1.0%.
- To maintain a low level of holidays taken during term time.
- To have a PA below national average of 12.4%.

### **Strategies used to implement this policy**

The curriculum and pastoral aspects of the school work together in order to maintain a high rate of attendance (The flow chart at the end of this policy shows the full range of interventions and stages that we may work through as a school). Specific strategies open to us include:

- The curriculum is delivered in a variety of styles to encourage students to want to attend.
- All staff use SIMS, an electronic registration system to record attendance and punctuality at a.m. and p.m. lessons
- All staff are trained in the use of SIMS. Pastoral staff receive additional support and training in implementing strategies to monitor and improve attendance.
- Electronically generated registers are monitored weekly by the pastoral team.
- Partnerships with parents are encouraged; parents keep the school informed of absences.

- The Attendance Officer meets weekly with the Assistant Principal to monitor attendance.
- Rewards are used to promote good attendance.
- The pastoral team work with extended services and their outside agencies, to support students who may have attendance problems.
- The school works positively with a number of outside agencies to promote attendance, these are the Educational Attendance Service, the Police, Social Care, Health Services, Pupil Referral Service, Youth Service, Youth Offending Team, Teenage Pregnancy, and LA Area Management Board.
- Personalised timetables are constructed to help individual students in certain unusual circumstances.
- The school operates a strict signing in and out system to monitor attendance.
- The school does not authorise any holidays due to the reduced number of weeks in the school year, except in exceptional circumstances approved by the Principal. Parents taking their child out of school for unauthorised holidays will be referred to the Local Authority.
- Attendance parent contracts set individual targets concerning attendance when appropriate.

### **Monitoring and Evaluation**

Attendance and punctuality is monitored using:

- Weekly computer generated mark sheets for each form.
- Daily computer generated records for individuals who are causing concern.
- Termly computer generated attendance figures.

These are used by all pastoral staff.

- Weekly meetings between the Assistant Principal and the Pastoral Team, where appropriate referrals are made for home visits, multi-agency involvement or escalation of action.
- Attendance figures are reported termly to Governors at the EAB meetings.

### **What is good attendance?**

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good. Consider the following examples:-

- An attendance record of 90% might seem good but is equal to 1 day missed per fortnight. If this continues from Years 7 to 11, a total of six month's education will be lost.
- An attendance record of 80% might seem acceptable but is equal to 1 day missed per week. If this continues from Years 7 to 11, a total of one year's education will be lost.

Each year, a number of students in every year group achieve 100% attendance records, showing that this is an achievable target. In addition, a number of students

have achieved this level of attendance in successive years. Ingleby Manor School aims for all our students to achieve a minimum of 97 % attendance.

### **Why is good attendance important?**

Good attendance at school is vital for students to achieve their full educational potential. Students with good attendance records benefit in the following ways:-

- Continuity of learning which makes progress and retention easier.
- Improved performance in coursework tasks.
- Enhanced performance in examinations.
- Continuity of relationships and friendships.
- Good references for further education or employment.
- Good habits are formed for later life.

### **What can parents do to support their child to achieve good attendance levels?**

Parents play a very important role in ensuring the good attendance records of their children. Below is a list of suggested strategies:-

- Encourage full attendance.
- Stress the importance of full attendance to your child.
- Do not allow your child to have time off for minor complaints or illnesses: if they are well enough to be up and about they are generally well enough to attend school.
- Monitor your child's attendance. They are given their attendance on a weekly basis by their tutor.
- Take any vacations in school holidays, not during term time.
- Try to book any medical or dental appointments out of school hours or make them towards the very end of the school day. Please note the school will not authorise all day absence for medical appointments.
- Ensure your child is punctual; students should be in school before 8.25 am, in order to be ready to start learning in their first lesson which begins at 8.30 am.

If your child is unable to attend school, please send an email to [attendance@inglebymanorschool.org.uk](mailto:attendance@inglebymanorschool.org.uk) with your child's name, year group and the reason for absence. You can telephone the attendance officer on 01642 352450 option 1 and leave a voicemail stating your child's name, year group and the reason for the absence **however, please be aware that we are unable to authorise an absence without written communication (email suffice)**. Parents are expected to contact the school **every day** their child is absent from school.

- Day 1 - If no contact from home the school make a first day absence phone call, if there is no contact a text message is sent asking to provide information for the absence.
- If the student is in care or is a vulnerable student a welfare visit will be made on the first day.

- Day 2 – If no contact from parent/carer an absence phone call will be made and text sent. A welfare visit will be made if we have two days of no contact from home.
- Day 3 - If no contact from parent/carer an absence phone call will be made and text sent. Welfare visit will be carried out, if no answer the police are contacted to complete a welfare check.

We aim to carry out routine welfare checks on day 3 of absence even if we have had regular contact with home.

## **Absences**

Only the school can authorise an absence. An explanation given by a parent is not necessarily sufficient for the school to authorise an absence.

### **According to guidelines to schools from the Department for Education, an absence may only be authorised if the absence is due to:-**

- Student illness, though we may require medical evidence to support such an absence.
- "Leave" given by the school (this commonly includes medical appointments, interviews, and other similar special circumstances) however, medical appointment should be made out of school hours whenever possible. Please note the school will not authorise an all-day absence for medical appointments. Evidence of medical appointments/interviews will need to be supplied to the school.
- The student being unable to attend due to unavoidable causes – authorised at the discretion of the school.
- Religious observance where applicable.

### **Examples of absences which the school is not able to authorise include: - (list not exhaustive)**

- Looking after a relative, pet etc.
- A shopping trip, even if this is for uniform.
- Day trips.
- Lateness after the register has closed.
- Being unable to participate in a school activity e.g. Games or a school trip.
- Remaining at home to wait for deliveries, repairmen etc.

## **What can I do if my child starts missing school?**

Children can show their worries and concerns in a number of different ways, e.g. a reluctance to go to school, feigning illness, failure to attend school even though the child is sent, missing lessons whilst in school. If a problem seems to be emerging parents should:-

- Talk to your child to try to ascertain if there are any problems or worries at the school.
- Contact your child's Learning Manager by telephone on 01642 352450 or via email - [parents@inglebymanorschool.org.uk](mailto:parents@inglebymanorschool.org.uk) who will be happy to help you and your child with any concerns you may have.

### **Holidays in Term Time**

Any absence, including absence for holidays, interrupts the continuity of student's learning. Parents/carers are strongly urged not to take students out of school for holidays during term time. Government Legislation now states that holidays during term time cannot be authorised except in exceptional circumstances.

### **What are the Penalties?**

If an Education Penalty Notice is issued, the penalty is £60 per parent, per child, when the payment is made within 21 days. If payment is not made within 21 days the penalty amount will double to £120 per parent, per child, and must be paid by the 28th day of issue.

Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at school. If the case progresses to court you may receive a Fine of up to £1000.

### **At risk of persistent absence**

A student is at risk of becoming a persistent absentee when their attendance falls below 95%. If your child's attendance falls below 95% an attendance letter is sent out. If your child's attendance continues to decline, we will invite you into the school to complete an attendance support plan.

### **Persistent Absence**

A student becomes a persistent absentee when they miss 10% of their schooling across the academic year. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' full support and co-operation to tackle this.

### **End of Statement**



