



SHUTTLEWORTH COLLEGE

Attendance Policy

Date of next revision :
Reviewed and monitored by:
Approved by :

September 2024
Omar Al-Khatab
Full Governing Body

Introduction

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to achieve their potential. The attendance pattern for all children is monitored daily with the school seeking to work actively with parents to ensure a regular pattern is maintained. We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. One of our basic principles is to celebrate success; good attendance is fundamental to a successful and fulfilling school experience. We encourage children to attend, and put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's: -

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and to learn alongside others

The Governors and Head teacher, in partnership with parents, have a duty to promote full attendance at school.

Legislation and guidance

- This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn 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](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Parental/ Carer Responsibility

Parents/ Carers have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes puts students at risk. Parents/ Carers can view their child's attendance certificate and percentage via the school App.

It is the parents' responsibility to contact the school each day their child is absent. This is a safeguarding matter so that all parties know that the child is safe. It would be preferable that absences are logged via the school app.

If parents/ carers cannot log the absence through the app, they should call the school on 01282 682300 and follow the options be put through to the attendance team.

Failure to report a child's absence before 8.00am will result in the parent/carer being contacted by the school .

Students are expected to arrive in school at 8.25am. The school canteen is open from 7.45am each day as we serve a free universal breakfast for all pupil. Pupils arriving after 8.35am will be classed as late to school.

Illness

When a child is unwell, parents should contact the school before 8.00am, informing the school of the reason for absence. As part of our safeguarding procedures, the attendance team will contact the parent or carer by text initially and then phone if no message has been received regarding the reason for the absence and to check on the safety of the child. This will include contacting all other emergency contacts. If we are unable to make contact we may conduct a home visit

- An appointment card/letter or verification by the doctor/ dentist/hospital is required.
- If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

The role of the school staff

The Leadership team has overall responsibility for attendance.

The senior leader responsible for the strategic approach to attendance is Mr Omar Al-Khatab. He can be contacted by telephone on 01282 683300 or via email at oal-khatab@shuttleworth.lancs.sch.uk

Teachers mark students present, absent or late. Student attendance is monitored on an hourly, daily and weekly basis to highlight and act where the attendance of individual children is causing concern.

The following system is in place to support and promote good attendance:

On a pupils second period of absence from school or the third consecutive day of a single absence the head of year will contact parents/cares by phone to discuss reasons behind absence to identify and remove any barriers to attendance. The head of year will explain that the next absence will result in a meeting taking place and an attendance contract being put in place

The next time a pupil is absent the head of year will contact parents/cares to arrange a meeting and an attendance contract is created and signed by all parties. The pupil's attendance is monitored for 3 weeks.

The next time a pupil is absent following an attendance contract being signed the following actions will be taken:

- If the absence is genuine and unavoidable the Attendance contract is reviewed with reasons noted and a new contract put in place. Monitoring period is re-set for another 3 weeks.
- If the absence is unauthorised a School Warning Notice (SWN) will be sent to both parents. The school will start legal proceeding for Fixed Penalty Notice 1 (FPN1).

The school attendance team consists of three departments that work alongside each other to ensure pupils attend regularly and that any barriers are addressed.

Attendance Officers:

Miss A. Sadler - Attendance Strategy Manager

Mr J. Graham – Attendance officer

Mr B. Hussain – Attendance officer

Heads of year:

Yr 11 Mr C Turner

Yr 10 Mr T. Baiamonte

Yr 9 Miss M. Southern

Yr 8 Ms J. Grice

Yr 7 Miss E Jackson

Inclusion officers:

Miss M. Howarth

Mrs A. McDaid-Barraclough

Mrs R. Manley

Mrs H Camden

Miss C Sharpe

Mrs H. Crowley- Lead inclusion officer

Supporting good attendance

- Discussions surrounding attendance issues with a head of year or inclusion officer
- Referral via TAF to relevant agencies as appropriate or in school action plan
- Referral to the school nurse
- Reintegration package through the school inclusion Team
- Attendance contract

Rewarding good attendance

- Celebration assemblies
- Certificates for attendance and punctuality.

Children Missing in Education (CMIE)

If families move away from the area, or wish to transfer their child to another school, the Head teacher must be informed in writing. Children cannot be removed from the school roll until we have been notified by another school that a place has been offered and accepted. Children who stop attending and who cannot be traced cannot be removed from the school roll. They are reported to the local authority attendance service. Where a child is missing from education, local authority guidance will be followed.

Punctuality

Students are expected to arrive at college up to 10 minutes before their first session starts. Students arriving after this time must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The student will be marked as late before registration has closed (Code 'L'). Students arriving after the register has closed will be marked as late after registration (Code 'U') This national code counts as an unauthorised absence. Frequent lateness is disruptive to learning, both for the child concerned and the class. This will be discussed with parents and may be referred to the attendance team. Frequent or regular lateness can provide grounds for prosecution or the issue of a Penalty Notice.

Penalty Notice Proceedings for Lateness

If there are 10 incidents of late arrival after the registers have closed in a term the school will make a request to the Court Officer for a Penalty Notice. Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 42 days, reduced to £60 if paid within 28 days. Penalty notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 42 day period may result in prosecution by the local authority.

Definitions

Every half-day absence has to be classified by the school (not by the parents) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required.

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been too unwell to attend school and the parent telephones the school to explain the absence. Only the Head teacher can authorise absence for approved reasons.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the Head teacher. Unauthorised absences are those which the school does not consider reasonable and for which no 'authorisation' has been given.

This includes:

- Parents keeping students off college unnecessarily
- Truancy during the college day
- Absences that have not been properly explained
- Leave of absence that has not been agreed as exceptional
- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one student is ill
- Parental illness [alternative arrangements should be made to get students to college]
- Oversleeping
- Inadequate clothing/uniform
- Confusion over college dates
- Medical/dental appointments of more than half a day without very good reasons
- Student's/family birthday
- Shopping trip

'Leave of Absence' and exceptional circumstances

There is NO entitlement to a holiday in term time. All requests for a holiday absence will be declined. Any holidays that are taken will be recorded as an unauthorised absence, and Parents/Carers may be served with a penalty notice under section 444 of the Education Act and the 2003 Anti-Social Behaviour Act. This is a £120 fine per child per parent.

A Leave of Absence may be given in exceptional circumstances. This must be requested in advance of the absence. It cannot be authorised retrospectively. An application must be made to the Head teacher in writing to request any leave of absence.

Attendance and Lateness

If a new student has a history of poor attendance at their previous school, there will be a pre-start attendance meeting held and targets for attendance will be set. For all children, the school monitors absence and lateness and has a stepped approach to taking action. It will not always be appropriate to progress through all of these steps or even to carry them out in the order listed. Responsible staff will use discretion and consider each case carefully.

Penalties for Poor Attendance

Penalty Notices may be issued for 10 or more sessions of unauthorised absence in one term, or 14 or more sessions in two consecutive terms. Penalty Notices are issued by the Lancashire County Council Court Officer.

Penalty Notices will be considered in the following circumstances or as a result of reaching the above trigger levels through a combination of these factors:

- Truancy
- Parentally-condoned absences
- Persistent lateness after the register has closed
- Unauthorised leave during term time

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 42 days, reduced to £60 if paid within 28 days. Penalty notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 42 day period may result in prosecution by the Local Authority.

Prosecution (444) (1)

The school may also seek prosecution through the courts under section 444 of the 1996 Education Act for the parents/carers of students with poor attendance.

