



## **THE CRYPT SCHOOL ATTENDANCE POLICY**

**Lead Person:** Assistant Head (Pupil Welfare)  
**Governing Body Committee:** Pupil Welfare

At The Crypt School we want to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer in order to reach their full potential as learners. In order to achieve this, we need every pupil to attend school every day that they can. This Attendance Policy sets out what is expected so that this may be achieved.

**Our school 2016/17 target is a minimum of 97% attendance.**

### **1 RESPONSIBILITIES**

#### **Parents/carers should:**

- Make sure their child attends school daily and on time, appropriately dressed and equipped and in a fit state to learn;
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered;
- Let the school know, by telephoning or emailing the School Office before 9.30 a.m., on the first day of absence from school, why their child is absent and when they are expected to return;
- Seek permission from school prior to any absence that is not medical;
- Avoid taking their child on holiday during term-time;
- Notify school if they intend to remove their child permanently from the school for any reason;
- Instil the value of education and regular school attendance within the home environment;
- Support their child to recognise their successes and achievements;

- Support their child's school at every opportunity. Get involved in their education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home;
- Should aim to keep medical and dental appointments to a time outside of school hours. Six monthly regular dental appointments can be made to coincide with school holidays.

**School will:**

- Make suitable arrangements for the safe, daily reception of pupils;
- Be consistent in their attendance practices;
- Keep and mark registers accurately. Registers will be marked for each subject lesson and relay attendance concerns to the young person's Head of Year who will in turn inform parents of their concerns;
- Follow up any unexplained absences. This will include contacting parents on the first day of absence if they have not been notified as to why a child is absent from school;
- Notify parents/carers, at least annually, of their child's attendance level;
- Notify the LA's Support and Challenge Adviser of pupils who have poor attendance, leave school to be educated at home, go missing, or are excluded;
- Notify the LA and/or the Department for Education of absence figures for the school and, where necessary, individual pupils;
- Give high priority to punctuality and attendance. This will include rewarding and celebrating good or improved attendance;

**The Headmaster will:**

- Ensure that everybody at school treats attendance as a priority;
- Promote the importance of good attendance to pupils and their parents/carers;
- Be available to discuss attendance concerns with pupils, parents, staff and governors;
- Remind parents at least annually of attendance procedures;
- Analyse attendance data;
- Oversee attendance procedures;
- Facilitate a process of reintegration back into school for a child who has been absent due to a genuine reason for a long period of time;
- Provide adequately for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum.

### **Governors will:**

- With the Headmaster, monitor, evaluate and review the attendance procedures regularly;
- Set targets for attendance;
- Report on attendance statistics in the Governors Annual Report to parents.

## **2 SCHOOL TIMES**

- We expect pupils to be at school by 8.30 in time for the start of morning registration at 8.35 a.m.
- Lunchtime is between 1.10 and 2.10
- Afternoon registration is at 2.10
- School finishes at 3.15 – although some pupils may be expected to attend afterschool detentions and school activities.

## **3 REGISTRATION**

The Crypt School will keep attendance registers for all pupils on the school roll. Form tutors will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

Registration will take place between 8.35 a.m. and 8.50.a.m. for the morning session and between 2.10.p.m. and 2.15.p.m. for the afternoon.

Pupils arriving during registration will be marked late.

Pupils arriving after the registration period is over will be marked with an unauthorised absence mark unless there is an acceptable reason for lateness when they will be marked with an authorised absence mark.

The marking of registers will be in accordance with instructions set out at the front of the register.

Absence, legally, has to be recorded as either authorised or unauthorised and reported on to the LA and DfE. Only school can decide whether an absence is authorised or not and does not have to accept the reasons given by a parent or carer.

Pupils arriving late to registration will be given an L1 – subsequent occurrences of lateness will be recorded as L2 and L3. If a pupil obtains an L3 in any one term without good reason they will be given a PLP detention

## **4 AUTHORISED ABSENCE**

Is when a pupil :

- Is absent with the prior permission of the school;
- Is too unwell to attend school or is attending a medical or dental appointment. The Headmaster may authorise a child's absence for illness, but may question too many absence days if your child or children are frequently absent for illness. If your child/children are absent for the reoccurrence of the same illness, then school would want to work with you as a family to see if further support and advice can be offered through the School Nurse to enable the ongoing illness to be supported within school;
- Is away for a day set aside by their parent's religion for religious observance;
- Has suffered a family bereavement;
- Has been excluded;
- Of Traveller parents is travelling in connection with their work.

## **5 UNAUTHORISED ABSENCE**

Is when a pupil:

- Is absent and no explanation or an unacceptable explanation is offered;
- Arrives after the registration period has closed without an acceptable reason;
- Is away from school on a family holidays or days out not previously agreed with the Headmaster;
- Is Looking after the house, brothers or sisters or sick relatives;
- Is absent for Birthdays or shopping.

An approved educational activity is not recorded as an absence and will be marked when a pupil is on a school/educational visit, is attending an approved off-site activity or is receiving special off-site tuition.

## **6 HOLIDAYS IN TERM TIME**

In line with Government and Local Authority guidance we believe that, unless there are very special reasons, annual family holidays should not be taken in term time. Special circumstances may include:

- the need for a family to spend time together to support each other during or after a crisis;

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have a minimal disruption to the pupil's education.

If parents/carers still wish to apply for permission from the Headmaster a holiday form should be completed by the parent/carer with day-to-day care, well in advance of the proposed dates. The Headmaster will consider the request carefully and look at previous attendance records, the pupil's age and stage of education, before notifying parents/carers whether s/he is able to authorise the absence or not. Please note, permission will not be given for holidays over exam times or the first weeks of the new school year and no more than 10 school days will be allowed unless the circumstances are truly exceptional

## **7 APPOINTMENTS**

If appointments have to be made during school hours, school should be pre-notified. Pupils leaving school mid-session should, for safety reasons, sign in and out at the school office on departure and re-arrival. If present at registration no amendment to the register is necessary. If absent at registration the register should be marked with an authorised absence mark. Again for safety reasons, pupils should report to the office on arrival.

## **8 FREQUENT ABSENCES FOR MEDICAL REASONS**

When a pupil frequently misses school for medical reasons the school medical service will be consulted. Where necessary a referral will be made so that an evaluation of the pupil's health and educational needs can be made.

## **9 LONGER ABSENCES**

Pupils who have been absent for a long period of time will be positively welcomed back and will be helped to catch up with missed work. Friendship groups will be monitored for a period to ensure that the pupil is happily settled back into school life.

## **10 SCHOOL PROCEDURES**

1. After close of registration registers will be returned to the office and checked.
2. Where the register shows an unexplained absence and there has been no message received at school by 9:30 a.m. a phone call will be made to the parent/carer to find out the reason for absence and the date of expected return. (Parents/carers will be asked to follow up with a written note on their child's return to school.) All telephone messages will be dated and recorded in writing by the school office.
3. If school have been unable to make contact by telephone a parentmail or written communication will be sent on the 3rd day of absence, requesting the reason for absence. If there is no response a reminder will be sent on the 6th day of absence. If there is still no response the absence will be recorded as unauthorised.
4. Where the register shows three separate late during or after registration marks over two weeks' school will contact you with a view to remedying the situation. Where the register shows 10 separate late after registration marks over a thirteen-week period the LA may

consider issuing a fixed penalty notice. This will not apply to pupils travelling to school on school buses along known busy routes.

5. In the first instance any concerns about repeated lack of attendance or punctuality will be referred to Head of Year who will, if necessary, contact parents/carers to try to resolve any issues. If these issues cannot be resolved and there is unauthorised absence the matter will be referred to the Education Welfare Officer on the appropriate form with an up-to-date attendance record attached.

## **11 THE LAW**

The law says that:

- Parents of children of compulsory school age are required to ensure that their children receive suitable full time education;
- That Local Authorities must ensure that parents fulfil their legal obligations regarding their children's education;
- Schools must allow the LA to inspect their registers;
- Schools must report to the LA on (most) pupil absences that are not authorised;
- Recent Penalty Notice protocol allows schools to notify the LA of any pupil having more than 5 days (10 sessions) of unauthorised absence in a thirteen-week period particularly when this absence is on account of:
  - Lateness after registration;
  - Term time holidays without permission
  - Avoidable absence e.g. visiting relatives, birthday treats, tiredness after a late night etc.

In these instances, the LA will consider issuing a fixed penalty notice of £60 after only one warning.

Unauthorised absence may lead to the LA taking full court action if attendance issues cannot be resolved.

## **12 STRATEGIES**

To support our Attendance Policy, we:

- Will treat attendance as a priority;
- Promote good attendance at every opportunity –at Parents evenings, at Induction, in newsletters, in assemblies, on notice boards etc;
- Always use first day telephone contact;
- Reward and celebrate good and improved attendance;
- Set attendance targets for the school;
- Keep parents/carers informed of their child's attendance level;
- Make good use of attendance data by specific analysis;

- Notify Governors at each full governing body meeting of attendance levels;
- Liaise fully with the Education Welfare Officer when necessary;
- Provide a safe, happy, stimulating environment for pupils where they feel valued and welcomed and that their presence in school is important.

### **13 SUCCESS CRITERIA**

- We are meeting or exceeding our attendance targets.
- Our attendance is in line with, or exceeds that of local comparator schools.
- We have positive feedback from outside agencies such as Ofsted.
- Everybody is clear about what to do if a child is absent from school.

Approved: Full Governors – January 2017  
Attendance Policy Review Date: January 2020