



Upton Court GRAMMAR SCHOOL

Whole School Attendance Policy

The Governors and staff of UCGS are committed to providing a full and effective education for all our students to ensure they achieve their potential in all that they do. We believe that all students benefit from the education we provide and from regular and punctual school attendance and good behaviour. To these ends, we will do all we can to ensure that all students attend regularly and that any problems which impede this are identified and acted upon as soon as possible.

Expectations

We expect that all students will:

- Attend school regularly
- Arrive on time, appropriately dressed in school uniform and prepared for the school day
- Through our effective pastoral system, inform the Attendance Officer or Heads of Year about any problem which is making it hard for them to attend school regularly

We expect that all parent/carers/guardians will:

- Encourage their son/daughter to attend school every day and on time
- Ensure that they contact the school as soon as possible i.e. on the **first day** of absence before 9am whenever their child is unable to attend school
- Ensure that their children arrive in school appropriately dressed and fully prepared for the school day
- Provide the school with up to date home, work, mobile and emergency telephone numbers
- Not arrange family holidays to take place during the school term
- Inform the school in confidence about any problem which might affect their son/daughter's attendance

Parents/carers/guardians can expect that the school will:

- Provide a good quality education
- Record their son/daughter's attendance regularly (every session), accurately and efficiently via electronic registration.
- Within the first day of absence make every reasonable effort to contact the parent when their child fails to attend school without good reason
- Deal discretely and properly with any problem notified to the school by the parent
- Have access to current attendance data via the Insight online platform

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- Instigate appropriate enquiries before removing the child from the school roll.

Promoting Good Attendance

UCGS will use electronic registration to register the morning and afternoon sessions and for individual lessons.

We will encourage good attendance by:

- Accurately completing attendance registers at the beginning of each session and within 10-15 minutes of the start of the session
- Follow-up absence within one day; a first day absence telephone call will be made or text sent during period one if a student is absent without authorisation; if there is no contact via the telephone numbers provided a letter/email will be sent home requesting authorisation.
- Tutors requesting authorisation via the student in their return and daily thereafter; if an absence is not authorised within one week following return to school. The Attendance Officer will contact home to gain authorisation.
- Undertaking attendance checks at appropriate times; attendance reports to be used on a daily basis to check students who have registered but who have not attended all five lessons; weekly follow up of the year group attendance issues using percentage reports/unauthorised student absence figures
- Collecting data for student reports and sending parents/carers attendance figures via Insight and contacting parents when attendance is of concern and below 95%
- Collecting data on attendance for the whole school and by year group and making this available to governors and parents on request
- Working closely with the pastoral team to monitor students of concern

Request for Leave

From September 2013, the Education (Pupil registration) Regulations 2006 state that schools may not grant any leave of absence during term time unless there are exceptional circumstances. A further amendment to the Regulations removes references to family holiday, extended leave and also the statutory threshold of ten school days.

The school adopts the following policy:

- We may, albeit very reluctantly, agree to requests made where the school agrees that there are exceptional circumstances for the request. The school will determine the number of school days a student can be away from school if the leave is granted. However, in school examination and assessment periods permission will not be granted. Also, if a pupil has a poor attendance record, or her/his work is often late we will also refuse permission. We will authorise leave requests for external examinations, e.g. music examinations, for the duration of travel to and from, and the examination itself.
- Leave will not normally be granted in Years 10, 11, 12 and 13 due to impending public examinations.
- If leave is taken without prior permission being sought or agreed, these days will be recorded as unauthorised absence (effectively truancy). The school has the right to involve the Education Welfare Officer if the pupil is of statutory school age, since the law has been flouted.
- Medical appointments should be made outside of school hours where possible. Pupils will not be allowed to leave for an appointment on their own without written permission from their parent/carer/guardian prior to the appointment. This can be requested on the leave of absence

request form (annex A). It is the parent's responsibility to assess the risks associated with the route and their own child's confidence.

If a pupil is taken away from school and a date of return is not specified, the school will remove the pupil from roll.

According to the Education Regulations (2006), we can remove a student from the register under the following guidelines:

If the student has been continuously absent from the school for a period of not less than twenty school days and

(ii) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);

(iii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

(iv) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is.

Re-enrolment will not be automatic, since the parent has effectively removed the pupil from the school for no good reason.

Leave of absence may be considered if:

- The student has at least 96% attendance.
- The request is submitted to the Headteacher well in advance, who will make a decision, notifying the parents/carers/guardians in writing
- If a request isn't received, leave will be marked as unauthorised
- Leave will not be authorised retrospectively

Responding to Non-Attendance

When a student fails to attend school without satisfactory explanation, we will:

- Contact the parent on the first day of absence by telephone call or text; if contact cannot be made a letter/email will be sent home that day to request authorisation.
- A further phone call be made and a further letter/email sent to the parent/carer or a home visit may be made if there has been no response and the unauthorised absence has exceeded three school days.
- If the non-attendance continues beyond nine days or if the student fails to attend for three complete weeks in any six-week period, a further attempt will be made to telephone the parent/carer and another letter/email sent and a home visit made.
- If the student or parent/carer fails to respond a Fixed Penalty notice will be issued and the matter will be discussed further with the Headteacher with a view to a formal referral.

Lateness

Lateness is monitored by the Attendance Officer as subject teachers/tutors are required to record lateness in their registers.

Sanctions

- If a student is late to school a step 2 is issued. If they are more than 30 minutes late, parents are called/emailed by the Attendance Officer.
- If a student is persistently late, parents will be informed and a Lateness Report, monitored by the Attendance Officer, is issued.

Sickness

When a student falls ill we will expect:

- A medical sick note from the GP after 5 consecutive days off sick, or some medical evidence such as a prescription.
- Any illness around holiday periods needs to be backed up by evidence also i.e. during day before/after Bank Holidays & Half Term/End of term. In this case a medical certificate will also be required.
- Wherever possible medical appointments need to be made after school hours or during school holidays. If this is not possible full days off for medical appointments will not always be authorised (subject to appointment). Only half a day's permission will be authorised.

Responsibilities

Governors

- To ensure that the school has in place a whole school attendance policy
- To receive regular reports from the Headteacher in respect of attendance data and trends
- To monitor the effectiveness of the whole school policy

Headteacher

- To oversee the whole policy
- To have particular regard to the equalities aspects of the policy as they pertain to SEN, gender, ethnicity and Looked After Children
- To report to governors on attendance issues on an annual basis.

Deputy Head responsible for attendance issues

- To liaise with the Attendance Officer and Heads of Year regarding attendance/lateness, ensuring the appropriate strategies are undertaken
- To oversee the collation and analysis of attendance data
- To report to the schools Senior Leadership Team on attendance matters and trends

Attendance Officer

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- In liaison with the pastoral team to carry out home visits to students causing concern in terms of attendance and punctuality providing parents/carers/guardians with necessary information and making appropriate referrals
- To initiate and follow through appropriate sanction/s in liaison with relevant colleagues and other professionals including fines and court action
- To attend meetings with parents/carers/guardians and other professionals in relation to attendance and punctuality issues including providing information for court hearings.
- To maintain the Student Attendance Registration system on a daily and weekly basis, ensuring that registers are up to date and reporting appropriate problems to Line Manager and ICT Technicians
- To record late arriving students and deal with queries making appropriate referrals and contacting parents/carers/guardians as necessary
- To follow up student absences and lateness by telephone or other means, on a daily basis with guidance from the relevant colleagues and making appropriate referrals.
- To report any welfare and/or child protection concerns to the DSL or DDSL as per school policies
- To devise and implement intervention strategies to address poor attendance and to celebrate excellent attendance

Heads of Year• To monitor attendance and punctuality data for their year groups and liaise directly with the Attendance Officer for any further detailed attendance information and ensure that appropriate action is taken as necessary including liaising with outside agencies

- To implement sanctions for truancy of more than one lesson as per the culture policy, e.g. internal exclusion and reports

Teachers

- Complete electronic registers accurately and on time and return them to the administrator; Period One registers to be returned by 9.30am and session registers to be completed within the first 10-15 minutes from the start of each lesson
- Update electronic register with students who arrive late to the lesson so lateness can be monitored and appropriate action taken
- If a student truant from a particular lesson the Head of Year will issue an internal exclusion, as per the culture policy.
- Inform the Attendance Officer of concerns

Updated January 2020

To be reviewed January 2023