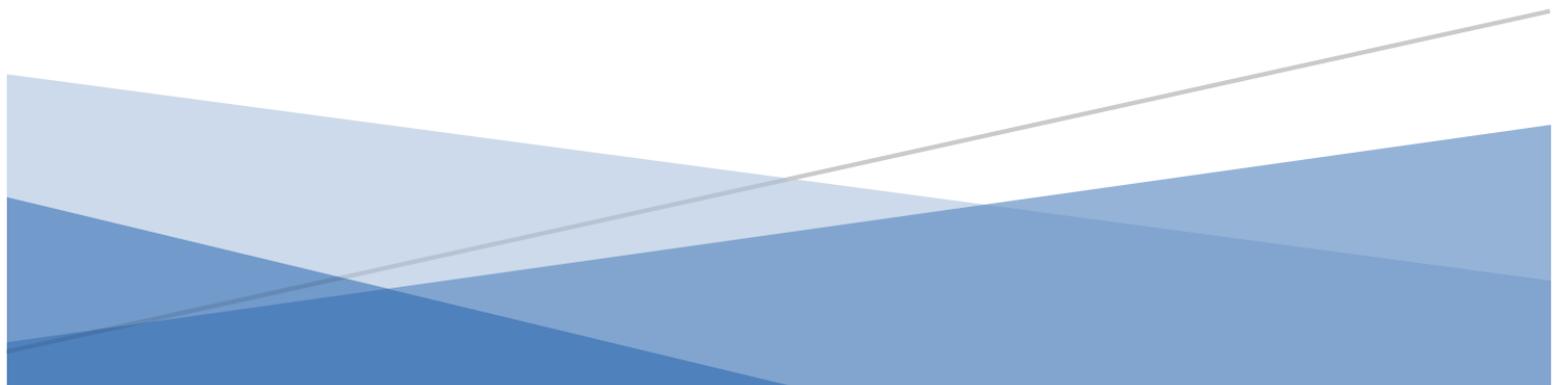




MOULTON SCHOOL AND SCIENCE COLLEGE



Attendance and Punctuality Policy



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Moulton School works in partnership with parents/carers in promoting and encouraging 100% attendance and punctuality for all our students, vital to ensuring students fulfil their potential. Missing out on lessons leave students vulnerable to falling behind.

Regular attendance, including punctuality, helps students become reliable and organised – two qualities most valued by prospective employers.

Every child and young person is entitled to an education. Parents who do not ensure their children receive an appropriate education put their whole future at risk. Being absent from school means a lost learning opportunity.

RATIONALE

Good attendance is essential to success in school.

90% attendance = $\frac{1}{2}$ day missed every week.

1 school year at 90% attendance = 4 whole weeks of lessons missed.

90% attendance over 5 years of secondary school = $\frac{1}{2}$ a school year missed.

17 missed school days a year = one GCSE grade drop in achievement. This can be applied to AS and A level.

Annual attendance level		Over a fortnight	Over a school year	Over 5 years
95%	Absent for	$\frac{1}{2}$ day	1 $\frac{1}{4}$ weeks	$\frac{1}{2}$ term (6 weeks)
90%		1 day	4 weeks	$\frac{1}{2}$ school year
85%		1 $\frac{1}{2}$ days	6 weeks	$\frac{3}{4}$ school year
80%		2 days	7 $\frac{1}{2}$ weeks	1 school year
75%		2 $\frac{1}{2}$ days	10 weeks	1 school year and $\frac{1}{2}$ term
70%		3 days	11 $\frac{1}{4}$ weeks	1 school year and 1 term

AUTHORISED AND UNAUTHORISED ABSENCES

Absences can only be authorised by the school. Legitimate reasons for absence include the following:

- Sickness. It occurs usually in a block of time over a continuous period; it is desirable that a student's attendance shows unbroken weeks (i.e. those where the student is marked present on all ten sessions); students should **not** have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and will be followed up by the school.
- Medical or dental appointment. (Wherever possible, these should be arranged outside of school hours)
- Days of religious observance (maximum of 4 days)
- Exceptional family circumstances, e.g. bereavement, or as agreed by the Head Teacher
- Approved sporting activity

The following absences will not be authorised:

- Holidays
- Family days out
- Looking after siblings or sick relatives
- Staying at home to await a tradesman or delivery
- Birthdays or family celebrations
- Missing the bus
- Shopping
- Not having appropriate school uniform

THE LAW

Regular and punctual attendance at school is a legal requirement. As a school, we have a duty in law to refer any absence of 10 days or more where we have been unable to make contact with the parent/child or have general concerns about the absence to the Education Welfare Service.

- In law, an offence occurs if a parent fails to ensure their child's attendance at school and that absence is not authorised by the school.
- If referral to the Education Entitlement Service is made, a decision could be taken to impose a significant fine or a custodial sentence.
 - Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1)(a) of the same Act states that where a parent of a child who knowingly and without justification fails to ensure regular attendance of a registered student at that school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, institute legal proceedings in the Magistrates' Court under this section of the Education Act 1996, against those parents concerned.
 - Alternatively, Section 444B of the same Act empowers the Local Education Authority to issue a Penalty Notice of £120. This could result in an interview being held under caution in accordance with the Police & Criminal Evidence Act 1984. You should also be aware that if convicted of an offence of failing to ensure regular attendance of your child at school under **Section 444, 1/1A Education Act 1996**, you could be fined up to **£1000/£2500 and/or receive a term of imprisonment not exceeding three months.**

HOLIDAYS

The Department for Education has amended the regulations in relation to school attendance and this now includes parents receiving a Fixed Penalty Notice for taking students out of school in term time. A referral will be made to the Education Entitlement Service for consideration of further action and a Fixed Penalty Notice of £60 per parent/adult for each student could be the outcome.

ATTENDANCE PROCEDURE

Moulton School expects all students to achieve between 96 and 100% attendance.

- Attendance of 96 – 100% is rewarded as determined by each year group
- A student with attendance between 90 – 95.9% may be placed on 6 week monitoring by the Deputy Year Leader. A letter will be sent to advise parents/carers
- If attendance falls below 90%, the student is referred to the Family Liaison Worker, who will monitor attendance. Parents/carers will be contacted and intervention strategies may be implemented as appropriate.
- If no significant improvement is made at this stage, parents/carers will be required to complete and sign a parenting contract. Failure at this stage may result in referral to the Education Entitlement Service who may take more formal action.

REGISTRATION PROCEDURE

Moulton School is responsible for keeping accurate records of attendance. The school will contact parents with any concerns we have regarding a student's attendance and will work with parents, where necessary, to make improvements.

- The school must take the attendance register at the start of the first session of each school day, at 8.45am and once during the second session at 2.15pm.
- Pupils not present to answer their names will be marked absent if no explanation has been received.
- Any pupil who arrives after 8.45am without a valid reason (e.g. a school bus being delayed) will be marked as late; likewise, any pupil who arrives after 2.15pm.
- Any pupil arriving late, without a valid reason, must sign in at Student Services. They will be marked as late. Legally, 'late' counts as an absence and parents have been prosecuted for regularly failing to get their children to school on time.
- The school operates a late gate procedure whereby the names of students who arrive between 8.45am and 9.05am will be recorded and passed to year teams as being late.
- After school detentions will be issued to students late twice in a week. A text will be sent to parents each time a student is late.
 - 1st occasion – Year detention
 - 2nd occasion – Out of circulation at lunchtime (Science block)
 - 3rd occasion – After School detention
 - 4th occasion – 1 day internal exclusion
- Attendance is monitored daily by each year group Deputy Year Leader (DYL), who records the reason for the absence, provided that a written explanation or phone message has been received from home. Contact with the school must be made each day of absence.
- If no explanation is received, we must assume that the absence was unknown to the parents/carers or was not valid, and therefore, unauthorised.

If a child is unwell, parents are asked to let the school know by phone before morning registration on the FIRST day of absence, giving some indication of the medical condition and probable length of absence, and each day of absence thereafter.

- If a pattern to absences is noted, the school will contact parents/carers. If there is a school based difficulty, the school will seek to remedy it. If there is an out of school problem, the school will offer support and access to other services as appropriate. In all cases the school will help the pupil to re-establish him/herself into the usual pattern of school life.

HOW CAN PARENTS HELP?

- Inform the school promptly of any absences
- Do not allow your son or daughter to stay away from school unless absolutely necessary
- Inform the school if your child needs to leave the school site during the school day, or will be late to registration due to an appointment. No child is allowed to leave the premises without prior consent from parents/carers
- If your son/daughter seems reluctant to come to school and you suspect a problem at school, contact us sooner rather than later.
- Do not 'condone' an absence by providing an excuse which may be covering a problem. We are partners in your child's education, and by sharing a problem we may be able to solve it. We do not consider any problem to be trivial: we try to act to solve a problem as soon as we know about it.
- Organise non-urgent medical appointments outside of school hours
- Ensure your son or daughter arrives on time
- If your child walks to school, ensure s/he leaves early enough. Experience shows that the majority of late arrivals come from those who walk or are driven to school
- If you drive your child to school, bear in mind that Moulton Village gets very busy and congested at key times. Therefore, parents are requested to ensure that sufficient time is allocated to ensure that students arrive at school by 08.40am at the latest.

HOW WILL THE SCHOOL HELP?

As a school, we will:

- Contact home on day 1 of absence if no message has been received from home.
- Contact home over any unexplained absences.
- Follow up promptly any concerns that parents pass on to us that may be affecting their child's attitude to, or wellbeing in, school.
- Involve the Year Offices and/or Family Support Workers to help students re-integrate into school after illness or other individual circumstances as necessary.
- Regularly and consistently remind students of the importance of good attendance and punctuality.
- Reward good or improving attendance and action any concerns promptly.