



Attendance Policy

Status	Recommended
Audience	Governors, Head teachers, Teachers, Parents and Students
Issued	October 2016

THE PRESCOT SCHOOL ATTENDANCE POLICY

Policy Approved: September 2016
Implementation Date: September 2016

At Prescott School we have an expectation that all of our students will maintain an attendance rate of a minimum of 95% and as a school we maintain parents' and pupils' awareness of the importance of regular attendance through our policy booklet '*Attend to, attain*', school reports and regular reminders in form period and assemblies for our students

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Research shows that pupils who attend school regularly are likely to be more successful.

A pupil who misses a day of education each week misses an equivalent of two whole years in their educational life. This obviously leads to huge gaps in knowledge.

- 90% attendance means missing, on average, one half day EVERY WEEK. This is the equivalent of missing four whole weeks in one year. That's the equivalent of missing 100 hours of learning in lessons! Over the five years spent at The Prescott School this is the equivalent of missing half a year of education
- Missing just 17 days in one year can mean dropping a full grade at GCSE
- 5 or more GCSE's can increase wages by 42%
- 75% of pupil's with absences of 6.5% or less achieve 5+ A*-C grades at GCSE
- Only 25% of pupil's with absences of 11% or more achieve 5+ A*-C

SCHOOL PROCEDURES

- Students are registered on arrival at school during form period
- Students who arrive after the second bell at 8.40 are recorded as late and a 30 minute detention for the following night given
- Parents are contacted by a member of the pastoral team if they have not arrived in school and no reason for absence has been given to the attendance team.
- Home visits are assigned on a daily basis to a school attendance officer to action persistent absence
- Students attendance is further recorded at every lesson and it is the responsibility of the subject teacher to ensure this register is completed within the first 15 minutes and completed accurately
- Truancy must be reported by subject staff to the attendance team and the attendance team will inform parents by text or phone call
- The school attendance officer meets regularly with Heads of Year to discuss individual attendance of students and plan intervention and suitable responses to poor attendance
- The school attendance manager meets weekly with a representative of the Local Authority attendance team to discuss students who require intervention from the Local Authority

As a parent/carer, you have a legal responsibility to make sure that your child receives full time education between the ages of 5 and 18.

ATTENDANCE, THE LAW AND SANCTIONS USED BY THE PRESCOT SCHOOL AND THE LOCAL AUTHORITY

At The Prescott School we use a range of sanctions and rewards, we consider the most effective way of ensuring good attendance at school.

- If your child does not attend regularly, a School Attendance Improvement Officer may contact you to discuss this further. Alternatively a member of the school Attendance Office may visit you at home to discuss our concerns.

If your child fails to attend there are a number of sanctions that we are able to use

- **You may be issued with a penalty notice fine from the Local Authority if your child has 5 consecutive days or more of unauthorised absence in one academic year. This will replace the fixed penalty notice warning letter that has been issued in the past and will come into effect on the 3rd November 2014**
(The pnw will still be in effect for broken weeks of unauthorised absences leading to a pnf if a further unauthorised absence occurs)
- **The Penalty Notice Fine is £60, rising to £120 if not paid after 21 days but within 28 days. If you fail to pay the fine you will be prosecuted.**
- School may choose to refer parents of students who do not regularly attend to the local authority for instant court action and prosecution.
- If your child has a poor attendance record and the Local Authority prosecute the parent can be fined up to £2,500 or be imprisoned for up to 3 months.
- You could be given a parenting order, which means you will have to attend parenting classes.

Acceptable Attendance Agreement

If your child has not achieved 95% attendance, you may be invited to attend a meeting at school or your local Police Station where we hold our Acceptable Attendance Agreements. The AAA Contract is to offer school support if required and to put a clear realistic Attendance target in place, for your child to reach.

HOLIDAYS DURING SCHOOL TIME

- Holidays **will not** be considered for any pupils attending The Prescott School unless there are exceptional circumstances.
- You must put all holiday notifications/requests in writing to the Attendance Manager.

· If you take a holiday in term time without authorisation from school, the authority can issue you with a Penalty Notice Fine.

Rewards

A number of rewards for students are in place and various competitions and challenges take place throughout the year

We reward your child daily with vivo miles at our school for good attendance, punctuality and attainment.

The Prescot School run challenges each term, these competitions challenge students to be in school for a number of days to boost individual attendance and encourage students to strive for higher attendance, students are rewarded with vivo miles and prizes

Form prizes and inter form competitions

End of term trips, to be eligible for end of term trips you have to meet the attendance criteria set

The School Prom held at the end of year 11 is by invite only and students have to meet the attendance criteria set.

AS PARENTS/CARERS YOU CAN HELP

Parents and carers play an essential role in supporting school in its drive to improve attendance and recognising the importance of excellent attendance for their child, parents can do this by;

- informing us if your child cannot attend school on the first day of each absence. The telephone number and e-mail address is on the front of the leaflet “attend to attain” or on our school web site.
- Informing school of any changes to your contact details as a matter of urgency, it is vital that we have up to date contact numbers in order for us to safeguard your child.

Parents must provide medical evidence for each individual absence and this must be given to the Attendance Team.

Some unacceptable reasons for keeping your child off school:

- Shopping
- Birthday treats and trips
- Looking after others at home
- Non-urgent medical or dental appointments

Don't give in to your child, if he/she complains of illness but you see no physical signs

If you are unsure please send your child to school, please give your child a note with a contact number should we need to telephone you to send him/her home. It will help your child develop the right attitude for the world of work: where absences and lateness are rarely tolerated. If this continues, contact the school to speak to your child's Head of Year so that the matter can be investigated further.

Leaving date for Year 11 students

- The official leaving date for your child leaving school in Year 11, is the last Friday in June.

REVIEW

The Reviewing of this policy will take place at the start of each academic year.

APPENDIX