

Richard Cloudesley School

Attendance Policy

Approved by L&R committee: 04.11.24

Date to be reviewed: November 2027

Adapted from Islington Attendance Model Policy.

1. Aim

The aim of Richard Cloudesley School's attendance policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to as rigorously as is possible.

Richard Cloudesley School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents/carers, pupils, and all staff members to ensure that children are attending school as they should be. We work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

This policy is supported by our policies on *safeguarding, anti-bullying, and behaviour*.

Richard Cloudesley School is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance policy accordingly, and to complying "Keeping Children Safe in Education" (KCSIE), "Children Missing in Education" (CME).

2. Roles and responsibilities Governing body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- Convene a headteacher and parent governor committee to consider requests for special leave
- Annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents/carers, and children to implement the policy effectively
- Nominate or identify a member of the governing body who will take the lead role in monitoring attendance and coordinating provision and policies for attendance
- The L&R Committee will ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site.

School leadership team

As part of our whole-school approach to maintaining high attendance, the school leadership team will:

- Be active in their approach to promoting good attendance to pupils and their parents/carers, which includes forming positive relationships with families
- Meet with the health team monthly to review each child's attendance and target support as required, especially those with a drop in attendance or whose attendance is below 90%.
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement
- Coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full policy review
- Ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues
- Ensure that government legislation on attendance is complied with and that they (the leadership team) are up to date with any legislation (KCSIE, CME) changes and how to implement them
- The Deputy Headteacher and Attendance Officer will take the responsibility of overseeing and monitoring attendance provision
- Report to the governing body each term and the lead governor for attendance half-termly on attendance records, data and provision
- Ensure that systems to record and report attendance data are in place and working effectively
- Develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- Document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

Teachers and support staff

The class teacher is the main point of contact for parents around attendance. As part of our whole-school approach to maintaining high attendance, the school's teachers and support staff will:

- Be active in their approach to promoting good attendance to pupils and their parents/carers, which includes forming positive relationships with families
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- Ensure that they are fully aware and up to date with the school's attendance policy and government legislation and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue
- Ensure that they are following the correct systems for recording attendance and that attendance is recorded daily
- Contribute to strategy meetings and interventions where they are needed
- Work with external agencies to support pupils and their families who are struggling with regular attendance.

Parents and carers

As part of our whole-school approach to maintaining high attendance, we request that parents/carers:

- Attend pupil progress meetings three times a year
- Attend pupil annual review / EHCP conversion meeting once a year
- Engage with their children's education – support their learning and take an interest in what they have been doing at school
- Promote the value of good education and the importance of regular school attendance at home
- Encourage and support their children's aspirations
- Follow the set school procedure for reporting the absence of their child from school and include an expected date for return

- Do everything they can to prevent unnecessary school absences, such as by making medical and dental appointments outside of school hours or at the beginning or end of the day so that the child can attend part of the day
- Use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises; • Keep the school informed of any circumstances which may affect their child's attendance
- Enforce a regular routine at home in terms of bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- Do not take their children out of school during term time. If parents/carers would like to make a special request for this, they may do so to the headteacher using the Special Leave Request Form. This form should also be used for regular, known absence
- Sign a home-school agreement
- Do everything they can to have the pupil ready at their designated pick up time (LA transport).

Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- Be aware of the school's attendance policy and when and what they are required to attend. This will be communicated to them through the school staff, parents/carers, and the school timetable
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.

3. Categories of absence and procedure for reporting absences

3.1 Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school in writing. Parents/carers cannot authorise absences. Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised.

3.2 Illness

Most cases of absence due to illness are short term, but parents/carers will need to make a phone call to alert the school on the first day/each day of absence. The reason for absence will be recorded in the register and form part of school records. We work closely with families regarding planned absence due to illness or operations. With the support of therapists and families we aim to get the pupil back in to school as soon as possible.

3.3 Medical or dental appointments

Parents/carers should make every effort to ensure these appointments are made outside of school hours. Where it cannot be avoided, children should attend school for as much of that day as possible. Therefore, appointments should be made first thing in the morning or last thing in the day.

3.4 Authorised absences

There may be some instances where the school will authorise absence such as for a family bereavement.

3.5 Exclusion

Exclusion is treated as an authorised absence. The class teacher will arrange for work to be sent home.

3.6 Family holidays and extended leave

Parents/carers should ensure that family holidays and special leave are arranged outside of school term time. Parents/carers do not have the automatic right to remove their child from school during term time for this reason. Requests for leave from school must be made in writing to the Headteacher 3 weeks in advance of the leave being taken. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration. The Parent Governor Committee (that will include the headteacher) will together consider all applications for special leave. When deciding whether to authorise absence, the committee will take the special circumstances into account. Examples of these might be:

- Medical care, including treatment abroad
- Overseas respite

All requests for authorised absence will be responded to in writing, and will, if appropriate, outline the details of when the child is expected to return to school.

Parents/carers should contact the school immediately if there will be a cause for delay from the stated date of return.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.

3.7 Religious observance

Richard Cloudesley School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times. Parents/carers will be aware of these dates and should give the school written notification in advance.

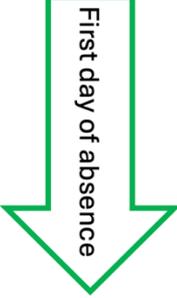
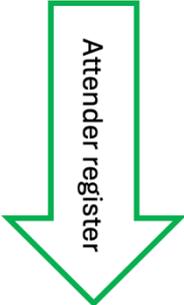
4. School action: following up absences

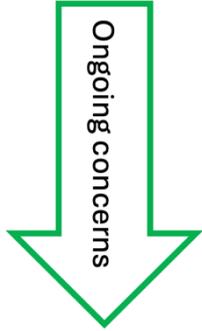
Class registers are passed to the school office at the end of the registration period. Where there are unexplained or unauthorised absences, the school will contact the parents/carers. If a pattern of unauthorised absences emerges, the Head of Department or class teacher will contact the parent/carer to discuss possible reasons and school support systems that could help.

Monitoring pupil attendance

Class teachers are the main point of contact for families.

This includes taking the lead in supporting young people and their families to minimise school absence.

	<p>Parents' responsibility</p> <p>When a student is absent from school, parents should contact the class teacher to inform them of the reason for their child's absence. Parents can reach out to teachers either through the Teams chat or by calling the school telephone number. It's important to share this information with teachers by 9:30 AM to ensure accurate recording in the registers. After this time, it might be difficult to reach teachers as it could disrupt ongoing lessons. In such cases, parents can leave a message with the school office, and the class teacher will get back to them at a convenient time.</p>
	<p>Class teacher responsibility</p> <p>If the class teacher has not received information regarding an absence, a member of the class team will call the parent during morning registration to seek information. Information input into the register must contain details regarding the pupil's absence and the reason code as to why they are absent from school.</p> <p>Primary registration is from 9:15 – 9:30 Secondary registration is from 9:00 – 9:30</p> <p>Teachers or a designated member of the class team will complete the register on Attender, marking whether a pupil is present or absent. If a pupil is absent, a code must be added from the drop-down list. In addition to this, the class teacher must also give a detailed reason with more information about the absence in the comment box including where possible the type of illness or appointment and location. Simply stating "unwell" or "appointment" is not enough.</p> <p>If a pupil is expected late (for example there are transport issues or they have an appointment) they should be left without a mark. They can then be marked as late when they arrive, or marked as absent at the end of the session if they do not attend. A full explanation should be written to support the late or absence mark. If the class teacher is unable to add absence information by the close of registration, this will need to be added by the end of the school day.</p> <p>Once registration closes at 9:30, the office will add attendance information on Attender for any latecomers.</p> <p>Afternoon registers for both sites must be completed by 1:45pm</p>
	<p>Monitoring</p> <p>The office staff will monitor the registers daily. At 10am the office will check Attender for any missing marks. At 2pm the office will check Attender for any missing reasons. These must be added by the end of the day. Our termly pupil progress meetings, led by teachers will routinely review attendance with families.</p>



Attendance is reviewed regularly in department meetings and leadership meetings.

Each half term the leadership team and health team will meet to review attendance and agree actions.

Where the class teacher feels there are ongoing concerns, they should raise this with the department lead or deputy head and together they will agree the course of action.

This might include the teacher contacting the social worker or organising a TAC meeting to discuss attendance with the parent and wider professional team.