



BURSCOUGH PRIORY SCIENCE COLLEGE



WHOLE SCHOOL ATTENDANCE POLICY

RATIONALE

The school recognises the clear link between attendance and the attainment levels of students and thus seeks to ensure that all students receive a full-time education which maximises opportunities for realising potential. This policy is underpinned by the booklet outlining the whole school attendance policy and procedures.

AIMS:

- To improve the overall percentage attendance of students at Burscough Priory Science College
- To provide a welcoming and caring environment in which every pupil feels safe, secure and valued
- To ensure a curriculum appropriate to all students

OBJECTIVES:

1. To ensure that attendance and punctuality are a priority for staff, students, parents and governors
2. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
3. To provide support, advice and guidance for students and parents
4. To develop a systematic approach to gathering and analysing attendance related data using SIMS
5. To further develop positive and consistent communication between home and school
6. To implement a system of rewards and sanctions
7. To promote effective partnerships with Children's Integrated Services and other relevant agencies
8. To recognise the needs of individual students when planning reintegration

PROCEDURES

1. Form Tutors make an accurate record of attendance during morning and afternoon registration
2. Form Tutors inform students of the sanctions for lateness to school without a valid reason
3. The School Attendance Officers decide what action to take regarding absences
4. The School Attendance Officers inform the Heads of Year of known absences and the action they are taking
5. Subject teachers make an accurate record of attendance during the first fifteen minutes of every lesson
6. The School Attendance Officers provide the Year Heads with statistical information regarding attendance
7. The Year Heads provide Form Tutors with accurate information regarding the attendance of students in their tutor groups
8. Form Tutors and the Year Heads display information regarding attendance
9. The Year Heads and Form Tutors reward good and improved attendance.
10. Form Tutors, Year Heads and the School Attendance Officers provide parents with accurate information regarding attendance.
11. In the event of continued absence from school parental consent will be sought to refer student to Staff Grade Paediatrician to avoid absences being unauthorised.
12. The school may request the Local Authority to issue Penalty Notices in respect of unauthorised absence in accordance with the local Code of Conduct

CONCLUSION

The discharge of the above policy is a priority to ensure students fulfil their potential

January 2011

LEGAL FRAMEWORK

Under section 36 of the 1944 Education Act, parents or carers of children of compulsory school age are required to ensure that their child receives full time education, whether by regular attendance at school or otherwise.

Parents or carers commit an offence if a child fails to attend school regularly and those absences are classed as unauthorised. Depending on the circumstances such cases may result in prosecution under section 444 of the Education Act 1996.

A Fixed Penalty Notice is an alternative to prosecution, which does not require an appearance in Court unless the fine is unpaid after 42 days. Full payment of the penalty means that parents or carers can avoid being prosecuted and convicted.

It is the responsibility of the local authority to ensure that all pupils between the ages of 5 and 16 receive an education.

This Policy and Procedures document is informed by DfES circular 11/91 "The Education (School Attendance Records) Regulations 1991" and "School Attendance – Policy and Practise – Categorisation of Absence" DfES 1994 – Paragraph 21, reminds us that:

"Only the school, within the context of the law, can approve absence, not parents. The fact that a parent has offered a note or other notification (telephone call, Student Planner) in relation to a particular absence does not, of itself, oblige the school to accept it".

HOLIDAYS IN TERM TIME

Requests for leave of absence in term time should be made, in advance, on the school form. The Headteacher will consider a number of factors before granting permission. These include:-

- students' attendance record
- whether or not student is due to take any major examinations
- the reasons for wanting to take leave during term time
- whether a student has already had the maximum leave of absence for holidays allowed (10 school days)
- the likely impact on the student's education.

Depending on the circumstances of a holiday taken without authorisation, Lancashire County Council may be requested to issue a Fixed Penalty Notice

LATE ARRIVAL AT SCHOOL

Registration period begins at 8.50 a.m. and 2.00 p.m. Any student arriving after 8.55 a.m. or 2.10 p.m. will be deemed to be late and the register marked **L**. Any student who arrives after 8.55 a.m. should enter school through the main entrance and sign the late arrivals sheet in the entrance hall.

Registers will close at 10.00 a.m. Any student arriving after 10.00 a.m. with no relevant reason for doing so, will be marked **U** (unauthorised absence).

DEFINITIONS

ABSENCE

When a student does not arrive at school for a session (half day)

AUTHORISED ABSENCE

These are attributed to:-

- Illness
- Treatment at hospital, dentist, optician etc.
- Annual holidays, nor normally in excess of 2 weeks in any academic year, authorised in advance by the Head teacher.
- Educational visits
- Interviews

- Work Experience
- Exclusions
- Attendance at court
- Approved sporting activities
- Religious observance
- Study leave
- Traveller absence
- Other approved circumstances

These criteria are subject to change according to DfE Guidance

UNAUTHORISED ABSENCE

- Late (after registers closed)
- Family holiday (not agreed)
- Absences other than authorised ones for which no explanation has been given or an explanation has been given that is not accepted by the school e.g. shopping, attending a football match.

ABSCONDING

When a student leaves the school site without permission. Any member of staff who is aware that a student has absconded must inform the Head of Year. A search will be instigated and the parent or carer will be contacted.

INFORMATION FOR PARENTS

Burscough Priory Science College is committed to promoting the welfare of your child through regular school attendance. Every day lost to education can have a serious impact on your child's attainment at school. We are therefore fully committed to promoting school attendance by providing an environment where children feel safe and can build positive relationships with their peers.

We expect that in return parents and carers ensure that their child attends school regularly and punctually and that absences in term time should be avoided.

LEGAL FRAMEWORK

Parents and carers commit an offence if a child fails to attend school regularly and those absences are classed as unauthorised. Depending on the circumstances such cases may result in prosecution under section 444 of the Education Act 1996.

A Fixed Penalty Notice is an alternative to prosecution, which does not require an appearance in Court unless the fine is unpaid after 42 days. Full payment of the penalty means that parents/carers can avoid being prosecuted and convicted.

(Full details of the Fixed Penalty Notices are available, on request, in school)

FAMILY HOLIDAYS IN TERM TIME

Requests for leave of absence for a family holiday should be submitted on the school application form, which is available from school. Before a request for leave of absence is made to school, you should consider carefully the possible effect on your child's education. The length of any requested holiday should not exceed two school weeks in any school year. The school may require a meeting with you to discuss the necessity of more than two weeks absence. The school will consider a number of factors before granting permission. These include:-

- your child's attendance record
- whether or not your child is due to take any major examinations
- the reason for wanting to take leave in term time;
- whether your child has already had the maximum leave of absence for holidays allowed (10 school days)
- the likely impact on your child's education

Depending on the circumstances of a holiday taken without authorisation, it is possible that Lancashire County Council may issue a Fixed Penalty Notice.

ABSENCE FROM SCHOOL

In the event that your child is absent from school for any reason please telephone school, 01704 893259, before 9.00 a.m. You will need to give the student's full name and details of the reason for absence. All absences must be covered by a letter to the Form Tutor on your child returning to school.