



Dream, Believe, Persevere, Achieve

Cape Cornwall School Attendance Policy

School Name: Cape Cornwall School

Consultation: This policy has been developed in conjunction with Cornwall Council guidelines and DfE legislation.

Dissemination: Website and O Drive.

Date policy approved by Governors: November 2020

Date policy becomes effective: Immediately

Review date: November 2022

Person responsible for Implementation and Monitoring: Assistant Headteacher

Links to other relevant policies: Safeguarding, Behaviour.

Aims

- To communicate the importance to all students of maximum attendance at school as an essential pre-requisite for making full use of all educational opportunities and to maximise individual achievement;
- To make explicit to all relevant parties (staff, parents/carers and students) the School's expectations for attendance;
- To promote a consistent approach across the School towards all matters relating to attendance;
- To clarify the roles and responsibilities of all parties with respect to attendance;
- To communicate to all relevant parties the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- To communicate the need for families and school staff to work in close partnership to achieve high attendance.

Introduction

Regular attendance at school is vital. Put simply, *absence means missed learning*; without high attendance, the learning process becomes fragmented and impedes on progress. It is a legal requirement that students of compulsory school age receive full-time education and this, with the exception of those educated at home or elsewhere, means regular attendance at school. Absence places children at risk and may result in children being drawn into patterns of anti-social or criminal behaviour. **Cape Cornwall School places a high priority on achieving high attendance for every child and we do all we can to support children and families to do this.**

1. Why regular attendance is important

Learning: - Any absence impacts on the progress of a child and regular absence will seriously impede their learning. Any child's absence disrupts teaching and may, therefore, affect the learning of others in the same class.

Ensuring a child's regular attendance at school is the responsibility of the parent/carer and permitting absence from school without a good reason is an offence in law and may result in prosecution.

2. Legislation and guidance

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State for safeguarding and promoting the welfare of children and students under the age of 18.

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and, within the context of this school, we will adhere to the latest safeguarding policies and practices. A child missing from education may be at risk of abuse or neglect or become a victim of harm, exploitation or radicalisation. Failing to attend school on a regular basis is therefore a safeguarding concern.

This policy meets the requirements of the school attendance guidance from the Department of Education (DfE). The information in this policy is drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

3. What is 'Good' attendance?

Achieving high attendance is a national priority. National data clearly shows a correlation between high attendance rates and high achievement.

The vast majority of students at Cape Cornwall School achieve over 96% attendance and this is the minimum attendance the school expects from all of our students. Sickness usually appears as a block of time off school. We review attendance patterns each week and look for unbroken weeks (i.e. those where the student is marked present on all ten sessions). Students should **not** have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and will be followed up by the School according to attendance procedures. The impact broken weeks have on a child's education (taken from national data) is illustrated below:

If your child misses...	That equals...	Which is...	And over 13 years of education that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

4. Authorised Absences

Every half-day absence from school is classified by the school as either AUTHORISED or UNAUTHORISED. The school holds responsibility for deciding whether absence is authorised or unauthorised.

Authorised absences are mornings or afternoons away from school for a good reason such as illness or medical/dental appointments, which unavoidably fall within school time.

5. Unauthorised Absences

Unauthorised absences are those which the school does not consider reasonable and for which permission has not been given. Unauthorised absence can lead to the Local Authority applying sanctions and/or legal proceedings.

These are absences where:

- no acceptable explanation is provided by parent(s)/carers;
- the reason for the absence does not fall into one of the categories of **authorised** absence.

DfE guidelines state that absence for the following activities cannot be **authorised**:

- minding the house;
- caring for relatives;
- awaiting repair people;
- shopping;
- birthday or family celebration;
- other leave of absence that is not considered authorised due to exceptional circumstances.

The DfE guidelines make clear that only **exceptional** leave of absence should be classified as authorised. The Head of School makes the decision on whether to authorise an absence. Cape Cornwall School may request that the Local Authority issues a Penalty Notice on the school's behalf if a child is absent without authorisation for 10 or more sessions (half days) in a 100 day period. If issued with a Penalty Notice, parents/carers must pay £60 per child per parent within 21 days of issue or £120 within 28 days. A Penalty Notice may also be issued for:

- One-off instances of irregular absence, such as holidays taken in term time without authorisation.
- Where an excluded student is found in a public place during school hours without justifiable reason.
- Pupils persistently arriving late at school after the register has closed at 9.30am.

“If you decide to take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who as the issuing officer, may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Fines are issued per parent/carer, per child. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.”

6. Leave of Absence

There is no automatic entitlement in law to time off in school time to go on holiday and the Government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

The School cannot legally authorise **any request for** leave of absence unless there are **exceptional**

circumstances. The Department for Education (DFE) has issued guidelines to all schools detailing valid reasons for **authorised** absences:

- (i) a child is ill or receiving medical attention;
- (ii) days of religious observance, notified in advance;
- (iii) absence due to family circumstances (e.g. bereavement).

There are other absences, such as **approved sporting activities** that may be authorised. Approval for absence must be requested from the Head of School in advance using the school's request form and procedures, giving wherever possible a minimum of 10 days notice.

Routine medical and dental appointments should be arranged out of school hours wherever possible.

Authorisation for leave of absence will not be given unless:

- a) an application has been made in advance to the Head of School by a parent with whom the child normally resides and
- b) the Head of School, or a person authorised by the Head of School, considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

The 1996 Education Act makes it very clear that parents must ensure that their child of school age receives regular, full-time education. Children must attend the school they are registered in. The judgement of the Supreme Court on April 6th 2017 *Isle of Wight Council (Appellant) v Platt (Respondent)* stated that the word 'regularly' means 'in accordance with the rules prescribed by the school'. The judge stated:

"In some cases this can involve the use of fixed penalty notices, which recognise that a person should not have behaved in this way but spare him a criminal conviction."

Where the decision is made not to authorise leave in term time, the school will inform parent/carers in writing. As a general guide, leave for any holiday, activity or event that could be arranged during the annual school holiday times will not be authorised.

Leave of absence will not be authorised in Year 10 and 11 or if the absence exceeds 5 days.

Where a child's attendance is below 95%, leave of absence during school term time will not be authorised.

7. Persistent Absence

A child is classified as 'persistently absent' when they miss 10% or more of their schooling across the school year **for any reason**. Absence at this level will significantly harm a child's educational progress.

Children who are persistently absent, are monitored carefully by the pastoral team who will also inform the Educational Welfare Officer. Intervention for these students is coordinated by the Senior Leader responsible for attendance.

8. Home/School Partnership

Cape Cornwall School works in close partnership with parents and families to achieve high attendance for every student.

Parents must:

- Contact Cape Cornwall School on the first day of absence – by 8.30am at the latest;

- Ensure their child arrives at school on time – the school day starts at 8.30am. Late arrival after registers close is an absence –see Appendix 3 (Late to School Protocol);
- Arrival after the register closes at 9.30am will result in an unauthorised absence being recorded on the register.

The school will:

- Telephone or text parents on the first day of absence if a reason for absence has not been given;
- Invite parents in to school to discuss attendance with our EWO and/or a member of the Pastoral Team if absence persists;
- The Head of Upper/Lower School will raise attendance concerns with our Education Welfare Officer (EWO) i.e. if attendance is below 95%. If absence persists, the EWO may use sanctions such as Penalty Notice fines or prosecutions in the Magistrates Court to address irregular school attendance.
- Follow up promptly any concerns parents pass on to us that may be affecting a child's attendance;
- Involve the Heads of Upper/Lower School and other support agencies to help students re-integrate into school after illness or other individual circumstances;
- Regularly remind students of the importance of good attendance (96% and above) and punctuality through assemblies and tutor time;
- Reward excellent and improving attendance.

9. Telephone numbers

There are times when Cape Cornwall School needs to contact parents about educational matters, including absence. We need to have parents' contact numbers at all times. Parents must ensure we always have an up to date contact number – if we don't then something important may be missed. **Parents have a duty to notify school as soon as possible of any changes to contact details.**

10. Supporting High Attendance and Reporting

To promote excellent attendance and to emphasise its importance the School offers a range of rewards for students.

Attendances and absence are reported to parents in termly written reports and attendance records are available to parents on request.

11. Roles and responsibilities

The roles of the form tutor and Pastoral Team are explained in **Appendix 1**. Administrative support is provided by the Attendance Administrator. **All** members of staff are aware of the responsibilities of staff in achieving high attendance.

12. The Education Welfare Officer

The Education Welfare Officer (EWO) works with the School for two days a week. The School works closely with the EWO to support students whose attendance is a cause for concern. The EWO visits homes, meets with students in school and is a vital component in our efforts to secure high attendance. The EWO is available to assist parents where difficulties arise and can be contacted via the Pastoral Team.

The Education Welfare Officer will initiate legal proceedings against parents who have not fulfilled their responsibility for ensuring regular attendance. Before a case goes to court, Parenting contracts may be drawn up, setting targets for improving attendance. Home visits or meetings in school may also be offered. The prime aim of all action is to ensure every child attends school on

a regular basis and is therefore able to achieve his or her full potential.

13. Students with Special Educational Needs (SEND)

Cape Cornwall School supports the attendance of students with SEND and understands that their specific needs present additional school challenges. Good attendance for all students including those with SEND is crucial in ensuring excellent academic progress and further information relating to the support offered to our SEND students can be found on the Cape Cornwall School website: <https://cape.cornwall.sch.uk/special-educational-needs-and-disability-information>

14. Young Carers

Students identified as Young Carers, are allocated a dedicated staff member to support them in achieving good attendance as the school recognises that attending regularly can be challenging for these young people. Further information on the support and guidance in place for our Young Carers to help them in achieving good attendance can be found on the Cape Cornwall School website:

Appendices

- Appendix 1 - Achieving High Attendance for Every Child. Staff Guide to Registers and Associated Procedures
- Appendix 2 - Attendance - Roles & Responsibilities
- Appendix 3 – Attendance action flow chart
- Appendix 4 - Late to School Protocols
- Appendix 5 - Attendance letters

Achieving high attendance for every child Staff Guide to Registers and Associated Procedures:

This section complements our Attendance Policy and should be read in conjunction with it. It deals with the practicalities of completing registers and associated attendance procedures. Registers are legal documents and the school relies on accurate input in order to follow up any concerns to safeguard students.

Marking the register

Form tutors are responsible for providing accurate and timely registers for each tutor session.

Reading the registers

The registration information is read every morning after Registration. It is imperative that the data entered is accurate and that there is a mark for **EVERY** student. Every student **must** fall into one of the three categories of present, absent or late. Staff must enter either 'present', 'absent' or 'late' (+ how many minutes late). **Staff have a responsibility to safeguard the children in our care and it is vital that the information held is accurate.**

The school operates a policy of '1st day response' regarding absence across the school. The Attendance Administrator will text or phone the parents of any child, who is absent without an explanation.

Communication with/from parents

Same-day contact has been shown to be the single most effective strategy in improving rates of attendance. It is also vital to safeguard children. Parents must contact the school as early as possible on the **first** day of absence to notify us of their child's absence and the reason for absence.

Communication by phone or in person is required on each day of a period of absence. If absence notes are received, they should be initialled and dated by the form tutor. **All notes must be sent to the Attendance Administrator on the same day they are received.**

Punctuality

- Registration starts at 8:30am. Thereafter, a student's absence will be recorded as late (L).
- A student should be marked as **late** when the teacher has completed the register and a student arrives after the register has been "sent". A late mark should be added for any student who arrives to tutor time after 8.40am and the number of minutes late recorded on SIMS.
- Parents may be prosecuted for persistently failing to get their child to school on time. We will take a robust response to students who are regularly arriving late.

N.B. If for any reason staff are unable to take an electronic register, a paper register must be taken and given to the Attendance Administrator immediately on completion. Details of the group, time, member of staff etc. must be recorded.

Role of Tutor in supporting high attendance. The tutor must:

- Take accurate registers during morning registration, making use of appropriate codes (present, absent, late).
- Monitor attendance of individual students.
- Raise issues of attendance and punctuality with students, parents/carers and Pastoral Team as appropriate.

- Display tutor group attendance data and update weekly on tutor noticeboard. Celebrate and reward excellent attendance.

Role of Teachers in supporting high attendance. Teachers must:

- Take an accurate register at the start of every lesson.
- Report unexplained absence immediately using the 'on call' system.
- Challenge and record late arrival to lessons.
- On a student's return from absence, discuss missed work with the student and ensure that he/she understands how to catch up.
- Where catch-up work is not completed within a week of the child's return to school, parents should be notified through email or telephone call. The teacher will set an after-school detention providing the work for the student to complete during this time.
- Where absence is known in advance e.g. authorised term time absence in exceptional circumstances, and where appropriate to do so, the teacher will discuss lessons that will be missed with the student prior to absence and will provide appropriate resources for the child to complete the work via Show My Homework, Google Classrooms, Hegarty Maths and Tassomai.

Attendance

Staff Responsibilities

Leadership Team Attendance Lead

Main contact for EWO.

Regularly analyse and evaluate attendance data.

Investigate and implement strategies to improve attendance.

Line manage attendance staff within the school.

Report impact of strategies to LT and Governors.

Provide regular analysis of attendance to HoS and Governors.

Raise profile of achieving good attendance through regular and effective communication with staff, students and families.

Head of Upper & Lower School

Liaise with EWO and Attendance Co-Ordinator.

Regularly analyse and evaluate attendance data of Year groups.

Assist EWO in arranging meetings with students and/or parents.

Liaise with tutors where there are concerns regarding student attendance and punctuality.

Discuss attendance with students and parents/carers using appropriate opportunities.

Attendance Administrator

Monitor registers.

Liaise with form tutors regarding students that are late.

Ensure all registers are completed accurately and follow up where necessary.

Ensure codes are recorded accurately and input any missing marks after returns.

First day contact.

Liaise with Pastoral Team weekly and monitor attendance of all students giving cause for concern.

Provide weekly attendance data for form tutors, Pastoral Team and LT in charge of attendance.

Form Tutor

Mark registers accurately.

Meet with Head of Upper or Lower School and discuss attendance of students in tutor group.

Discuss attendance with students.

Display form attendance data and update weekly on form notice board.

Arrange to meet with students to complete IAP as part of early intervention.

Celebrate 100% attendance weekly in tutor group by awarding House Points.

Celebrate improving attendance for individual students by awarding House Points.

Educational Welfare Officer

Work closely with school attendance team.

Support students whose attendance is a cause for concern.

Support parents whose child is a cause for concern through meetings and home visits.

Provide professional service to identify and assess the needs of children where there is a concern in relation to school attendance, behaviour, achievement and their general welfare.

Prepare EWO reports for Court and Penalty Notices.

Support attendance team to ensure effective monitoring is in place.

Cape Cornwall School – Achieving High Attendance: Roles and Responsibilities

Form Tutor/Teacher

- Mark registers accurately in tutor time and lessons;
- Pass on letters regarding attendance to the Attendance Administrator same day received;
- In the weekly pastoral meeting, or earlier if needed, inform the Pastoral Team of any students giving cause for concern;
- Discuss attendance with students and parents/carers, e.g. at Parents' Evenings or Mentoring sessions;
- Display form attendance data and update weekly on tutor noticeboard;
- Arrange to meet with individual students or as small groups to produce early intervention plans to improve attendance;
- Liaise with Attendance Administrator regarding lateness and attendance;
- Celebrate 100% attendance weekly with tutor group, by awarding House Points, half termly postcards home;
- Celebrate improvement in attendance for individual students by awarding weekly House Points and half-termly postcards home.

Attendance Administrator

- Monitor registers;
- Liaise with form tutors regarding students who are late and ensure parents are informed of the late arrival;
- Ensure all registers are completed accurately and follow-up where necessary;
- Ensure codes are recorded accurately;
- Input all missing marks after returns from form tutors and teaching staff;
- First day contact students checked and parents telephoned where necessary;
- Contact all students on first day of absence;
- Liaise with Pastoral Team each week and monitor all students giving cause for concern;
- Investigate any causes for concern;
- Provide frequent and regular attendance tracking information for tutors, Pastoral team and Senior Leaders.

Head of Upper & Lower School

- Liaise with form tutors where students are late;
- Liaise with Attendance Manager and EWO with regards to target students **where attendance is 95% or below**;
- Use assemblies to reinforce the importance of punctuality and good attendance and praise students with consistently high punctuality and/or attendance;
- Monitor students and raise any concerns with EWO;
- Assist EWO in arranging meetings with students and/or parents/carers;
- Follow up requests for term time absence;
- Discuss attendance with students and parents/carers using appropriate opportunities;
- Raise profile of good attendance through assemblies, noticeboards, website and newsletter.
- Track attendance of all students particularly disadvantaged students and intervene where attendance falls below **95%**.
- Keep accurate records of interventions and actions put in place.
- Set up and manage attendance support and intervention strategies to improve attendance and reduce persistent absence;

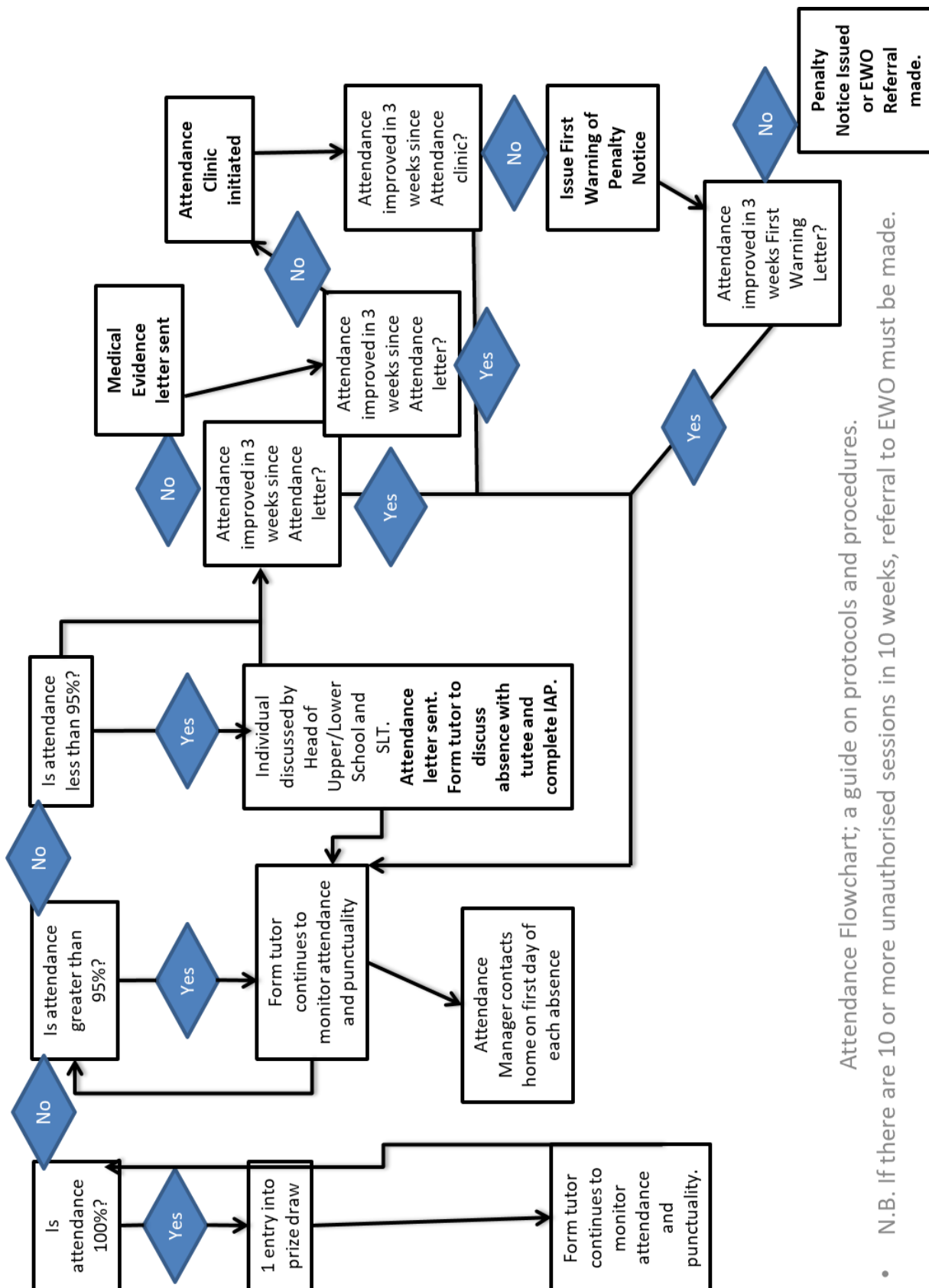
- With support from the EWO, hold regular attendance clinics with students and parents focusing on students in or at risk of becoming persistently absent.
- Complete Individual Attendance Plans for all students who are part of an attendance focus group, share this with tutors and parents/carers and use this as a basis for monitoring and support.

Senior Leader Attendance Lead

- Meet EWO regularly (minimum twice per half term) to discuss individual cases and review of attendance patterns and decide on appropriate support and intervention strategies;
- Evaluate cumulative percentage attendance and absence data and individual attendance data;
- Analyse data to identify trends, areas of improvement and areas needing improvement to enable targeted intervention;
- Investigate strategies to improve attendance of students at Cape Cornwall School using national best practice and implement these strategies appropriately;
- Liaise with Pastoral Team regarding individual attendance and trends in student groups (10% PA, FSM, gender, Year group) and with this support provide intervention and monitoring;
- Report impact of strategies to LT and Governing Body;
- Provide regular frequent analysis of attendance information to Head of School and Governing Body;
- Raise the profile of achieving good attendance through effective and regular communication with staff, students and families.

Educational Welfare Officer

- Provide welfare support for children whose attendance is a cause for concern and intervene swiftly and effectively to improve attendance and reduce persistent absence;
- Assess issues of poor attendance and liaise with appropriate professionals when additional support may be needed;
- Prepare reports for court and attend court as required;
- Work closely with the Pastoral Team and Senior Leaders when preparing Penalty Notice paperwork;
- Liaise with Pastoral Team regarding individual attendance and trends in student groups (10% PA, FSM, gender, Year group) and with this support, provide intervention and monitoring;
- Devise and monitor alternative education packages for students whose attendance is a result of disaffection;
- Provide regular frequent analysis of attendance information to the LT Attendance Lead;
- Raise the profile of achieving good attendance through effective and regular communication with staff, students and families;
- Monitor and track data around attendance and attainment and use this data to identify groups of students who require additional support.



Attendance Flowchart; a guide on protocols and procedures.

- N.B. If there are 10 or more unauthorised sessions in 10 weeks, referral to EWO must be made.

LATE TO SCHOOL PROTOCOL

Aim:

To achieve high levels of punctuality for all students, through partnership with parents and students.

Rationale:

Excellent punctuality is central to learning. For students to achieve their potential it is essential that high levels of punctuality are maintained. All students are expected to be on time every day and to every lesson.

Cape Cornwall School acknowledges its legal duties under the Equality Act 2010, with respect to safeguarding and in respect to students with Special Educational Needs and Disabilities.

Punctuality

Poor punctuality is not acceptable. If a child misses the start of a lesson, they may miss work and vital information to support progress. Late arriving students disrupt lessons and the learning of others. The school day starts at 8.40am and we expect every child to be in registration at that time. Registers will be marked at 8.40am and a child will receive a late mark if they are not present in the class.

If a child arrives after the register closes at 9.00am, they will receive a mark that shows them to be on site, but this may **not** count as a present mark and it **will** mean they have an unauthorised absence. Ten or more unauthorised sessions (5 school days) in 100 sessions (50 school days/10 school weeks) could result in a first warning of Penalty Notice and referral to the Educational Welfare Officer (EWO).

If a child is persistently late, parents/carers will be asked to meet with a member of school staff and/or Education Welfare Officer to resolve the problem. Parents/carers can approach us at any time if there are problems getting a child to school on time.

All students are expected to be on time every day and to every lesson. Lateness is only excused in exceptional circumstances e.g. the school bus is late. Where lateness is caused by unforeseen family circumstances, parents must phone the school to provide a reason, or provide a written explanation. Persistent lateness will not be authorised.

If a student is late to school and arrives during registration, this will be recorded by the class teacher.

All late marks are recorded and parents/carers will receive a phone call/email from the Attendance Administrator informing them of this lateness.

Students who are late will receive a 10 minute break time detention on the same day of lateness. Students who fail to attend the break time detention will sit a 20 minute lunchtime detention.

If a student fails to attend the lunchtime detention they will receive a 1hr after school detention the following day. Students arriving after a registration period has closed, must sign in at Reception.

**PARENTAL SALUTATION
ADDRESS**

DATE

Dear **PARENTAL SALUTATION,**

NAME, YEAR, REG

Cape Cornwall School and the Education Welfare Service recognise that attending school regularly and on time has a positive impact on learning, progress and achievement and will best prepare our students for their adult life.

Following routine monitoring of all students' attendance at school, it has been identified that **NAME's** attendance is below 95%. This is below national school average and unacceptable at Cape Cornwall School.

We accept that there may well be genuine reasons for absence such as illness or routine medical appointments, but **HIS/HER** attendance is now at **PERCENTAGE ATTENDANCE** and we have a duty to inform you that your child's attendance is now considered unsatisfactory.

We hope that by bringing this to your attention, you will support school to ensure your child gains the greatest benefit that they can from their education, by regular school attendance.

The Government expectation is for all students to be achieving 95% attendance or above in order to maximise their educational opportunities.

Please feel free to contact me on 01736 788501 to discuss any issues or concerns you feel may be impacting on your child's ability to establish and maintain a regular attendance pattern.

Yours sincerely,



Mr R Terris

Assistant Headteacher

terrissr@cape.cornwall.sch.uk

01736 788501

**PARENTAL SALUTATION
ADDRESS**

DATE

Dear **PARENTAL SALUTATION**,

NAME YEAR REG

Following my previous letter informing you that your child's attendance had fallen to below 95%, I have now identified through continued monitoring, that **NAMES**'s attendance has deteriorated further to **PERCENTAGE ATTENDANCE**.


As **NAME**'s attendance has fallen below 93%, in accordance with school's policy on absence, the decision has been made not to authorise any further absence without receipt of medical evidence.

This can include a practitioner note, appointment card and/or labelled medication.

Please be aware that should your child's attendance at school fail to improve, we will have no alternative other than to pass the matter to our Education Welfare Officer, who will contact you at home to discuss your child's poor school attendance.

Should you require any further information, please do not hesitate to contact me on 01736 788501.

Yours sincerely,



Mr R Terris

Assistant Headteacher

terriss@cape.cornwall.sch.uk

01736 788501