



# Attendance Policy

**The legal requirement:**

- Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age received full-time education.
- Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.
- If a child of compulsory school age who is registered at a school, fails to attend regularly at the school then the parent is guilty of any offence under Section 444(1) of the Education Act 1996.
- Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (education Act 1996, section 444(1a) as amended by the Criminal Justice and Court Service Act 2000).

**Aims:**

1. To improve the overall percentage of students attending school.
2. To make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and Governors.
3. To provide support, advice and guidance to parents and students.
4. To develop a systematic approach to gathering and analysing attendance related data.
5. To implement a system of rewards and sanctions.
6. To promote effective partnerships with other services and agencies.
7. To recognise the needs of the individual student when planning reintegration following significant periods of absence.

**Attendance rates and subsequent action:**

<b>Attendance Rate</b>	<b>Absence Rate</b>	<b>PHS Action</b>
<b>100%-95%</b>	<b>0%-5%</b>	<ul style="list-style-type: none"> <li>• Rewards given</li> <li>• Competitions available</li> <li>• When absent- An automated message from school to confirm absence</li> <li>• When absent- Form Tutors will request note from home</li> </ul>
<b>95%- 92%</b>	<b>5%-8%</b>	<ul style="list-style-type: none"> <li>• Progress Leaders will meet with students to discuss absence</li> <li>• A plan will be implemented for any concerns made</li> </ul>
<b>92%-90%</b>	<b>8%-10%</b>	<ul style="list-style-type: none"> <li>• A Panel Meeting will be arranged for the student and parent with the <b>Attendance Manager</b></li> <li>• Any concerns will be raised and support given where needed</li> <li>• Fixed penalty notice and prosecution will be discussed.</li> <li>• Action plan put in place</li> </ul>
<b>90%- 85%</b>	<b>10%-15%</b>	<ul style="list-style-type: none"> <li>• A further Panel meeting with the <b>Assistant Headteacher and Attendance Manager</b> will be arranged, and support offered</li> <li>• If there is no improvement a further Panel meeting with the <b>Educational Social Welfare Officer</b> and the <b>Attendance Manager</b> will be arranged</li> <li>• No improvement will trigger a <b>Fixed Penalty Notice</b></li> </ul>
<b>85% and below</b>	<b>15% +</b>	<ul style="list-style-type: none"> <li>• Further Intervention from <b>Education Social Welfare Officer</b></li> <li>• Office interview</li> <li>• Referral for prosecution where appropriate</li> </ul>