

**The Marlborough Science Academy
Attendance & Registration of Students Policy – GP14**

Responsible Governing Body Committee:	Personnel Committee
Policy type:	Statutory
Date of Origin:	November 2008
Adopted by:	Full GB
Author:	Mark Fitzgibbon
Location:	
Filename:	

Review Due Date	Review Completed	Amendments Y/N
18 th June 2015		
June 2016	June 2016	N
	October 2016	Y
	May 2017	Y
October 2018		

Other policies/procedures linked to this policy:

Whole School Behaviour Policy GP23
 Whole School Behaviour Procedures SP23
 Teaching and Learning Policy GP38
 Equal Opportunities GP09

Purpose:

- The Marlborough Science Academy knows that good attendance at school is essential to learning: it is only through full attendance that students will realise their true potential. Good attendance and punctuality will be promoted and rewarded.
- The school will provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.
- Attendance of students and their punctuality to lessons will be monitored closely. The school will have in place systems for dealing with late arrivals and for the reintegration of students who have had prolonged absence. The school will take active measures in dealing with poor attendance and with unauthorised absences, and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality and to those parents who take family holidays during term time, or where appropriate
- The school will establish an effective and efficient system of communication with students, parents and agencies to provide mutual information, advice and support about matters of attendance and punctuality.
- Persistent absence from school without a good reason is an offence by the parent and this can result in legal action being taken by the Local Authority on behalf of the school.

Implementation:

- The school will rigorously pursue and implement those strategies that will increase the overall attendance percentage for the school, and reduce the number of students who fall into the Persistent Absentee category. It will meet and endeavour to surpass all DFE targets with regard to attendance and other applicable targets.
- As part of our staff induction programme, new teaching staff will be made aware of our commitment to attendance and their legal obligations as class teachers and form tutors.
- The school will implement an extensive range of strategies and rewards to encourage students to meet attendance levels of 96% and above.
- Formal registration of students will take place twice a day as required by law (Appendix 1 - codes).
- The school will liaise with the relevant agencies and parents/carers to support students with attendance issues.
- The school will continue to raise awareness about the importance of attendance through tutor time, assemblies, the school newsletter, notice boards, and lesson time and focus weeks.
- Student attendance will be a priority for teachers, support workers, Directors of Learning, Senior Leadership Managers, the Senior Leadership team and governors.
- The school will not accept requests to remove students from school for reasons not associated with that student's education, for example family holidays unless there are exceptional circumstances agreed by the Headteacher.
- It is the parents/carers responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe. Parents/carers should regularly update the school and inform on when the child is returning.
- Parents and/or carers of students also have a legal responsibility to ensure the regular attendance of the latter and to inform the school as soon as possible of any intended or actual absence. These respective duties are summarised in the Home School agreement, which is accepted by the school, the student, and by the parents/guardians at enrolment.
- Parents/carers should keep the school well informed, in cases of lengthy absence. Parents/carers will be encouraged to keep absences to a minimum. A note or explanation from a child's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.
- Provide medical evidence indicating attendance at the dentist, doctor or optician before the arranged appointment unless an emergency situation has arisen. Whenever possible all appointments should be made outside of school hours.

- In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised. The Headteacher and Governors have determined that: In exceptional circumstances permission may be granted for a maximum of ten days of holiday. Exceptional circumstances are limited to unavoidable situations /events which cannot reasonably be scheduled at another time and recommendations of a health professional regarding life expectancy. Where leave of absence in term time is due to exceptional circumstances, a letter outlining the reasons must be submitted for consideration by the Headteacher. Documentary evidence may be required to support an application. If leave is taken without prior authorisation by the school it will be recorded as an unauthorised absence and Education Welfare will be notified. Letters received retrospectively will not be considered. In considering the request we will also look at various factors such as the timing of the request:
 - Students should not be absent both immediately before and during assessment periods e.g. GCSE or any other public examinations.
 - Where a student's attendance rate is already below 96% or will fall to or below that level as a result of taking leave.
 - Other periods of leave which the student may have had, either during the current or previous academic year.
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.
- A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Attendance Improvement Officer. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice.

Penalty Notices

- Penalty Notices falls under Sections 444a and 444b of the Education Act 1996. The Education (Penalty Notices: England) Regulations 2007 set the framework for the operation of the Penalty Notice Scheme. Circumstances in which a penalty notice might be issued are: Overt truancy, Parentally-condoned absences, Unauthorised leave of absence/holidays in term-time, excessive delayed return from authorised holidays without prior school agreement, persistent late arrival at school (after the Register has closed)
- The amount payable on issue of a Penalty Notice is £60 (per parent) if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days. If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance or withdraw the penalty notice
- For post 16 students, should their individual attendance fall below 90% and there be no valid reason for this (for e.g. long term illness) then the school reserves the right to charge for their exam entries. If this is the case, then parents will be notified accordingly.

Who/What was consulted

- DFE Guidelines

Roles and Responsibilities

- Governors are responsible for monitoring attendance half termly, through the Personnel Committee.
- Information required by DFE will be provided by the school.
- We will co-operate with the local authority in pursuing extreme cases of non-attendance when comfortable that all strategies have been used.

Appendix 1

Attendance codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Absence codes

Authorised Absence:

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Unauthorised absence

Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when reason emerges)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Administrative codes

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day