



THE COTSWOLD SCHOOL POLICY DOCUMENT

Policy:	Attendance Policy
Policy Ref:	CSP03
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Date:	February 2019
Review Date:	June 2020
Authorised by:	Governing Body
Updated by:	Mr S Smith Mrs S Dee

This policy should be read in conjunction with the following closely linked policies :

- Anti-bullying
- Pastoral Care
- First Aid
- Special Educational Needs
- Child Protection and Safeguarding
- Promoting Positive behaviour
- Equalities

At The Cotswold School we want to ensure that our pupils are able to take the fullest possible advantage of all that we have to offer - both within our academic curriculum and in our extensive extra-curricular programme. We want every pupil to attend school every day that they can. This attendance policy sets out what is expected so that this may be achieved.

Assistant Principal Pastoral, will be the Attendance Lead and will work in collaboration with the Attendance Manager.

- Parents have a legal duty under the 1996 Education Act to make sure that children of compulsory age attend school. Permitting unauthorised absence is an offence and can result in a report being sent to the LEA if any problems cannot be resolved by agreement.
- Each absence from school can be classified only by the school (not the parent) as **authorised** or **unauthorised**. **Parents do not have the power to authorise an absence**. This is why we need immediate information about the cause of each absence in order to make a judgement about its legality.
- The school regards authorised absence as time off school for a valid reason. This is usually illness.
- Unauthorised absences are for those reasons not considered reasonable for time off school and for which the school has not given permission.
- Problems regarding absence are usually resolved initially by talking in school with the pupil, followed by a meeting with the parents if necessary. In some cases the

Education Inclusion Service will be involved, as their role is to support the school on all issues relating to attendance.

- In extreme cases the Education Inclusion Service will initiate legal proceedings to prosecute parents. It is worth stressing that parents need to contact the school at an early stage if they are worried about their child's attendance. A productive partnership with the school can be formed and problems resolved quickly.
- Parents or children have the right to contact the Education Inclusion Service directly. It is independent from the school and contact number is available from the school or the LEA.

Procedures

The school applies the following procedures when dealing with individual absence:

- When a child is away from school through illness or any other legitimate reason parents should contact school on the first day of absence and on each subsequent day. This can be done by telephone (option 1 when calling in) email to attendance@thecotswoldschool.co.uk or by using parentmail or Insight. In some cases a doctor's note may be required. Reasons for absence other than illness must be discussed with the school at least two weeks in advance and the reason for absence request form completed. Bereavement and unavoidable medical appointments are reasons for which the school would grant leave. However where possible all medical appointments should be made outside the school day or in the holidays.
- The school monitors attendance very closely and senior staff, meet weekly with the Attendance Manager. It is through this process of monitoring that referral may be made to the Education Inclusion Service.
- Holiday absence in term time will only be authorised in exceptional circumstances such as bereavement or serious illness.
- Lateness after Registers close at 9.20am, unless unavoidable, will count as an absent mark for that session. Parents are expected to ensure that pupils arrive on time for registration at 8.45am. Lateness without good reason is counted as unauthorised absence.

Strategies to support our attendance policy and to ensure high levels of attendance

To support our attendance policy the school will:-

- Treat attendance as an absolute priority
- Take a whole school approach involving Form Tutors, Subject Teachers, Heads of Year, Heads of Department and the Senior Leadership Team.

- Promote good attendance at every opportunity - at Parents' Evenings, at Induction, in newsletters, in assemblies, on notice boards and on the school website.
- Use electronic registration and aim to use first day telephone contact.
- Reward and celebrate good and improved attendance
- Set attendance targets for the school - Gold Standard attendance of 98%
- Keep parents/carers informed of their child's attendance level
- Make good use of attendance data by specific analysis
- Notify Governors of attendance levels
- Set up Individual Attendance Plans for pupils with Persistent Absence which will be reviewed regularly and shared with pupils and parents/carers.
- Liaise fully with the Education Inclusion Service.
- Provide a safe, happy, stimulating environment for pupils where they feel valued and welcomed and that their presence in school is important

SUCCESS CRITERIA

We are meeting or exceeding our attendance targets. Our attendance is in line with or exceeds that of local comparator schools.

5. PROCEDURES FOR DEALING WITH ABSENCE

The school will adhere to the following escalation of interventions:

The Cotswold School Attendance Strategy

The Aims of the Cotswold School.

All students understand the importance and effect of attaining an attendance % of 98% or more.
Attendance is the joint responsibility of parents, students, teachers / tutors, support staff and Senior Leaders

Stage 1 – Tutor Led Intervention and Monitoring

Attendance between 95% and 97.9%

Conversations with individual students

Phone calls to parents

Use of Tutor Time to regularly promote good attendance and to review individual data

Taking accurate and timely registers every morning

Logging any individual intervention in the Tutor Folder

Stage 2 - Year Head Intervention and Monitoring

Attendance between 93% and 94.9%

Conversations with students

Meetings at parent's evenings with SLT

Attendance Competitions

Intervention to remove barriers to attending school

Assessing the impact on Learning Data

Working with supporting agencies

Meeting with parents / carers

Targets around attendance / punctuality

Formal letter of concern from HOY / Attendance Officer

Medical evidence (doctors note or evidence of prescription) required in order to authorise further sickness

Review to take place every 4 weeks – potential escalation

Stage 3 – AIM Meeting – Assistant Principal, Attendance Officer, Head of Year, Parent, Child and Local Authority support. Attendance below 93%

Parents and child are invited. Meeting will go ahead regardless of family involvement.

Attendance target and timeframe is set and agreed by all stakeholders (no longer than 6 weeks)

Frequent contact between home and school

Evidence collated

Support to remove any barriers to coming to school

Support from outside agencies if appropriate

Timeframe between AIM 1 and Review should be no longer than 6 weeks.

Stage 4 – AIM Meeting Review – Assistant Principal, Attendance Officer, Head of Year, Parent, Child and Local Authority support.

Parents and child invited to the review meeting.

The meeting will go ahead if the parent is not available

If attendance target is not reached or % is not sufficiently improved:

Collate all evidence and invite LEA to review and proceed with prosecution under Section 444 of the 1996 Education Act

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

ratified by Governors and
signed as such by The Chair of Governors

(04/02/2019)