



# ATTENDANCE POLICY

**Non-Statutory**

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## Attendance

Regular and punctual attendance is the cornerstone of good progress at school. It is a legal requirement of parents/carers to ensure their children are educated between the ages of 5 and 16. Your child/children must attend school every day unless there is a good reason not to.

The school aims to sustain the current high level of attendance and very low levels of unauthorised absences. Our policy is one of intervention. Immediate follow-up of selected pupils known to be of concern, programmed follow-up of all other pupils and systematic monitoring and checking ensure we know where pupils are as do their parents/carers. The effective operation of these systems enables appropriate support measures to be put in place to ensure good pupil attendance and continuity to their learning. These are keys to success.

### Pupils Arriving for Registration

- Pupils should aim to be in their Tutor Base by 0825, engaged in quiet activity, eg reading or preparing for the next lesson, in readiness for their roll call registration with the tutor at 0830.
- Pupils arriving after 0830 but before 0835 will be recorded late by their tutor or the Attendance Administrator unless there is/are very good unavoidable reasons for being late, eg accident, late arrival of bus. It is not satisfactory for pupils to say, "I had to see another member of staff," or "I got up late." Registration takes priority.
- Pupils who arrive late, after 0835, must sign in at the Attendance Office. Should a pupil sign in with the reason 'woke up late' or 'walked slowly to school' or any avoidable matter without a note, they will be recorded as late if arrival time is before 0900 and unauthorised lateness after 0900. If they fail to sign in, they will automatically be recorded as being late regardless of their reason.
- Pupils who arrive later than 0900 will have their lateness recorded as unauthorised unless there is/are very good unavoidable reasons for being late.

For the safety and security of every pupil we must know where they are at all times.

### Pupil Absences

- When a pupil is unable to come into school through illness or another unavoidable matter, parents/ carers are asked to telephone the school absence line on 01329 226540 to notify the Attendance Administrator who will annotate the register accordingly. If your child is likely to be away from school for more than a few days, you should indicate if work should be sent home. Please note that work can only be provided where absence is authorised.
- All pupil absences are followed up the same day and where there has not been any parental contact at all to the school, the Attendance Administrator will send a text message asking for a parent/carer to telephone the absence line to provide details of their child's absence. Should the school not receive any response to the text message after the second day, a member of staff may visit the family home. If there is no answer, the police may be informed.
- The Year 7 Manager, Key Stage 3 and Key Stage 4 Managers will be informed when pupils are suspected of truancing.
- Should a pupil arrive late to school due to any appointment or other valid reason, they must sign in at the Attendance Office with a note from a parent/carer confirming their reason as well as showing their appointment card/letter. Unnecessary worry/concern has been caused when pupils have arrived in school late after registration and have **not** signed in at the Attendance Office.
- When a pupil returns to school following a period of absence he/she should hand in a letter of explanation/confirmation to their Tutor who will then pass this on to the Attendance Administrator. An absence form can be downloaded from the school website [www.camshill.com](http://www.camshill.com) under 'Parents' 'Printable Forms'. Alternatively, parents/carers can email [absences@camshill.com](mailto:absences@camshill.com) and this must be sent on the first day of your child's absence. The school is required to account for every absence therefore **these letters/emails are vital.**

## Leave of Absence

Requests for special leave of absence must be made to the Headteacher in writing. Application should be made **well in advance** and parents/carers are strongly advised to apply for leave of absence **before** they confirm their holiday/other arrangements. A request form is available from Main Reception/ Attendance Administrator and can be downloaded from the school website [www.camshill.com.under](http://www.camshill.com.under) 'Parents' 'Printable Forms'.

Absence from school is very disruptive to an individual's learning. Non-essential pupil absence also creates an additional burden on teachers when parental expectations are unfairly placed on the teacher to ensure a youngster catches up with his or her work, when the responsibility clearly lies with the pupil and parents/carers. Non-essential absences from school are sending the wrong messages to pupils about the importance of their schooling. It is essential we have your support in this matter. In Key Stage 4, Controlled Assessments take place throughout the two years. Full attendance is therefore essential to pupils' success. The Headteacher is unlikely to authorise any absences during Key Stage 4 other than for essential/unavoidable matters.

## Classifying Absences

The Government requires every half-day absence from school to be classified (by the school not by the parents/carers) as either authorised or unauthorised. This is why information about each absence is always required.

With regard to determining authorised/unauthorised absence the school is required to follow strict guidelines laid down by the Government:

Authorised Absence: these are mornings or afternoons away from school for a good reason (ie illness or other unavoidable cause). The school cannot accept just any explanation as grounds for authorisation; only those where the absence could not, reasonably, have been avoided. An explanation which is offered by a parent/carer does not have to be accepted as grounds for authorisation. A note in itself is not sufficient - it depends what the note says; some additional assurance that the absence was unavoidable may be asked for.

Unauthorised Absence: these are absences which the school does not consider reasonable and for which "no leave" has been given. This includes keeping children off school unnecessarily, truancy, absences which have not been properly explained and children who arrive at school too late to receive a mark in the register.

Lateness: children must attend on time to be given a mark (in the register) for that session, unless the lateness is unavoidable. Parents/carers are expected to ensure that children are present at registration.

## Sanctions and Support for Poor Attendance/Punctuality

Regular, punctual attendance at school is not only important to ensure continuity in pupils' learning and to give every individual the maximum opportunity to do his/her best; it also establishes good habits for the future and the world of work beyond school.

- Where a pupil is late to registration without a valid reason, the Attendance Administrator will issue a 20-minute lunchtime 'Late' detention either on the same day or in the days following.
- Should a pupil continue to arrive late, they will be expected to attend a meeting with the Pupil Guidance Manager or their Year Manager/Key Stage Manager to discuss their reasons for late arrival to school (and afternoon registration if applicable) and will be given strategies to help them improve their punctuality. Should their punctuality still not show a significant improvement, they will be placed on a morning/afternoon punctuality report.

Persistent lateness and/or sporadic absence can be symptomatic of other problems therefore contact with home is very important, rather than issuing one detention after another.

Home visits may also be made by the Pupil Guidance Manager and the Year Manager/Key Stage Manager.

**Penalty Notices  
(to address poor attendance and punctuality at school)**

Parents/carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school. If your child is absent and the school has not authorised this, then this is subject to legal action through a fine or prosecution. Hampshire County Council's Code of Conduct sets out what actions must be taken for any child with 10 or more sessions (5 days plus) of unauthorised absence. All schools are required to work with Hampshire County Council to take legal action if:

- a child has unauthorised absences for 10 or more sessions (5 days);
- a child is continually late to school and this lateness is unauthorised for 10 or more sessions;
- a child has any unauthorised absences during any formal examinations, assessment or testing.

NB A Penalty Notice may also be issued when a parent/carer takes a child on holiday during term-time without the school authorising the absence beforehand.