



VYNERS SCHOOL

STUDENT ATTENDANCE POLICY

Aim

The aim of this policy is to encourage students to attend school every day (190 days per year) and to be able to take full advantage of the academic and extra-curricular opportunities available. Regular and punctual attendance at school is a legal requirement and is essential in order for students to maximise their chances of success. There is clear evidence showing strong links between excellent GCSE results and excellent school attendance.

Duties

The Education Act 1996 requires parents and guardians to ensure that their children receive efficient, full-time education. Parents/Guardians are responsible for their child's school attendance and punctuality.

Schools are responsible for recording student attendance twice a day: once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all students of compulsory school age who are on the school's roll. In addition, lesson registers are taken each lesson.

Responsibilities

The school will ensure that:

- Students are registered accurately and efficiently
- Attendance targets are set for individual students and year groups
- Attendance and punctuality data is regularly reviewed
- Attendance is celebrated in the Rewards and Consequences System

Students are expected to:

- Attend school regularly and be registered punctually
- Inform staff if there is a problem that may lead to absences

The Parents or Guardians will:

- Ensure good attendance - a minimum of 97% and above
- Inform the school on each day of absence and give a specific reason.
- Parent should contact the school by telephone on 01895 234342 ext 207 or by email to attendance@vyners.hillingdon.sch.uk before 9am to record a student's absence.
- Discuss planned absences with the school two weeks in advance, where possible.

School Day:

- The school day for students begins at 8.30am - by this time all students should be in tutor rooms
- Registration begins at 8.30am when the “Registration Bell” is sounded;
- Students entering their tutorial room after the “Registration Bell” are late for school and will be given a C3 after school detention in line with the Rewards and Consequences System and placed on a Punctuality Report
- Afternoon registration takes place within Period 4. This begins at 14.00hrs. The school day ends at 15.00hrs

Form tutors:

- Form Tutors have the responsibility of registering students’ attendance at the beginning of the school day, 8.30am
- Form Tutors will ensure that the registers are completed in accordance with the appropriate regulations
- Form Tutors have a major role to play in encouraging students to be punctual and to attend school each day

The Attendance Officer

- Will liaise closely with Form Tutors in checking that registers are completed accurately
- Will ensure that the registers are available for scrutiny
- Is responsible for notifying parents of student absence, when parents have not notified the school, through the Keep Kids Safe system. Once morning registers are taken, students who are absent are highlighted and a text and or email is sent to parents to notify them that their child is not in school
- Is responsible for notifying the Local Authority Participation Team of persistent attendance problems

Punctuality:

- All students are expected to be punctual to school (8.30am) and to lessons.
- Any student who is late to school must attend C3 detention in line with the Rewards and Consequences system, and comply with the late report procedure, attending school at 8.15am for an initial designated period of 5 days.
- Students arriving after the registration bell at 8.30am will be marked as late using an L code
- Students arriving 5 minutes or later to a lesson must attend a C3 detention in line with the Rewards and Consequences system

Attendance procedures

- Parents are asked to telephone school before the end of the tutorial period, (8.50 am) to notify school of a child’s absence
- Students who have to leave the premises during the school day will be expected to bring a letter from their parents notifying the Attendance Officer of the reason
- Students arriving at school after registration should sign in at Student Services. Those leaving before the end of the school day should sign out at Student Services
- Where parents fail to make contact providing a reason for absence, the School Attendance Officer will endeavour to contact them

Unauthorised Absences

An absence will be recorded as unauthorised if:

- School has not given approval in advance for a student to be absent.
- School does not accept a given explanation as satisfactory justification for absence.
- Medical evidence requested by school is not forthcoming.
- No explanation of absence is received within two weeks.
- If a student of compulsory school age is absent, the register must show whether that absence is authorised or unauthorised. Parents may not authorise any absence. In cases where parents seem to condone unauthorised absence, school may involve the Local Authority Participation Team.
- The Governing Body have agreed to adopt the Government initiative of imposing Penalty Notices in cases of persistent unauthorised absence and persistent lateness to Registration.
- Where absence is persistent, parents will be invited to attend a meeting with the Attendance Officer and the Local Authority Participation Team to discuss the reasons for absence and to plan for improved attendance. The situation is reviewed after four weeks. If during this time improvements have been made no further action, other than monitoring will be taken.
- In cases where no improvement is made despite having attended a meeting at the school, parents may be issued with a Penalty Notice. This is currently £60 per parent per child. Non-payment of the Penalty within the 28 day time limit will trigger the prosecution process under the Provisions of Section 444 of the 1996 Education Act.
- In circumstances where a Penalty Notice has been served with no impact or attendance patterns show chronic poor attendance the school may request a prosecution through Section 444 (1) of the 1996 Education Act. This will result in prosecution through the courts if there is no improvement in attendance.

Leave of Absence

Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time
There is no automatic entitlement in law to take leave during school time

All applications for leave must be made two weeks, in advance, by the parent and addressed to the Head teacher

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Unauthorised absence is shown on reports and ultimately school references. Unauthorised absence of ten or more school sessions in a half term can lead to the authority issuing a penalty notice. The fine for unauthorised absence currently stands at £60 per parent per child.

In certain circumstances, parents risk losing their child's place on the school roll if the student does not return to school on the agreed return date. Re-admission cannot be guaranteed

The specific circumstances which outline when a student can be removed from roll are laid out in Regulation 8 (1) (f) (i-iii) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2010 and 2013)

Monitoring attendance:

- The Attendance Officer monitors attendance on a daily basis.

- Attendance data is shared weekly with Year Leaders and informs pastoral discussions with link members of the Senior Leadership Team
 - The Attendance Officer works closely with the Pastoral Mentor to ensure that students attend school and engage in learning.
 - Parents are notified in writing if their child's attendance drops below 90%.
 - Students will be rewarded for excellent attendance in the Rewards and Consequences system.
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Agreed by Curriculum and Student Support Committee – June 2017

To be reviewed – July 2019