

Attendance Policy

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Approved

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Document Control

Who is the policy for

This policy applies to students at IMFS

Policy Aim

To provide details round attendance expectations and processes to follow

Review Date

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Owner – Mr Steve Smith – Vice Principal

Aims:

Improve and maintain a high rate of attendance.

Reduce unauthorised absences.

Improve and maintain a high standard of punctuality.

School Targets:

- Maintain a whole-school attendance rate for 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%.

Attendance

Ingleby Manor School has excellent standards of attendance. Regular attendance is important and absence should be restricted to the unavoidable. It is a legal requirement that schools keep accurate records of student attendance.

Except for illness, no student should be absent from school without the permission of the Principal in advance. Parents are requested not to arrange family holidays or outings in term time; such absences are undesirable because they severely disrupt the student's programme of learning and assessment.

Students are expected to achieve attendance of 95% and above.

Students who fall below this – without valid explanation – will be open to attendance procedures and sanctions at both school and Local Authority levels.

What are the Penalties?

- If an Education Fixed 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.

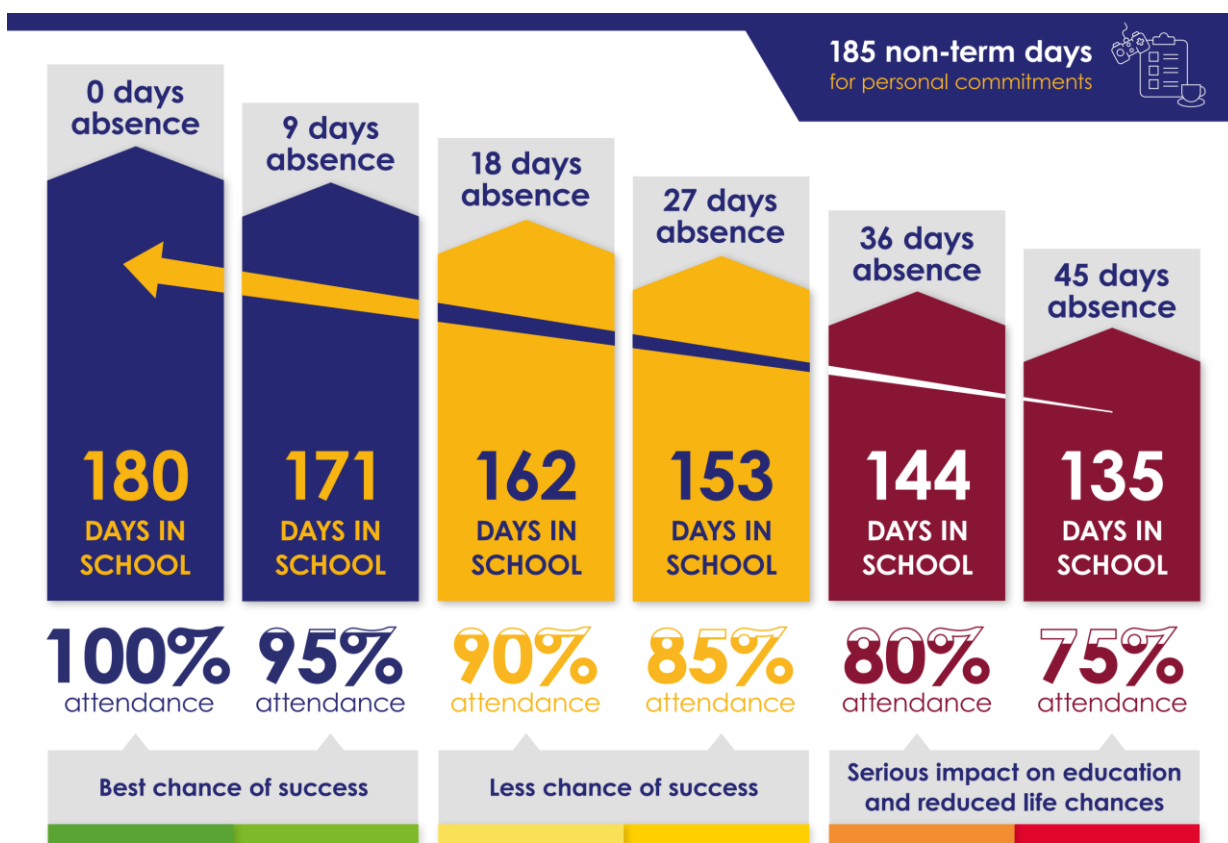
Persistent Absence

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. 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.

Continued decline in attendance will culminate in attendance procedures commencing with the Local Authority. This is a legal process that will ultimately end in parents/carers required to attend court.

Attendance Expectations

The table below outlines how attendance percentages correlate with any absence taken by students:



Absence due to illness

On the first day of absence, you are obliged to contact the school via telephone call and/or email, to the attendance mail box (attendance@inglebymanorschool.org.uk), with an explanation of your child's illness and when they are likely to return. If the absence affects subsequent days, we ask that you contact the Attendance Officer via telephone or the attendance mailbox on each day of your child's absence.

Supporting evidence will be requested in the event of prolonged absence.

A member of our team will complete a home visit on day 3 of student absence where they MUST see and speak to the student.

Advance permission for medical appointments should be communicated to the Attendance Officer and evidence provided of the appointment ahead of the appointment date.

Leave of Absence Request

Ingleby Manor School will not grant permission for leave of absence for holidays during term time

Amendments to The Education (Pupil Registration) (England) Regulations 2006 made in 2013 removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

All requests for absence must be made in advance in writing, via the **Leave Of Absence form** which can be obtained from the Main Reception or Attendance Officer at the school. Please state clearly the dates of the intended absence together with the number of school days that will be affected. Leave of absence cannot be authorised retrospectively.

Authorised and unauthorised absence

Examples of absence which would be authorised by the school are:

- Sickness
- Medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance
- Representing your country or county in a sporting event, or performing as part of a theatrical group (Principal permission required)
- Exceptional circumstances (Principal permission required)

Examples of absence which we would regard as unauthorised are:

- Truancy
- Staying at home to look after younger children or sick relatives
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Attending concerts or having days out to attend local events
- Any absence about which the school has not been informed by letter and approved

Lateness

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. Students who arrive late, after 8.25 a.m, should report to the School Reception, who will record the late arrival. Please note that a C4, and a detention, are given to those students who are late for the next available date shown in their planner.

If there is a genuine, extenuating reason for a student's lateness, we ask that parents/carers contact the school to inform of this ahead of the student's arrival.

Where students are persistently late appropriate action will be taken and parents informed. Attendance and punctuality information is recorded on school reports.

Attendance Monitoring and Evaluation

- Attendance and punctuality is monitored using:
- Weekly computer generated mark sheets for each form.
- Daily tracking of individuals who are causing concern.
- Weekly computer generated attendance figures.
- Regular meetings where appropriate referrals are made for home visits, multi-agency involvement or escalation of action.
- Attendance figures are reported termly to Governors.

What can parents/carers 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 who will be happy to help you and your child with any concerns you may have.

End of Statement