



HOLLICKWOOD



Attendance Policy

Date Ratified		Next Review	2017
Governor Link	Mrs Kirstie Stroud		
Staff Link	<u>Headteacher: SLT</u> Mr Hugh Vivian hvivan@hollickwood.barnet.sch.uk TEL: 020 8883 6880		

Introduction

At Hollickwood School, we believe that regular attendance at school is essential. Children cannot achieve their full potential if they do not attend school regularly. Furthermore, absence has an impact on the learning of the whole school community as children miss out in group and paired work when partners are not present.

In line with our statutory responsibilities, we are committed to:

- Follow the legal framework – as set out in Section 7 of the Education Act 1996 which states that

Following the framework set in Section 7 of the Education Act 1996 which states that:

‘the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise’.

Further, we are also committed to:

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies within the Disability Discrimination Act (2010)
- Early intervention and working with other agencies to ensure the health and safety of our pupils.

Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the attendance policy and procedures of Hollickwood School.
- 1.2. The Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school’s complaints policy.

- 1.4. The Headteacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Hollickwood School.
- 1.5. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 1.7. Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.
- 1.8. Parents and carers will be expected to promote good attendance behaviour and ensure that pupils attend school every day.
- 1.9. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

Definitions

- 2.1. Hollickwood School defines “absence” as either:
 - Arrival at school after the register has closed.
 - Not attending school for any reason.
- 2.2. Hollickwood School defines an “authorised absence” as:
 - An absence for sickness for which the school has granted leave.
 - Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
 - Religious or cultural observances for which the school have granted leave. An absence due to a family emergency.
- 2.3. Hollickwood School defines an “unauthorised absence” as:
 - Parents/carers keeping children off school unnecessarily or without reason.
 - Truancy before or during the school day.
 - Absences which have never been properly explained.
 - Arrival at school after the register has closed.
 - Shopping, looking after other children or birthdays.
 - Day trips and holidays in term time which have not been agreed.
 - Leaving school for no reason during the day.

2.4. Hollickwood School defines “persistent absenteeism (PA)” as:

- Missing 10 per cent (10%) or more of schooling across the year **for whatever reason.**

Training of staff

- 3.1. At Hollickwood School, we recognise that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at risk pupils.
- 3.2. Teachers and support staff will receive training on the attendance policy as part of their new starter induction.
- 3.3. Teachers and support staff will receive regular and ongoing training as part of their development.

Pupil expectations

- 4.1. Pupils will be expected to attend school every day.

Absence procedures

- 5.1. Parents/carers must contact the school as soon as possible on the first day of absence.
- 5.2. Parents/carers will be asked for a written explanation of an absence that lasts for more than three days.
- 5.3. A phone call/text message will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.
- 5.4. In the case of persistent absence, arrangements will be made for parents to speak to the Learning Mentor, Deputy Head, Headteacher or Educational Welfare Officer
- 5.5. If pupil absence drops below 90 per cent (90%), the Attendance Officer will be informed.

Contact information

- 6.1. Parents/carers must provide accurate and up to date contact details.
- 6.2. Parents/carers are responsible for updating the school if the details change.

Educational Welfare Officer

- 7.1. If they are persistently absent, pupils will be referred to the local School Educational Welfare Officer who will attempt to resolve the situation by agreement.
- 7.2. If the situation cannot be resolved and attendance does not improve, the local Educational Welfare Officer has the power to issue sanctions such as prosecutions or penalty notices.

Lateness

- 8.1. Punctuality is of the utmost importance and lateness will not be tolerated.
- 8.2. The school day starts at 8:50am. Pupils should be in their classroom at this time.
- 8.3. Registers are marked by 9.00am. Pupils will receive a late mark if they are not in their classroom by this time.
- 8.4. The register closes at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time.
- 8.5. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.

Term time leave

- 9.1. At Hollickwood School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 9.2. Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, headteachers no longer have the discretion to authorise holidays during term time.
- 9.3. Leave during term time will only be authorised in exceptional circumstances, for example, a family bereavement.
- 9.4. 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.
- 9.5. Requests for leave will not be granted in the following circumstances:
 - Immediately before and during assessment periods.
 - When a pupil's attendance record shows any unauthorised absence.

- Where a pupil's authorised absence record is already above 10 per cent (10%) for any reason.

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

Monitoring

- 10.1. Hollickwood School monitors attendance and punctuality throughout the year.
- 10.2. Hollickwood School's attendance target is 96 per cent (96%).
- 10.3. Details of our absence levels can be found on our website and on the notice board and are available upon request from the office.

Religious Observances

- 11.1. Hollickwood School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 11.2. Parents must inform the school in advance if absences are required for days of religious observance.

Appointments

- 12.1. As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.
- 12.2. Where this is not possible, a note and appointment card or letter from a hospital should be brought into school and shown to the Admin team.
- 12.3. If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer.
- 12.4. Pupils must attend school before and after the appointment wherever possible.

Young Carers

- 13.1. Hollickwood School understands the difficulties that face young carers.
- 13.2. Hollickwood School will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

13.3. Hollickwood School takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.