



# Student Attendance Policy

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**POLICY NUMBER**  
SILVP0072 111218

**POLICY TYPE**  
SCHOOL

# **Student Attendance Policy**

## **Why is attendance important?**

At Silverdale we believe in Pride, Respect and Achievement. We want all of our students to take pride in what they do and good attendance is something to be proud of. The more that students are in school the more opportunities they will have to be successful and to achieve well.

Aim for your child to achieve 100% attendance and good punctuality to give them the very best chance in life. Poor attendance and punctuality can affect overall achievement. Establishing good habits from the start helps children to settle more quickly into new settings and routines.

Parents (as defined by the Children Act 1989) have a legal responsibility to ensure the education of their children. Silverdale School is committed to providing such education to those children on its roll in accordance with the Education Act 1996, Section 444. At Silverdale School our aim is to work together with parents and carers to ensure high attendance and good punctuality.

The law requires schools to have an admissions register and an attendance register, all students must be on both. The admissions register needs to contain details of every student, along with the date of admission, information about parents / carers and details of the last school attended. The governing body are responsible for making sure that an attendance register is kept up to date. The attendance register must be taken at the start of each morning session and once during each afternoon session and must show whether each Silverdale student is present, attending an approved educational activity such as a trip, or absent. The attendance register must indicate whether the absence of a student of compulsory age was authorised or unauthorised.

**Only the school can authorise absence.**

## **Registration – Upper School**

### **Morning (AM) Registration:**

- Silverdale has social time from 8.30am - 9.00am. This is a time when students can have breakfast, socialise with staff and other students and prepare for the day.
- At 9am we have a Circle (assembly) which all students in upper school are expected to attend.
- Link workers will then take register and all registers must be completed by 9.15am.

### **Afternoon (PM) Registration:**

- There is a bell at 12.55pm at the end of the school lunch period. This is to ensure that all students are present for afternoon Circle (assembly).
- PM registration will be recorded by Link workers by 1.00pm.

## **Registration – Primary School**

### **Morning (AM) Registration:**

- Silverdale has Welcome time from 8.30am - 9.00am. This is a time when students can have breakfast, socialise with staff and other students and prepare for the day.
- Link worker will then take register and all registers must be completed by 9.15am.

### **Afternoon (PM) Registration:**

- 12.45pm is the end of the lower school lunch period.
- Afternoon registration will be recorded by Link workers by 1.00pm.

## **Internal Truancy**

- School policy states that the staff should complete the points system every lesson, this is to ensure that we know where students are at all times and we can keep students safe.
- Instances where students internally truant (avoid going to their lessons) will be referred to the student's Link Worker. The Link Worker will then contact home to inform parents / carers of this.

## **Communication**

- In circumstances where a student will be absent from school parents/carers are required to notify Link Workers as early as possible at the start of the school day.
- Parents should contact Link Workers at the start of each day of absence and are required to provide an absence note (or medical evidence) upon return to school. If your child's attendance is at 90% or less school will not authorise absences unless medical evidence is provided.
- Receipt of an absence note does not automatically authorise absence.
- Absence is ultimately authorised at the discretion of the Head Teacher or other delegated staff.

## **Celebrating Success**

At Silverdale we believe in celebrating the success of our students and this includes Attendance.

- Each half term students can earn £2.50 for achieving their target of 95% or more, if they achieve 100% they earn £5.00 – this is put into their school bank account.
- They will receive a certificate acknowledging their positive attendance.
- Over the whole academic year if students achieve 95% or more they will receive a £10 voucher.
- All students achieving attendance over 95% for the whole academic year will be celebrated at our Annual Parent's Celebration.

## Dealing with Absence

### WHAT MUST I DO IF MY CHILD IS ABSENT?

- Where a student will be absent from school parents/carers are required to notify Link Worker or school office as early as possible at the start of the school day.
- Parents should contact Link Workers at the start of each day of absence and are required to provide an absence note (or medical evidence) upon return to school. If your child's attendance is at 90% or less school will not authorise absences unless medical evidence is provided.

Failure to do the above may result in your child's absences being unauthorised.

**Whenever possible, medical and dental appointments should be made outside of the school day. If it is unavoidable then it is expected that your child will be in school either before or after this appointment.**

- On the first day of absence if school has not been informed of the reason for absence, parents / carers will be contacted by text / phone call / letter to inform them that their child was absent and to determine if support may be needed to facilitate return to school. If we cannot contact family or complete an unsuccessful home visit we may choose to record absence as unauthorised.
- On the second day of absence, if no reason for absence has been provided, a Link Worker may conduct a home visit.
- On a weekly basis, The Behaviour and Attendance Manager will review the attendance of students whose attendance is 90% or below. This will be followed by meetings with students and contact home to discuss any issues. Link Workers will have regular meetings with the Behaviour and Attendance Manager to discuss individual students. In cases where attendance does not improve, or falls below 90% Link Workers will then be in contact with parents / carers about strategies to improve attendance in order to avoid the child becoming 'PA'.
- 'PA' or 'persistently absent' is defined by the DfE as attendance below 90%
- Where the school has offered reasonable support but attendance has not improved, the school will refer individual cases to the Education Placement and Welfare Service in accordance with the policy of North Tyneside Local Education Authority. Action available to

the Education Placement and Welfare Service include the issuing of a Fixed Penalty Notice and/or prosecution in the North Tyneside Magistrates Court.

- In the event of case being referred to Education Placement and Welfare Service, staff will remain committed to working with students and parents/carers to improve attendance.

## **Punctuality**

Being punctual to school is vital. Lateness can have a huge effect on learning and progress.

- All students are required to be on site before the 9am bell.
- All students who arrive on site after 9am or after 1pm will be recorded as late on the register together with the number of minutes late.
- We understand that sometimes delays are unavoidable so occasional lateness will receive no further action providing we receive communication from parents explaining valid reasons.
- When students are persistently late the Behaviour and Attendance Manager will facilitate a meeting with parents
- Failure to improve punctuality will result in further action being taken e.g. Penalty Notice Warning, Fixed Penalty Notice and/or prosecution in the North Tyneside Magistrates Court.

If your child is persistently late they are missing valuable learning time.

- 5 minutes late each day amounts to 3 days lost over a year
- 10 minutes late each day amounts to 6.5 days lost over a year
- 15 minutes late each day amounts to 10 days lost over a year
- 20 minutes late each day amounts to 13 days lost over a year
- 30 minutes late each day amounts to 19 days lost over a year

## **Inclusion**

Following prolonged absence from school, Link Workers will seek to put in place appropriate support to facilitate a successful return. This may range from opportunities to leave lessons early, the use of Thrive, to a potential flexible timetable (on a temporary basis). Such provision will be arranged by Link Workers or the Behaviour and Attendance Manager on a case by case basis.

At all times the school will seek to provide the appropriate support to ensure good attendance.

## **Leave Of Absence for Term Time Holidays**

Parents must seek permission in writing from the Head Teacher at least two weeks in advance should they wish their child to take a leave of absence during term time. Forms can be obtained from the school office. The school does not authorise leave of absence during term time for holidays longer than 5 days and not in years 6 or year 11, or if the student's attendance is under 90%.

Granting leave of absence is entirely at the Head Teacher's discretion and it is not a parental right. Unauthorised absence for term time holidays can result in an automatic £60 fine per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days. Failure to pay the Penalty Notice could result in the Local Authority starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

## **Fixed Penalty Notice**

Fixed Penalty Notices can be issued for poor school attendance, unauthorised leave of absence in term time (holidays), persistent lateness or when excluded pupils are found present in a public place.

The fixed penalty is £60 if paid within 21 days, or £120 if paid between 21 and 28 days. A Penalty Notice will be issued to each parent of a child. If the Penalty Notice is paid, the case will be closed to the Attendance and Placement Team and subsequent unsatisfactory attendance dealt with as per the usual school procedures.

However, if the Penalty Notice is not paid, the case may proceed to the Magistrates Court for the prosecution of the original offence of failure to secure the child's regular attendance at school.