

Brentwood Ursuline Convent High School Policy



Student Attendance

Authorised by Resolution of the Governing Body of the Brentwood Ursuline Convent High School Date: 13 th July 2022 Signature Effective date of the policy 13 th July 2022 Review date of policy July 2023

This policy is written in the light of the school mission statement.

Brentwood Ursuline Convent High School aims to provide excellence in education. To achieve this aim our students need to attend school regularly. We recognise that good understanding and practices of attendance, punctuality and being prepared for work, are skills that everyone will need throughout their life.

As Christians we have a responsibility to develop and use our talents to the best of our ability.

Parents have a legal responsibility to ensure that their children attend school and arrive punctually. The school, working in partnership with them, aims to achieve an attendance record of above 95%.

This policy should be read in conjunction with the DfE document ‘School Attendance: Parental responsibility measures.’ (Jan 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/581539/School_attendance_parental_responsibility_measures_statutory_guidance.pdf

and ‘School Attendance: departmental advice for maintained schools, academies, independent schools and local authorities’ (Nov 2016).

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

RESPONSIBILITIES AND ROLES IN SUPPORTING REGULAR ATTENDANCE

1. Parents, schools and the LA share legal responsibilities in respect of school attendance.
2. Parents of children of compulsory school age must ensure that they receive full-time education.
3. Parents have to apply for leave of absence for their child from school.
4. Governors have a responsibility to set a policy and delegate appropriate powers to the Headteacher and monitor levels of attendance.
5. The school has a legal responsibility to maintain an accurate admissions list and registers. Information recorded in registers can be used in courts and must be accurate in identifying authorised and unauthorised absences and details of reasons for all absences.
6. The school has a responsibility to support students and parents in achieving the highest possible levels of attendance.
7. The school will work with outside agencies eg. Local Authority Attendance Compliance Service, to put in place strategies to improve attendance.

THE VALUES OF GOOD ATTENDANCE

1. The experience of staff, research and DfE guidance, evidence the high correlation between regular attendance and achievement in all areas of school life.
2. At the level of an individual student, positive patterns of attendance need to be developed.
3. Much of the work in schools is undertaken in groups. If there is a pattern of irregular attendance the progress of the entire group may be handicapped, thus putting excess demand on individual teachers.
4. By vigilant monitoring students realise that poor patterns of attendance are always detected, and in particular truancy will never be tolerated; but where there are difficulties help is available.
5. The school believes that there should be rewards for those students who consistently achieve high levels of attendance; a certificate which takes into account the different needs of the students will be issued to reward those students who achieve a 100% attendance record, and those who show a marked improvement in attendance.

MONITORING ATTENDANCE

1. Students must attend at 8.50 am for morning registration and at 1.30 pm for afternoon registration. Any student arriving at registration or entering the school building after either 8.50 or 1.30 pm will be marked as 'late' on the register. Students are also expected to be registered in every lesson through the school day.
2. If a student is leaving school for an authorised absence e.g. medical Consultant appointment, they must sign out at reception. Parental permission should be granted before a student is allowed to leave school.
3. If parents have not already applied for leave of absence eg. medical and no notification is received before school, the school will contact the parents to confirm absence and ascertain the reason. Where a valid reason for absence is not provided or the school has not authorised a leave of absence, the absence will be recorded as unauthorised.
4. Parents should contact school by telephone on the first morning of their child's absence. When reporting absence, a detailed reason for the absence will be given by parents and recorded on the school attendance system. If the child is absent for more than one day it is expected that parents update the school daily. Minor ailments, such as a headache or slight cold, are not acceptable reasons for failing to attend school. Medical evidence of absence e.g. appointments cards, copies of prescriptions, pharmacy receipts should be included in the letter explaining the child's absence on their return to school for absences of three days or less.
5. If a student is absent through sickness for more than three days then a medical certificate should be obtained. On the third day of absence the school will contact parents to ascertain if absence will continue to 4 days or longer and if so, warned that a medical certificate will be required.
6. If the attendance of a student reaches unacceptable levels the school will contact parents and where necessary involve the Local Authority Attendance Compliance Service. Please refer to Appendix 1 for the schedule of response to student non-attendance.
7. The Student Support Co-ordinator will be in regular contact with the Local Authority Attendance Compliance Service to discuss those students whose attendance is a cause for concern. Heads of Year will pass information regarding these students to the Student Support Co-ordinator in time for discussion with the Local Authority Attendance Compliance Service.
8. Parents are requested to sign the School's home/student agreement, agreeing to the School's attendance expectations. (Appendix 3)
9. The School operates a Truancy Call System which is activated when a student does not attend without prior notice from a parent. Parents are expected to respond promptly to validate their child's absence.

LATENESS

1. Students are expected to arrive on time for registration and all lessons (the times of the school day are published on the school website). Any lateness is recorded in the register. If a student misses registration they report to reception.
2. When a student arrives late and reports to reception they will be asked to sign an attendance register or will be registered by a member of Support Staff.
3. Form Tutors to notify Heads of Year of problems concerning lateness. When there is no valid reason or no improvement students will serve detentions accordingly.

HOLIDAYS

As from 1st September 2013, the Education (Student Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit granting leave of absence to a student, except where an advance application has been made by the parent with whom the student normally resides, and the School considers that there are exceptional circumstances relating to the application. Leave of absence may only be granted by a person authorised in that behalf. The 'Application for Leave of Absence' (see Appendix 2) should be completed and submitted to the School at least 4 weeks in advance.

Taking your child out of school during term time could be detrimental to your child's educational progress. A student who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the student will miss 50 hours of education.

There is no entitlement to parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Local Authority Attendance Compliance Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school. See Appendix 2 for sample Application for Leave of Absence During Term Time form.

TRUANCY

Truancy is sometimes the result of one of the following:

- a student's inability to cope with work levels
- bullying behaviour by peer group or other students
- inappropriate behaviour patterns
- difficulty in re-integration after illness
- problems at school either with peer group or teachers.

Students truant for many reasons. As a school we look at each incident of truancy, inform parents of the problem and deal with the situation accordingly. If it is clear that the truancy is an indication that, for the individual child, there are problems within school, we will seek to work with parents and students to resolve the problems causing truancy in an appropriate manner. This will usually include the sanction of making up for lost time in the form of after school detentions.

Associated Policies:

Teaching and Learning

Special Educational Needs and Disabilities

Discipline

Child Protection and Safeguarding

Schedule of response to student non-attendance

1. Parents contacted on first day if student absent from school unexpectedly
2. **First Attendance Letter:** Shortly after the first half term of the year, parents of students with less than 90% attendance will be sent a letter pointing out that attendance is not satisfactory and requesting an improvement. Regular attendance reviews will be carried out thereafter at approximately four weekly intervals for the rest of the year.

At each attendance review thereafter, **First Attendance Letters** will be sent to parents of students who fall below 95% attendance for the **first time**

3. **Second Attendance Letter:** At the attendance review points, **Second Attendance Letters** will be sent to the parents of students whose overall attendance has remained below 95% since they received the **First Attendance Letter**. Parents will be invited to meet with the **Head of Year** to discuss the reason for unsatisfactory attendance and a timetable of steps to bring about improvement before the next review
4. **Third Attendance Letter:** At the attendance review points, **Third Attendance Letters** will be sent to the parents of students whose overall attendance has remained below 95% since they met with the Head of Year following the **Second Attendance Letter**. Parents will be invited to meet with the **Deputy Head** to agree steps to bring about improvement within a timescale of up to 4 weeks, set by the Deputy Head
5. If the school judges that sufficient improvement has not occurred within the stipulated timescale, parents will be invited to meet with the Headteacher to discuss the matter.

It should be borne in mind that the schedule set out above could potentially cover as much as half of an academic year. Whilst the school will always try to be understanding about the causes of persistent absence and try to support individual student needs, where attendance falls far short of our expectations despite repeated interventions, it may be necessary to refer to the Local Authority Attendance Compliance Service for consideration of legal action on the grounds of non-attendance.

Appendix 2 – Application for Leave of Absence During Term Time form



Brentwood Ursuline

Convent High School

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Please complete one application per child.

Name of Child	
Class/Form	

Date of First Day of Absence: _____

Date of Last Day of Absence: _____

Date of Return: _____

Number of Days Requested: _____

Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.

Signed: _____ Dated: _____

Name: _____

School/office use only:

Attendance this academic year:	Attendance %	Authorised	Unauthorised	Comments
Previous academic years				

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**BRENTWOOD URSULINE CONVENT HIGH SCHOOL AGREEMENT
BETWEEN SCHOOL, HOME AND STUDENT**

We believe that students, parents and the school achieve their potential when working closely together.

As the Brentwood Ursuline Convent High School we will:

- foster the teachings and spiritual values of the Catholic faith together with the spirit of self-confidence and independence necessary in the modern world;
- enable your child in achieving her potential as a valued member of the school community;
- provide a broad and balanced curriculum to meet the individual needs of your child;
- foster high standards of work and behaviour through building good relationships and developing a sense of responsibility;
- keep you informed about general school matters and about your child's progress;
- be open and welcoming and offer opportunities for you to become involved in school events.

As parents we expect that you will:

- see that our/my child attends school regularly, on time and properly equipped;
- see that our/my child wears the correct school uniform;
- let the school know about any concerns or problems that might affect our/my child's work, behaviour or attendance;
- support the school's policies and rules;
- support our/my child in homework and other opportunities for home-learning;
- attend parents' consultations/evenings and discussions about our/my child's progress;
- get to know about our/my child's life at the school.

As a Student we expect that you will:

- attend school every day on time, fully equipped for school lessons/activities;
- give of your best at all times and take responsibility for your own learning;
- do all classwork and homework to the best of your ability;
- respect and be polite and helpful to others;
- respect the physical environment of our school;
- observe the school rules and code of conduct;
- wear the school uniform correctly and be tidy in appearance;
- act appropriately and reflect the standards of the school whilst travelling to and from home.