

Attendance Policy

Documentation Information

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The policy meets the requirements of the [school attendance guidance](#) from the department of education and draws from the following legislation setting out the legal powers and duties that govern school attendance:

- [Part 6 of The Education Act 1996](#)
- [Part 3 of The Education Act 2002](#)
- [Part 7 of The Education and Inspections Act 2006](#)

1. Statement of Intent

1.1 For a child at Ivanhoe School to reach their full educational achievement, a high level of school attendance is essential. We want every child to:

- Attend regularly
- Attend punctually
- Attend ready and prepared to learn including wearing the right uniform and bringing the correct equipment

1.2 We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all pupils feel valued and welcome. Parents and students play a part in making our school 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 students to take full advantage of the educational opportunities offered it is vital that they are 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.

1.3 **Good attendance is important because** any absence (including lateness) affects the pattern of a child's schooling and regular absence will seriously affect their school experience, including their attainment, wellbeing, and wider life chances. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence in law and may result in a Penalty Notice (for each parent) and/or prosecution.

2. Key roles and responsibilities

2.1 Responsibilities of the Governing Body

- The Governing Body has overall responsibility for the implementation of the attendance policy and procedures of Ivanhoe School.
- Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.

2.2 Responsibilities of the Headteacher/Schools Attendance Leader

- The Head Teacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Ivanhoe School.
- A member of the senior leadership team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. This person will also 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.

2.3 Responsibilities of classroom staff/form tutor

- Ensure that all students are registered accurately.
- Promote and reward good attendance with pupils at all appropriate opportunities.
- Liaise with the attendance leader on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in school.

2.4 Responsibilities of parents/carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility
Parents will:

- inform the school on the first day of absence
- discuss with the tutor/class teacher 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 or text 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.

2.5 Responsibilities of the students

- Attend 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 reception if they are late or are leaving the school site during school hours.

3. Definitions

3.1 Ivanhoe School defines "absence" as either:

- Arrival at school after the register has closed.

- Not attending school for any reason.

3.2 Ivanhoe School defines an “authorised absence” as:

- An absence for sickness for which the school has granted leave. In certain circumstances we will request that medical evidence is provided by the lead medical professional caring for your child. One of the key reasons for this request will be to enable additional support for your child from the Local Authority and other external agencies. Many of these agencies will not engage with and support us until medical evidence is on file.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

3.3 Ivanhoe School defines an “unauthorised absence” as:

- Parents/carers keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time.
- Leaving school for no reason during the day.

3.4 Ivanhoe School defines “persistent absenteeism (PA)” as:

- Missing 10 per cent or more of schooling across the year **for whatever reason**.
- A pupil missing 50% or more of school becomes a ‘severely absent’ student. Absence at this level requires intensive support across a range of partners. All the partners and parents need to work together to overcome the barriers to attendance.

4. Training of staff

- 4.1** At Ivanhoe School, we recognise that early intervention can prevent bad behaviour. As such, teachers will receive training in identifying potentially at risk pupils.
- 4.2** Teachers and support staff will receive training on the attendance policy as part of their new starter induction.
- 4.3** Teachers and support staff will receive regular and ongoing training as part of their development.

5. Student expectations

- 5.1** Pupils will be expected to attend school every day and try their best to remain in school should they feel ill during the day.

6. Absence Procedures

- 6.1** Parents/carers must contact the school as soon as possible on the first day of absence.

- 6.2** Parents/carers may report absence via email, text message or phone 01530 412756. Ivanhoe school has an answerphone for absences where parents can leave a message.
- 6.3** A phone call/text message/email will be made to the parent/carer of any child who has not reported their absence on every day that they do not attend school.
- 6.4** In the case of persistent absence, arrangements will be made for parents to attend an Attendance Improvement Meeting with the Family Liaison and Attendance Officer, Form Tutor or Assistant Head Teacher.
- 6.5** To address issues with student attendance we may:
- Request medical evidence for regular and/or prolonged absence
 - Carry out home visits where the school is concerned about the validity of a child's absence
 - Arrange for a visit to your home to be undertaken to establish that your child is safe.
 - Liaise with the other agencies and the Traveller Education Service
 - Take all reasonable steps to address the identified attendance issues

7 Contact information

- 7.1** There are times when we need to contact parents about a variety of matters, including absence, so we need to have all of your contact numbers for all times of the day. Please help us to help you and your child by making sure we always have an up to date number; if we don't have your contact number, something important could be missed.
- 7.2** Parents/carers are responsible for updating the school if the details change.

8 Family Liaison and Attendance Officer

- 8.1** The Family Liaison and Attendance Officer in partnership with tutors and care and guidance workers will endeavour to work to support all students and their carers to improve students' attendance.
- 8.2** If they are persistently absent, students will be referred to our Family Liaison and Attendance Officer who will investigate the cause of absence and then if necessary work with the student and parents/cares to remove the obstacles to good attendance.
- 8.3** If the situation cannot be resolved and attendance does not improve, our Family Liaison and Attendance Officer will work with outside agencies such as CFWS and the local authority, to support improvements in attendance.
- 8.4** Referrals to the local authority may result in sanctions for parents/carers such as penalty notices or prosecutions.

9 Lateness

- 9.1** It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others.
- Punctuality is of the utmost importance and lateness will not be tolerated.

- The school day starts at **8:40am**.
- Registers are marked by 9am. Pupils will receive a late mark if they are not in their form room by 8.45am.
- The register closes at 9:30am. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.

10 Term time leave

10.1 Following updated Government guidelines in September 2013, parents have no entitlement to take their child on a holiday during term time.

10.2 All requests for leave during term time must be made in advance and will be considered on an individual basis and will only be authorised if the **Head Teacher considers there are exceptional circumstances**. Additional evidence may be requested by the school to support these requests.

10.3 requests should be made in writing to the Assistant Head Teacher – Attendance, Emma Boussida, in a letter or email. e.boussida@ivanhoe.co.uk

10.4 Any leave taken without prior agreement of the school or in excess of that agreed will be coded as unauthorised and the school will notify Leicestershire County Council who may issue a Penalty Notice. Penalty Notices are issued per parent per child at £120 each (discounted to £60 if paid within 21 days) if no payment is received, the Local Authority will refer the case directly to the Magistrates Court for the purposes of a criminal prosecution.

11 Monitoring

11.1 Ivanhoe School monitors attendance and punctuality throughout the year.

11.2 Ivanhoe School's short term attendance target is 96% per cent.

12 Religious Observances

12.1 Ivanhoe School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.

12.2 Parents must inform the school in advance if absences are required for days of religious observance.

13 Appointments

13.1 As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.

- Where this is not possible, a note and appointment card should be sent to the school.
- If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carers.
- Pupils must attend school before and after the appointment wherever possible.

14 Rewarding good attendance

14.1 Ivanhoe School acknowledges 100% attendance in the following ways:

- A variety of rewards from form tutor or SLT House Link
- Contact home to celebrate excellent attendance
- 100% attendance draw

14.2 School trips and events are a privilege. Where attendance drops below 90 per cent (90%) these privileges may be taken away.

15 Young Carers

15.1 Ivanhoe School understands the difficulties young carers face.

15.2 Ivanhoe School will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

15.3 Ivanhoe School takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate. *(For further information see our [Young Carers Policy](#)).*

16 Supporting the Education of Children with Medical Needs

16.1 When a child cannot attend school because of health problems, and would not otherwise receive a suitable full time education the Local Authority where the child lives are responsible for arranging provision. [Education for children with medical needs | Leicestershire County Council](#)

16.2 When appropriate, Ivanhoe college will make individualised arrangements for a student that is not well enough to attend full time. This could include making reasonable adjustments to support attendance in line with health needs, online provision, work provided at home, undertake risk assessments and support to attend the school part-time in line with health needs.

17 Appendix

The registration system and codes:

The school will use a computerised system for keeping school attendance records. The national codes are used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending another establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school age	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	school closed to pupils	Not counted in possible attendances