



# SILS Attendance Policy

## For students



### Introduction:

SILS is committed to providing an engaging and enjoyable education for all. The school embraces the concept of equal opportunities for all and we will always endeavour to provide an environment where all pupils feel valued and welcome.

For a child to achieve their full educational potential a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils; and every opportunity will be used to convey the importance of regular and punctual attendance to pupils and their parents.

School attendance is subject to various Education laws and this attendance policy is written to reflect these laws (Education Act 1996 Part 1, Section 7) and guidance from the Department for Education.

This policy contains within it the procedures that the school will use to meet its attendance targets.

### Objectives

- To establish high attendance for all pupils.
- To monitor pupils attendance on a day to day basis and ensure absences are followed up as soon as possible.
- To promote pupil achievement and reward excellence
- To involve parents or carers and seek support in encouraging pupils to attend regularly.
- To involve other services and agencies as appropriate where attendance fails to improve or breaks down.

### School Procedures

In the first instance the front office (receptionist) checks students in as they arrive, and makes a first day call to parents for all students missing from school. Alongside the office actions, the responsibility for promotion of good attendance for students in their groups rests with pastoral tutors.

### Procedure for registers:

- Register taken by receptionist or staff on duty in the office
- Register opens at 9.15a.m and closes at 9.45 a.m.
- Students arriving after 9.30 to be marked late (L); arrivals after 9.45a.m. are late after registration has closed and are marked with a U
- Office Assistant to mark in students who arrive late with the time of arrival in the register.
- Office Assistant to ensure phone calls are made to pupils who have not arrived by 9:45 [truancy Call], and recorded on attendance log.
- Office to ensure that SIMS is updated – new marks put in and changes made if reason for absence known. Reasons for changes to be recorded in commentary on SIMS

- Weekly print out of attendance to be given to Head,
- The office *in liaison with inclusion officers* will ensure weekly certificates are given to students with 100% attendance and punctuality, along with a reward of £5 voucher to one of the students with 100% attendance for the week (weekly draw)
- Letters regarding absence are filed.

### Procedure for continued absence

- Office to follow up pupil's absence on the first day if there is no parent/carer contact by making a phone call.
- All students who have a weekly attendance below 85% should have a standard letter sent home
- Students with a punctuality percentage of below 90% are to be sent a letter.
- For absences that re over three days, tutors must telephone parents to enquire about the well-being of their tutee and ensure that reasons for absence are recorded in the office registers.
- If a pupil is absent for 3 days without any contact from parents the Office must inform the Head, Deputy and Inclusion Officer
- A home visit will be arranged.
- The EWO, with the a member of staff to arrange a time to meet with the student and parent,
- Where attendance falls to below 80% in a half term a formal referral is to be made to the EWO by the Inclusion Officer
- Consideration to be given to a network or attendance panel meeting where appropriate
- *If pupil continues to be absent from school for no justifiable reason, the school may instruct that a **penalty notice** is issued to the parent (see appendix 2, page 5 for details)*

### Absence notes

Notes received from parents explaining absence will be kept on students file. Parents have a duty to keep school informed of reasons for absence and this should be stressed at interviews, and every available opportunity.

### Promoting attendance

Sils will use all opportunities to remind parents and carers, of their responsibility to ensure that their children attend regularly and punctually.

Particular strategies for improving attendance and punctuality at Sils include:

- Daily attendance monitoring and first day call to parents
- Individual student targets and reviews
- Regular communication and partnership with parents
- Open door policy including coffee mornings with parents and professionals
- Specific education welfare support by EWO and attendance officer and other key staff
- Multi-agency work to ensure that parents/carers and students are supported.
- Home school agreements, including
- **Discouraging holidays in term time.** Parents will be reminded of the effect that absence can have on their child's potential achievement. The school will consider authorising up to 5 days

absence (or more in very exceptional circumstances) but parents must apply in advance for permission.

- Lead staff responsible for each year group undertaking closer monitoring
- Rewards and celebration of excellent, good, or improved attendance
  - Attendance and punctuality merits available each lesson.
  - Positive telephone calls and / or notes home
  - Centre certificates: half termly for students with 100% and 90% attendance.
  - Attendance display updated weekly [traffic light]
- Staff setting examples through their own actions
- Termly updates to the Management Committee, EWO, Local Authority and DFE through the school census

### **Attendance Targets**

The school will be set attendance targets each year. A system for analysing performance towards the targets will be established and Head, Assistant Head (or Inclusion Manager) will be responsible for overseeing this work.

### **Sils targets for 2018/19 are:**

Sils 3: 85%

Sils 4: 85%

### **Evaluation**

Progress toward attendance targets, will be evaluated and reference included to progress included in the Headteachers Termly Report to the Management Committee.

**Previous Review:                      September 2017**

**Latest Review:                         September 2018**

**Chair of the Management Committee: Sue Millington**

## Appendix 1: The registration system

The School will use *SIMS a computerised system* for keeping the school attendance records. The following session registration codes (used in England and all non-editable) will be used to record attendance information.

Code	Brief Description	Statistical Meaning	Legal Meaning	Physical Meaning
/\	Present / = am \ = pm	Present	Present	In for whole session
B	Educated off site (NOT Dual registration)	Approved Educational Activity	Attending approved educational activity	Out for whole session
C	Other authorised circumstances (not covered by another appropriate code / description)	Authorised Absence	Absent	Out for whole session
D	Dual registration (i.e. pupil attending other establishment)	Approved Educational Activity	Attending approved educational activity	Out for whole session
E	Excluded (No alternative provision made)	Authorised Absence	Absent	Out for whole session
F	Extended Family Holiday (agreed)	Authorised Absence	Absent	Out for whole session
G	Family Holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence	Absent	Out for whole session
H	Family Holiday (agreed)	Authorised Absence	Absent	Out for whole session
I	Illness (NOT medical or dental etc. appointments)	Authorised Absence	Absent	Out for whole session
J	Interview	Approved educational activity	Attending approved educational activity	Out for whole session
L	Late (before registers closed)	Present	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Absent	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Absent	Out for whole session
O	Unauthorised Absence (not covered by any other code / description)	Unauthorised Absence	Absent	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Attending approved educational activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session	Absent
S	Study leave	Authorised Absence	Absent	Out for whole session
T	Traveller absence	Authorised Absence	Absent	Out for whole session
U	Late (after registration closed)	Unauthorised Absence	Absent	Late for session
V	Educational visit or trip	Approved Educational Activity	Attending approved educational activity	Out for whole session
W	Work experience	Approved Educational Activity	Attending approved educational activity	Out for whole session
X	Non-compulsory school-age absence	Not counted in possible attendances	Absent	Not required to be in school
Y	Forced and Partial Closure	Not counted in possible attendances	Unable to attend due to exceptional circumstances or not attending because the pupils have a different school year to other pupils in the school.	Not required to be in school
Z	Pupil not on roll	Not counted in possible attendances	Pupil not registered at the school	Not required to be in school
#	School closed to pupils	Not counted in possible attendances	No session held	Not required to be in school

Registers by law must be kept for at least 3 years. **Computer registers must be printed out at least once a month** and bound into annual volumes. Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three year.

## **Appendix 2: Penalty Notices**

### **Penalty notices for irregular attendance and term time leave**

*The Education Act 1996 allows the local authority to prosecute parents for failing to ensure the child attends school regularly. It also allows the local authority to issue penalty notices to parents as an alternative to prosecution. A penalty notice requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance and avoid a court appearance.*

### **The fine**

*The fine is £60 to be paid within 21 days. The 21 day period begins 2 days after the date shown on the Penalty Notice. If the fine isn't paid within 21 days, it rises to £120 for a further 7 days. If it's still not paid, the matter may then be sent for prosecution (not for the unpaid fine but the original offence). The penalty notice will be sent to your home by first class post. All payments are to be paid directly to Southwark Council as outlined on the penalty notice form. Debit/credit cards are accepted.*

### **The reason for the power being introduced**

*Absences from school can damage your child's learning and impact on their opportunities for training and working later in life. It can also leave children at risk of anti-social behaviour and crime.*

### **Your responsibilities as a parent**

*Unless you can show that you're making your own arrangements for your child to be educated other than at school, you must ensure your child attends school regularly. You'll be committing an offence if your child fails to attend school regularly without good reason or without the headteacher's permission. Only your child's school can authorise an absence.*

*In the 1996 Act, a parent is defined as:*

- i) any natural parent*
- ii) anyone who is not the natural parent of the child but has parental responsibility for the child*
- iii) any person, who although not a natural parent, has care of a child*

### **Warnings**

*Warnings will be issued directly by schools. The number of warnings may vary from school to school. Contact your child's school for further details.*

### **Term-time leave**

*Parents aren't entitled to take their children on leave during term-time. Leave may only be taken with written approval from the headteacher. A penalty notice may be issued for any term-time leave which hasn't been authorised by the headteacher.*

### **Appealing a penalty notice**

*There's no right of appeal once the penalty notice has been issued. You may face a prosecution in the Magistrates' Court for your child's non-attendance should you fail to pay the penalty notice fine.*

### **Prosecution**

*You may be prosecuted for any further periods of irregular attendance.*

### **Help for parents**

*You should ask for help from the school or contact the Early Help Service Duty Desk on 0207 525 2714.*

*(Last updated: 07 September 2017)*