



Forest Moor School

Growing, Learning, Flying High 

Attendance Policy (Pupils)

DETAILS OF POLICY	
Original policy created by:	North Yorkshire County Council
Date of most recent review:	November 2017
Reason for review:	Annual review
Adopted by:	SLT
Parties communicated to: (e.g. Parents, Staff etc.)	
Parents	
Next planned review date:	November 2018

PURPOSE

Regular attendance at school is vital if pupils are to make satisfactory progress and achieve the academic grades required. Parents are required by law to ensure that their children attend school regularly. Figures have shown that 90% of persistent non-attendees fail to achieve 5 or more good grades of GCSE and around one third achieve no GCSE's at all. Every day that a child misses school is a missed opportunity. For example, if a child only attends school for 90 percent of the school year, they are missing the equivalent of four weeks a year or half a year out of the five they spend in secondary education. For this reason, the school takes the non-attendance of children very seriously.

School Target – 95%

LEA Target – 95%

Statutory Penalty Notice – 75% (unauthorised absences)

PROCEDURE

Authorised absence is where the school has either given approval in advance for a pupil of compulsory school age to be out of school or has accepted an explanation offered afterwards as a justification for absence. All other absences must be treated as unauthorised (DFES 0628-2003).

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable.

Absence should **not** be authorised in the following circumstances:

- no explanation is offered by the parent/carer;
- The explanation offered is unsatisfactory (e.g. shopping, minding the house, etc.);
- Family holidays (unless granted under 'exceptional' circumstances).

Leave of Absences during term time

There is no entitlement in law for any leave of absence from school in term time.

Any applications for leave of absence must be made in advance using the 'Leave Request' form and any request can only be authorised where School accepts there are 'exceptional circumstances'. Any parent/carer requesting leave of absence of more than 5 days will be asked to make an appointment to see the Head teacher/ Chair of Governors to explain the circumstances. Where parents/carers take children out of school without authorisation penalty notices will be issued where the trigger of 5 days is met.

Strategies

Good attendance will be recognised and will be taken into account in the school reward system.

As a vigilant and caring school we apply first-day response to pupil absence. This means making a determined and sustained effort to respond to unexplained absence on the first morning of absence, usually through a telephone call.

Whilst the school hopes that all children will achieve 100% attendance. Attendance at less than this level is a cause for concern and will be monitored by the designated school member of staff with responsibility for attendance.

Action to improve attendance include

1. Below 95% - school designated member of staff will monitor absence level and pass concerns to Heads of Key stage.
2. Below 90% the school designated member of staff will write to the parents to inform them that the situation has not improved and a home visit will be arranged to ascertain if there is any support needed to improve the attendance. The letter will include the attendance policy and the summary record of the attendance.
3. Below 85%. School designated member of staff should ensure that the above procedures have been completed. Inform the Head Teacher providing copies of all communication notes including conversations with parents and letters sent. An appointment will be made for parents/carers and pupils to initiate an attendance management plan and discuss a referral to prevention services.

Monitoring

There are 39 school weeks, containing 390 half-day sessions. Pupils should attend school for at least 370 sessions (95%) as a minimum expectation.

Attendance levels will be monitored continuously by Form Tutors and Heads of key stage. Heads of Key stage are required to take initial steps to reduce unacceptable levels of absence by pupils.

Frequent absence, leading to attendance levels below 90% that is 'authorised' will be investigated by the appropriate school designated member of staff who will insist on necessary medical evidence before absence will be authorised.

Attendance that continues to fall below 90% could lead to involvement from the local authority prevention services team and may lead to the issuing of a fixed penalty notice.

Absence figures will also be reported to the governors, on an annual basis.

