



# Champion EDUCATION TRUST

## ATTENDANCE POLICY

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A family of Schools

# ATTENDANCE POLICY

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Blackburn with Darwen Council. This attendance policy is also consistent with the following school policies:

- Admissions.
- Anti-bullying.
- Child protection.
- Safeguarding.
- Special educational needs.
- Teaching and learning.
- Behaviour.

It is very important that you make sure your child attends regularly and this policy sets out how together we will achieve this. This policy will be available in writing for all staff, parents and students via our school website.

## RATIONALE/STATEMENT OF INTENT

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel safe, valued and welcome. Parents and students play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

### Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

## OPERATING THE POLICY

### Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home School Agreement contains details of how we work with parents and our expectations of what parents need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- Provide information on matters related to attendance in our regular newsletters and our website.

- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates, outings and events.
- Set targets for the school and for classes for attendance and display these in the school.

## ROLES AND RESPONSIBILITIES

### Responsibilities of the school's attendance leader

A member of the senior leadership team oversees, directs and co-ordinates the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. With the support of the Attendance Officer they will ensure that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

### Responsibilities of classroom staff:

- Ensure that all students are registered accurately for each lesson.
- Promote and reward good attendance with students at all appropriate opportunities.
- Liaise with Attendance Officer, Pastoral Manager and Head of Year on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support students with absence to engage with their learning once they are back in school.

### Responsibilities of students:

- Attend school every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at the reception desk, or with the Attendance Officer, if they are late or are leaving the school site during school hours.

### Responsibilities of parents/carers:

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- Ensure their children attend school every day unless they are ill or have an authorised absence.
- Ensure their children arrive in school on time.
- Take responsibility for registering at the reception desk if their children need to leave the school site during school hours.
- Inform the school on each day of absence.
- Discuss with a Pastoral Manager or Head of Year any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by telephone on the first and subsequent days of absence, or by letter if a phone is unavailable.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request leave of absence if it is for an exceptional circumstance.

## RECORDING ATTENDANCE

Legally the register must be marked twice daily; at the start of the school day, and at 1:50pm for the afternoon session.

## LATENESS/PUNCTUALITY

It is important to be on time at the start of the morning and afternoon school sessions. If your child is late they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

- The school day begins at 8:00am and all students are expected to be in school by 8:25am. Morning registration is at 8:30am and closes at 9:00am.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence and coded U in line with Blackburn with Darwen Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a student is late due to a medical appointment, they will receive an authorised absence, coded M. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Students who are consistently late are disrupting not only their own education but also that of the other students. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action (see Section 6 for further detail).

Parents, guardians or carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any term, or 14 or more sessions of unauthorised absence due to lateness recorded over 2 consecutive terms, the school or Blackburn with Darwen Council will be required to issue parents with a Penalty Notice in accordance with Blackburn with Darwen Council's protocol for issuing Education Penalty Notices for Unauthorised Absence (See Section 6 of this policy for further detail).

## WHAT TO DO IF MY CHILD IS ABSENT?

### First day absence

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

- If your child is absent you must contact us as soon as possible on each day of absence. This can be done via phone to 01254 505700 (select the option to report and absence) or by using the free ParentApp Connect mobile phone app.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance.
- Invite you in to discuss the situation with our attendance officer and/or pastoral managers and assistant Headteacher if absences persist.
- Refer the matter to the Blackburn with Darwen Council's Inclusion Team if absence is unauthorised and falls below 90%.

### Third day absence

**Please note:** If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start child missing in education procedures as set down by Blackburn with Darwen Council guidance. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family, our Attendance Officer or Pastoral Managers will visit the family home to try and establish contact.

### Ten days' absence

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

### Continued or ongoing absence

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you and, depending on the reasons for the absence, will act accordingly.

All our persistent absentee students and their parents are subject to an Attendance Plan or home school contract.

## REQUEST FOR LEAVE OF ABSENCE

Amendments to school attendance regulations were updated and enforced from September 2013: The Education (Student Registration) (England) Regulations state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school term time to go on holiday, the holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form available from our website in advance and before making any travel arrangements.

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Blackburn with Darwen Council's *Discretionary Leave of Absence policy*, parents/carers will be issued with a fixed-penalty fine or other legal action in accordance with the code.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

## CHILDREN MISSING FROM EDUCATION (CME)

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families

- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school

Children who have failed to take up a school place or who have been unexpectedly absent from school for 10 or more consecutive school days and their whereabouts cannot be determined, OR a child has moved to a place that it is not possible to travel to school from, are potential Children Missing from Education. We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes making enquiries with friends in school/contacts of the child, a CME form is completed, informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

## UNDERSTANDING TYPES OF ABSENCE

Students are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- Authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- Unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:
  - Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
  - Truancy before or during the school day.
  - Absences which have not been explained.

School can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

## PENALTY NOTICES FOR NON-ATTENDANCE AND OTHER LEGAL MEASURES

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

### Legal measures for tackling persistent absence or lateness

School and Blackburn with Darwen Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- The child or family do not require the support from any agency to improve the attendance.
- The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

The following legal measures will be used for students of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings.
- Parenting orders.
- Penalty Notices.
- Education Supervision Orders.
- Prosecution.

Where a child has unauthorised absence the school must enforce Blackburn with Darwen Council's Discretionary Leave of Absence policy: Education Penalty Notices for Unauthorised Absence during Term Time or follow its guidance on other legal measures for non-attendance. The Discretionary Leave of Absence policy is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from our website.

The Discretionary Leave of Absence policy states that schools or Blackburn with Darwen Council will issue a Penalty Notice for any unauthorised absence where the student has been:

- Absent for 10 or more half-day sessions (five school days) of unauthorised absence in a term, or over 14 sessions over 2 consecutive terms – these do not need to be consecutive.
- Persistently late (coded U) for up to 10 sessions (five days) after the register has closed.
- Persistently late before the close of the register (coded L), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met.
- School close register but make 'U'.

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a Penalty Notice is issued for either:

- 10 sessions of unauthorised absence or lateness in any term.
- One or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.

This includes where a student has unauthorised absence due to either:

- Non-approval of a parent/carer's request for leave of absence.
- A holiday that has been taken without permission.

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website. The Penalty Notice is a fine that is issued to each parent/ carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Blackburn with Darwen Council will decide whether a Penalty Notice is issued to one or more parents/carers for each child. NB: This could mean four Penalty Notices for a family with two siblings, both with unauthorised absence for holiday, ie one Penalty Notice for each child to each parent.

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Blackburn with Darwen Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Blackburn with Darwen Council and revenue resulting from payment of penalties is used by the Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order.

## **MY CHILD IS TRYING TO AVOID COMING TO SCHOOL. WHAT SHOULD I DO?**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's Pastoral Manager immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

### **What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that they arrive at school on time in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Your child will bring home a school planner each evening. Please ensure you look at it with your child and sign off any messages from your child's teachers.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

## **LEAVERS**

If your child is leaving our school (other than when leaving at the end of Year 11) parents are asked to give the Attendance Officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing. This will ensure appropriate records can be passed to the new school.

If students leave and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## **ABSENCE THROUGH CHILD PARTICIPATION IN PUBLIC PERFORMANCES, INCLUDING THEATRE, FILM OR TELEVISION WORK AND MODELLING**

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

## **ABSENCE THROUGH COMPETING AT REGIONAL, COUNTY OR NATIONAL LEVEL FOR SPORT**

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.



## **GYPSY, ROMA, TRAVELLER AND SHOWMAN FAMILIES**

Please note students must have attended 200 sessions in a rolling 12-month period to be able to request leave for work purposes.

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

## **STUDY LEAVE**

We believe that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and students will be expected to attend school in the usual way. Study leave will only be granted to Year 11 students during the time of the GCSE examination period. Should any students wish to attend school (or should their parents wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so. The school will work within the legal requirements, ie:

- Study leave will only be granted to Year 11 students and never to those in other year groups.
- It will never exceed 15 school days in a year and is most appropriately granted during the examination period itself, ie not before the beginning of that period.
- It will always be granted sparingly, taking account of an individual student's ability to manage and benefit from unsupervised study.
- Any student has the right to attend school during study leave and a parent has the right to insist they do so.
- Any session given to students as study leave has a statistical meaning of authorised absence (it is not an approved educational activity as it is unsupervised) and will be recorded and reported on by the school as such.

## **TEENAGE PREGNANCY**

Support will be directed to keeping a student in school and, wherever possible, her return to full-time education as soon as possible after the birth. A student who becomes pregnant will be allowed no more than 18 weeks' authorised absence to cover the time immediately before and after the birth of their child. After that time, any absence will be treated as unauthorised.

## **RECORD PRESERVATION**

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years.