

## **PUPIL ATTENDANCE AND ABSENCE POLICY**

### **Introduction**

Good attendance is a vital part of school life; all students should aim to attend 100% of the time. Regular attendance reflects commitment, gives the opportunity to maximise potential educational achievement and enables students to develop further good social and friendship links. It also presents a positive public image of the school and supports students with their post 16 opportunities.

We believe that every John Kyrle High School student has a fundamental right to a full education and that parent, carers and teachers have a duty to ensure the maximum attendance of students at school throughout the day.

Monitoring and controlling school attendance are a key part of John Kyrle's objectives. We believe in maximising student's attendance by:

- Recognising high levels of attendance by individual students and tutor groups.
- Encouraging students to attend school regularly and therefore being able to take full advantage of educational opportunities.
- Recognising the factors which can detrimentally affect a student's attendance. The Pastoral Support Officers and Heads of Year will work in partnership with parents/carers and support services to minimise these factors.
- Identifying and reporting patterns of non-attendance or poor punctuality at an early stage and resolving any personal/social difficulties which might lead to non-attendance or poor punctuality.

John Kyrle has implemented the following procedures to improve attendance:

- For each day of absence, parent/carers of children who are absent from school without prior knowledge are required to contact school on 01989 760395 or email [studentabsence@jkhs.org.uk](mailto:studentabsence@jkhs.org.uk)
- If no note or telephone call is received from the parent/carer we will endeavour to contact them, as soon as possible, for safeguarding purposes.
- Parents/carers are encouraged to make medical and dental appointments for students outside of the school day. An appointment card or letter may be required.
- Parents/carers will be contacted by the Pastoral Support Officers or Heads of Year by telephone, email or letter if there are any concerns regarding the student's attendance.
- If the absences continue or if a student's attendance falls below 90%, we reserve the right to ask for doctor's notes or the parent's/carer's permission to confirm the absence with the doctor ourselves.
- To support the student, we may place them on an Attendance Tracker for four weeks.
- If the student's attendance still does not improve or if the student is recorded as a "Persistent Absentee" (with below 92% attendance) parents/carers and the student may be invited to an Attendance Panel meeting with a school trustee.
- Failure to comply with the expectations for attendance by the school may result in the Education Legal Officer taking action on our behalf resulting in prosecution.



## Leave of absence

To apply to take your child out of school during term time, a request should be put in writing at least six weeks in advance to the Headteacher who will consider it. Parents/carers may not authorise absence; only Headteachers can do this.

From 1<sup>st</sup> September 2013, legislation prohibits any Headteacher from authorising leave of absence for holidays except in exceptional circumstances. We must follow the Government criteria when considering any requests for absence such as Family Bereavement, Armed Forces families or Religious Observance (**absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals, not including weddings**). Students representing the school, the county or at National Level for sporting events or their chosen fields of excellence will be considered for authorised leave.

If you take your child out of school and the absence is not agreed by the Headteacher, this will be recorded as unauthorised absence. We will then notify The Educational Legal Officer at Herefordshire Council and request that you receive a Fixed Penalty Notice.

The Fixed Penalty Notice is £60 per parent per child if paid within 21 days or £120 per parent per child if paid before 28 days. Failure to pay a Fixed Penalty Notice may lead to legal proceedings under the Education Act 1996 section 444(1).

A 'parent' is defined in Section 576 of the Education Act 1996 as including all natural parents, including those who are not married; any person who has parental responsibility and any person who has care of a child.

We may delete from roll a pupil who fails to return within 10 school days of the return date unless there is a good reason for the continued absence, such as illness.

## MONITORING & EVALUATION

The Senior Leadership Team will report regularly to the Board of Trustees on attendance figures and any particular problems. The policy will be evaluated by trustees based upon internal audit and following any legislative changes.

## Reviewing

The policy will be reviewed on an annual basis and also altered in the light of any concerns brought to the trustees and where changes in legislation make it necessary.

Next reviewed: Summer 2020

