

Promoting Outstanding Achievement for all



THE RUSSETT SCHOOL

MANAGEMENT OF PUPIL ATTENDANCE POLICY

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This is a *statutory* policy and it will be reviewed/amended: Spring 2022

Document Control

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INTRODUCTION

Regular educational attendance is important. Pupils need to attend regularly if they are to take full advantage of the educational opportunities offered to them in law. The Russett School sees maximising pupil attendance as a key aim. We actively pursue the goal of regular attendance, both in relation to individual pupils and for the academy as a whole.

PARENT PARTNERSHIP

Section 7 of the Education Act 1996 requires that the parent/carer of every child or young person of compulsory school age shall ensure that their child attends school to allow them to receive efficient, full time education suitable to their ability and aptitude.

Parents are primarily responsible for ensuring that children attend and stay at school.

It is the responsibility of a school/academy to support attendance and to take seriously any problems, which may lead to non-attendance.

It is the responsibility of the Local Authority to ensure that parents meet these responsibilities.

Head Teachers are required to inform the Local Authority Education Welfare Officer if a pupil fails to attend regularly or has been absent for a continuous period of ten days and the absence is treated as unauthorised.

It is the responsibility of the class teacher and the pupil administrator to monitor pupil attendance and inform the Headteacher if there are concerns.

Head Teachers can notify the local authority Education Welfare Officer if there are areas of concern.

Parents should ensure that their children arrive on time, suitably attired and in a condition to learn.

REPORTING ABSENCES

It is parents/carers responsibility to inform the academy of the reason for a child's absence as soon as possible/by 9.30am. We expect parents to contact us by telephone, e-mail or letter on the first day of absence. Where a child is ill, we should be notified of the nature of the illness and, when this can be predicted, the date that the child is able to return

PUPIL REGISTRATION

Legally, we are required to maintain two registers: an Admission Register (known as the School Roll) and an Attendance Register. The Admission Register contains a list of all pupils at the academy.

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An entry is required to be made in the attendance register for all pupils of compulsory school age (5-16yrs) who are on the Academy Roll. At The Russett School, we register all pupils' attendance.

In line with The Education (Pupils' Attendance Records) Regulations 1991. The Russett School maintains an attendance register, on which, at the beginning of each morning and afternoon session, pupils are marked:

- present
- engaged in an approved educational activity away from the academy site
- or absent.

If the pupil is absent, the register must say whether or not the absence has been authorised. (Guidance for Local Authority and schools on Behaviour and Attendance)

Authorised absence is absence with permission from the academy or other authorised representative of the academy. This includes instances of absence for which a satisfactory explanation has been provided e.g illness.

Unauthorised absence is absence without permission from the academy or other authorised representative of the academy. This includes all unexplained or unjustified absences. (Holidays in term time)

The categories of authorised and unauthorised absences are explained in the Guidance for Local Authority and schools on Behaviour and Attendance.

ACADEMY POLICY

At The Russett School we encourage parents to be partners with the academy in the education of their children. We see monitoring and controlling academy attendance as a key part of our Trust/academy's objectives.

We have a clear policy on attendance in place, which is known to staff, pupils and parents/carers.

IMPLEMENTATION

We will ensure that:

Pupils are registered accurately and efficiently.

Parents or guardians are contacted when reasons for absence are unknown or unauthorised.

Pupil attendance and lateness is monitored regularly.

Academy attendance statistics are reported.

Pupils will be encouraged to -

Attend regularly.

Inform staff if there is a problem that may lead to absences.

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Parents/Carers will -

Encourage good attendance

Inform the academy on the first day of non-attendance

Discuss planned absences with the academy in advance (e.g hospital and hospice stays, charity funded holidays, extended pupil leave in a country of heritage)

If a child does not attend regularly, parents should work closely with the Academy, to resolve the problem.

There are 2 offences:

1. [Section 444\(1\) Education Act 1996](#) - If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1,000.

2. [Section 444\(1A\) Education Act 1996](#) - an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act then the parent is guilty of an offence. Sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months.

We encourage a good working relationship with parents by regularly publishing the arrangements for notifying absence and the academy's stance towards authorised absence.

TERM TIME LEAVE

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, Academies and Schools can no longer have the discretion to authorise holidays during term time. Leave during term time will only be authorised in exceptional circumstances.

Parents must complete a Request for Leave of Absence form in advance, which will then be considered by the Executive Head Teacher. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

If term time leave is not granted, taking a pupil out of the academy will be recorded as an unauthorised absence and may attract sanctions such as a Penalty Notice.

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RECORDING AND REPORTING

Each year, every school/academy is required to submit Absence data to the DfE. Schools are required to inform how many days were missed due to authorised and unauthorised absences.

If term time leave is not granted, taking a pupil out of the academy will be recorded as an unauthorised absence and may attract sanctions such as a Penalty Notice.

At the end of each academic year, the academy may report to parents the actual attendance of their child, including authorised and unauthorised attendance. A copy will also be retained on the pupil's file.

CONFIDENTIALITY AND DATA PROTECTION

It is the aim of the Trust to deal with matters under this policy sensitively and with due respect for the privacy of any individuals involved. All employees must treat any information communicated to them in connection with the process as confidential.

During any action under this policy, the Trust will collect, process and store personal data in accordance with our data protection policy. The data will be held securely and accessed by, and disclosed to, individuals only for the purposes of actions taken under the policy. Records will be kept in accordance with our Workforce Privacy Notice, our Retention and Destruction Policy and in line with the requirements of the Data Protection Legislation (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998).

EQUALITY STATEMENT

On considering this policy there are no significant issues. Equality will always be reviewed as and when necessary or in the light of any changes.

In accordance with its Public Sector Equality Duty, the school has given due regard to equality considerations in adopting this policy/procedure and is satisfied that its application will not impact adversely on members of staff or pupils who have a protected characteristic (age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, with the meaning of the Equality Act.

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The Executive Headteacher will report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination under any of the protected characteristics.

Linked to:

Home School Agreement