



Attendance Policy

Governor Lead: John Moss

Pastoral Sub-Committee

Nominated Lead Member of Staff:

Mr Andrew Brown

Status & Review Cycle: ~~Annual Review~~ Annual Review

Last Review Date: ~~Oct 2017~~ Oct 2017

Next Review Date: ~~Oct 2018~~ Oct 2018

INTRODUCTION

North Cestrian School (NCS) recognizes that regular attendance is essential if students are to maximize their full potential. Our Attendance Policy should not be viewed in isolation; it is supported by our policies on safeguarding, teaching and learning, and behaviour for Learning. All NCS staff will work with students and their families to ensure that each student attends school regularly and punctually.

The **Pastoral Director, Andrew Brown**, has operational responsibility for the implementation of the attendance policy.

AIMS

At North Cestrian School (NCS) we aim to:

- Improve the overall attendance of pupils. Our target is to exceed 95% attendance.
- Reduce the number of persistent absences and those students on track to become persistent absentees. Our target is to reduce the proportion of pupils with persistent absence to below 10%. A persistent absentee is a person whose attendance drops below 90%.
- Utilise a systematic approach to gathering and analyzing attendance related data in order to ensure effective intervention in achieving our targets.
- To provide support, advice and guidance to parents and students, especially recognized cohorts with poor outcomes
- To promote effective partnerships with the Trafford Educational Welfare Officer (EWO) and other external agencies.

ARRIVAL AT SCHOOL

All pupils should aim to be on site by 0830 in order to be in lessons in time for registration at 0845.

Pupils should avoid arriving before 0800.

Prior to starting lessons pupils may:

- Work in silence in the library
- Attend an extra-curricular club
- Wait in the playground. Supervision is minimal at this time. Toilet facilities are available

A bell will sound at 0840 and all pupils should then move to morning briefing, wait in silence in single file in alphabetical order outside their first briefing room. Upon entering the room, pupils should remove their coats, scarf etc so they are ready to commence briefing. Pupil may read their reading books or continue with prep while they wait. Registers will be taken at this point, after which, pupils are recorded as late.

ABSENCE

Parents MUST contact school before 0830 on the day they know their child is not going to attend school and each day thereafter (unless they have informed school beforehand of the period of absence eg because of a spell in hospital). The office number is **0161 928 1856**

When a student is absent and we are not aware of the reason for this, parents are contacted via text message issued by administration staff asking parents to contact NCS with a reason for the absence and if applicable, the likely length of absence from NCS. School will contact the parent on a daily basis where we are unaware of the reason for the child's absence in order to safeguard the child.

Authorised absence

- All pupils are expected to attend school. Absence will be authorised only where the child is too ill to come to school.
- For a day set aside exclusively for religious observance, pupils will be granted one day of authorised religious festival, up to a maximum of three days per academic year. Time taken beyond this will not be authorised. Requests for such absence should be made to the headmaster well in advance of the religious observance.
- Parents should not request time off school for holidays. Similarly, we ask that routine doctor's and dentist's appointments are taken during school holidays. Where this is unavoidable we would appreciate confirmation of appointment by sight of the appointment card.
- Requests for absence eg for funerals of close family members should be made in good time to the headmaster by email (office@northcestrian.co.uk), who will consider their authorisation.

Unexplained or Unauthorised Absences

If a response is not received or a reason for the absence is not given, or the reason is not satisfactory (eg vague or part of a pattern) the Head of Key Stage will send a letter (Appendix 5) to parents/carers to obtain a reason for the absence. If no response is forthcoming after 5 sessions giving an appropriate reason for non-attendance, then a second letter will be sent. These letters outline the consequences of parents not providing reasons for their child's absences.

If a student fails to return and contact with parents has not been made or received, NCS may take the student off NCS roll in compliance with Education (student registration) (England) Regulations 2006. This means that the child will lose their place at NCS.

EVERY WEEK

Attendance is monitored by the Form Tutor. The information is to be passed onto Head of Key Stages to identify students whose absence or punctuality has deteriorated.

EVERY 2 WEEKS

A Pastoral Report will be produced by the Pastoral Director which will provide an analysis of absence codes to identify patterns/trends in absence and this will be discussed within the Pastoral briefings and discussed with SMC and SLT.

EVERY Data Capture (FOUR times per school year)

Attendance policy Nov LBe ABo ABr

Parents will receive an attainment and pastoral data sheet for their child which will include:

- Percentage attendance
- Total number of possible sessions
- Actual number of sessions
- Unauthorised attendance
- Punctuality to registration (number/percentage of times that the student was late for registration)

Absence Thresholds

Thresholds are monitored in the Pastoral Director's report every 2 weeks.

If a pupil's attendance is a cause for concern their attendance will be monitored and may be shared with the Local Authority and other agencies. **This is true even if the absence is through genuine illness.**

Every two weeks the Pastoral Director (PD) will provide Heads of Key Stages (HOKS) with attendance data for the previous two weeks within their year groups. This will then be distributed to each form group. The PD will receive a complete set of data. After the first 4 weeks of the academic year, the following thresholds will apply. Every student's attendance will be colour coded as indicated below:

Blue	Students with attendance over 98%
Green	Students with attendance between 95% and 98%
Amber	Students with attendance between 90 and 94.9%
Red	Students with attendance below 90%

Absence Interventions

Blue	Students with attendance over 98%
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At each Data Capture pupils identified with over 98% will receive a celebratory letter which congratulates the student and the parents for their support in ensuring student's regular attendance is recognized as National Leader standards.

Green	Students with attendance between 95% and 98%
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At the end of the academic year, Heads of Key Stages will identify pupils with 95% attendance or above and ensure that a celebratory letter or postcard is sent home which congratulates the student and the parents for their support in ensuring students regular attendance.

Amber	Students with attendance between 90% and 94.9%
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When a pupil's attendance falls below 95% we will issue a warning letter advising the family that continued absence may result in prosecution. (Appendix 6)

Red	Students with attendance below 90%
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- When a pupil's attendance falls below 90% we will issue a second warning letter also inviting the parents in to meet with a member of senior team. (Appendix 7) During this meeting, support strategies will be discussed and parents will be made aware of the next stages in the procedure should their child fail to improve their attendance.
- After the parent meeting, the pupil's attendance is monitored for 8 weeks. If attendance improves during this time, we close the case and monitor in the usual way.
- If attendance does not improve during this time, we invite parents in for a further meeting where the attendance plan previously put in place is evaluated and updated
- After the second meeting, attendance is monitored for a further 3 week period. If absences continue after this point, the school and Trafford Education Welfare Service will begin proceedings to issue legal penalty notices to parents

SUPPORT SYSTEMS

NCS recognises that some students are more likely to require additional support to attain good attendance. For example, those students with SEN needs, those with physical or mental health needs, migrant and refugee pupils and/or LAC.

100% Attendance

Each term, those pupils with 100% attendance will receive a congratulatory postcard home. At the end of the school year, a formal letter of celebration will be posted.

PUNCTUALITY

Good punctuality is essential if students are to achieve their full potential both academically and socially.

Registration

Registration begins at 8:45am with morning briefing that all pupils must attend. During briefing FT will mark the register as either present (/) or (N) No known reason for absence. Pupils arriving after the registration but present will marked as present but arriving late (L). The register will officially close at 9:00am in the morning and 1225 (Y8,9,11) and 1305 for Y(7,10) in the afternoon. Students arriving after this time will be marked (U), late arrival after close of register.

Late arrivals

Students have access to the school site via Dunham Road entrance using the school foot path. Prior to 8:45am the side gate will be open and access to the school premises are available via this route. At 8:45am when all students should be in registration with their form tutor, the side gate will be locked. Students arriving late must use the main entrance by ringing the bell. The front office will buzz the student in and the pupil must sign into the Late book in the Library. Late pupils will be issued with a late pass. (RED CARD-Late. GREEN CARD - Medical) The pass is evidence they have signed in to ensure that we can be responsible for their health and safety whilst they are in NCS

Pupils arriving to school late without any authorised reason will receive a first warning. A subsequent late without authorised reason will result in the pupils serving a 30 minute detention after school Parents will be informed by text. These late detentions are held on Tuesdays and Fridays.

A late arrival will be only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment (evidenced by medical appointment card) or there are clear reasons for the pupil's lateness e.g. major roadworks, strikes on buses.

We will invite parents in for a meeting if their child is persistently late so we can work together to improve the situation.

Missing Work

It is the responsibility of the pupil to ensure they catch up any work that has been missed owing to absence or lateness. In some circumstances it may be appropriate for work to be sent home for the pupil to complete. However, if the absence is because of illness then sending work home will not be appropriate and the work will need to be caught up when the pupil returns to school. IN any event, pupils can prepare for their school work using subject 'knowledge maps', reading their DEAR book and by using on-line school-subscribed activities in Maths and English (IXL) and in Science

Form tutors will help co-ordinate work to be sent home

Subject teachers will offer reasonable support to the pupil to catch up missing work.

Appendix 1: LEGAL SANCTIONS

It is the legal responsibility of all parents/carers to ensure the regular and punctual attendance of their children at school.

PROSECUTION

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates Court may be taken. NCS will provide the LA with evidence required for a prosecution under section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at NCS and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that “if a parent fails to ensure the regular School attendance of their child and if he/she is registered student at the school and is of compulsory school age, they are guilty of an offence”

A parent found guilty of this offence can be fined up to £2500 and/or imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Penalty Notices or an Education Supervision Order.

PENALTY NOTICE (ANTI-SOCIAL BEHAVIOUR ACT 2003)

Penalty Notices will be considered when:

- ✓ A student is absent from NCS for the purpose of a holiday in term time and the absence has not been authorized by NCS.
- ✓ A student has accumulated at least ten sessions of unauthorized absence in a 50 day school period and further unauthorized absence has occurred following a written warning to improve.

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility of a £60 fine is paid within the 28 days or £120 if paid within 28-42 days of the Notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Trafford Council’s Penalty Notice protocol.

EDUCATIONAL REGULATIONS 2006 (STUDENT REGISTRATION – ENGLAND)

Appendix 2 Study Leave (S)

Study Leave may be granted for Year 11 students approaching GCSE examinations. NCS will offer in-school study programmes during this period to reduce absence levels.

Appendix 3 Traveler Absence (T)

The aim for the attendance of Traveler Children, in common with all other children, is to attend NCS as regularly and as frequently as possible.

To protect Traveler parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveler parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending the Academy as regularly as that trade permits.

It does not mean that part-time education for traveler children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at NCS.

When in or around Altrincham, Trafford, if a family can reasonably travel back to their base school then the expectation is that their child will attend full time.

North Cestrian School will be registered as the base school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveler children can register at other schools temporarily while away from their base school; in such cases, the pupil's place at NCS will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

NCS can only effectively operate as the child's school base if it is engaged in ongoing dialogue with Traveler families. This means that parents must:

- Advise of their forthcoming travelling patterns before they happen; and
- Inform NCS regarding proposed return dates

We will authorise absence of Traveler children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveler children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveler Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveler children are registered pupils at another schools base and are known to be present either at a site (official or otherwise) or in a house and are not attending NCS, the absence will be investigated in the same way as that for any pupil.

Appendix 4 Deletions from the Register

In accordance with the Education (student Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- NCS is replaced by another Free School/School on a Attendance Order
- NCS Attendance Order is revoked by the Local Authority
- The student has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a student
- Transfer between schools in the MAT
- Student withdrawn to be educated outside the Free School system
- Failure to return from an extended holiday after both NCS and the LA have tried to locate the student
- A medical condition prevents their attendance and return to NCS before ending compulsory school age.
- In custody for more than four months (in discussion with the Youth Offending Team)
- 20 days continuous unauthorised absence and both the LA and NCS have tried to locate the student
- Left NCS but not known where he/she has gone after both NCS and the LA have tried to locate the student

North Cestrian School will follow Trafford Council's Children Missing Education protocol when a pupil's whereabouts is unknown. The Attendance Administrators will be responsible for all actions at this level and will record all intervention and outcomes. Records will be copied to the Director of Pastoral every three weeks.

Attendance will be standing item on the agenda of the Pastoral SMC where progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole NCS strategies and will also have links to performance management.

The Headmaster will report to the Pastoral sub-committee when convened and will report termly to the governing body.

Appendix 5 Unexplained/unauthorised absence

Date

Name

Address

Dear

RE: name of pupil was absent form school on the dates listed below:

Dates of Absence: xxxxxxxxxx

This is to inform you that NCS has not received a reason for [Name of Pupil] absence(s). We would ask that you contact NCS immediately explaining the reason for your child's absence. Failure to respond to this letter will result in your child's absence being coded as unauthorised.

I am sure you are aware that parents/carers have a legal duty to ensure their child's regular and punctual attendance at school.

Unauthorised absence can lead to Penalty Notice procedures being considered which would result in each parent being fined £120 for each child for irregular attendance (reduced to £60 if paid within 21 days). Failure to pay may result in possible prosecution for the period to which the Penalty Notice relates.

Alternatively, the Local Authority may consider instigating a prosecution against each parent in the Magistrates' Court under S444 Education Act 1996, which can result in a fine of up to £2500 and/or 3 months' imprisonment and a criminal record for each responsible adult.

Please telephone school on 0161 928 1856 and complete the attached form as soon as possible to provide the information requested.

Yours Sincerely

Mr. L. Bergin

Headmaster

Appendix 5 cont Unexplained/unauthorised absence

Urgent Attendance Notice: Name of Student _____

Please complete and sign this section and return it to your child's Head of Year at North Cestrian School.

Date(s) of Absence: _____

Please state the reason for your child's absence from NCS on the above dates, e.g medical, dentist etc

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To support the consideration of authorisation for your child's absence, it will help if you send in medical evidence, e.g. an appointment card.

Signature of Parent/Carer

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Date:

Appendix 6 Attendance below 95%

Date

Name

Address

[Name of Pupil] [Date of Birth]

Dear [parents]

I have reviewed your child's attendance record and I am concerned to note that their attendance record is now below 95%. In the course of a school year, this is equivalent to the loss of approximately 2 weeks of schooling.

I enclose a copy of your child's attendance record to remind you that as a parent of a child who is a registered pupil of North Cestrian, you hold legal responsibility for ensuring your child attends school regularly. All Trafford schools share the government's determination to raise levels of student attendance and achievement in order to ensure the best possible start in life for our children.

Under the Anti-Social Behaviour Act 2003, an authorised officer of the City Council has the power to issue each parent with a penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of absence developing.

Each such Penalty Notice incurs a fine of £120 (reduced to £60 if paid within 28 days of the notice being served). Failure to pay a Penalty Notice may result in prosecution.

I write, therefore, to advise you that we are actively monitoring your child's attendance after the date of this letter.

Should your child incur any further absence after the date of this letter, further action, including the issue of a Penalty Notice may be taken.

Any such Penalty Notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance is always available from North Cestrian School.

In the meantime, if you have any specific queries in relation to this letter, please do not hesitate to contact the Head of Key Stage for your child's year group on 0161 928 1856.

Yours sincerely

L.Bergin

Headmaster

Appendix 7 Attendance below 90%

Date

Name

Address

[Name of Pupil] [Date of Birth]

Dear [Parents]

I have reviewed your child's attendance record and I am concerned to note that their attendance record is now below 90%. In the course of a school year, this is equivalent to the loss of approximately 4 weeks of schooling.

I enclose a copy of your child's attendance record to remind you that as a parent of a child who is a registered pupil of North Cestrian, you hold legal responsibility for ensuring your child attends school regularly.

All Trafford schools share the government's determination to raise levels of student attendance and achievement in order to ensure the best possible start in life for our children.

Under the Anti-Social Behaviour Act 2003, an authorised officer of the City Council has the power to issue each parent with a penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of unauthorized absence developing.

Each such Penalty Notice incurs a fine of £120 (reduced to £60 if paid within 28 days of the notice being served). Failure to pay a Penalty Notice may result in prosecution.

I write, therefore, to advise you that we are actively monitoring your child's attendance after the date of this letter.

Should your child incur any further unauthorized absence after the date of this letter, further action, including the issue of a Penalty Notice may be taken.

You are asked to an attendance meeting where relevant school staff will be present to discuss the issues preventing your child/children attending school every day.

The date and time of the meeting is: **Day/date and time.**

In the meantime, if you have any specific queries in relation to this letter, please do not hesitate to contact the Head of Key Stage for your child's year group on 0161 928 1856.

Yours sincerely

L. Bergin

Headmaster