



Policies

Attendance Policy

Next review date – December 2021





ATTENDANCE POLICY

Rationale

Our core purpose is to enable all students to learn and to achieve. To facilitate this:

- Regular school attendance is a very important factor
- The partnership between home and school is essential.

Purposes

By attending regularly at school, students will grow up to lead safe, happy, healthy lives and receive a curriculum that provides a broad balanced experience. It is widely recognised that attendance is a key factor in raising student attainment and for improving future life opportunities for young people. Students who are persistently absent from school tend to do poorly in examinations, are less likely to continue in education or training, less likely to secure regular employment and more likely to become involved in anti-social behaviour.

At Holmes Chapel Comprehensive School our attendance target for this academic year is 96%. An attendance figure of 90%, whilst appearing high, is actually considered to be persistent absence and equates to one day's absence per fortnight, which is clearly unacceptable. The Government Department for Education state that an absence of 1 day a fortnight over a pupil's whole school life would equate to 2 years of missed education.

Guidelines

Following national legislation

School Responsibilities

- The Attendance Manager will monitor attendance & punctuality.
- If a child is absent from school with no contact from home, the Attendance Manager will email / telephone parents/carers to ascertain the reasons for absence.
- The school is required to decide if an absence is authorised or unauthorised.
- The school may report to the local authority any child who has had 10 or more sessions of unauthorised absence during a given period of either one term or two consecutive half terms.
- If a child is absent from a lesson without the prior understanding of the school, Attendance will contact parent/carer.
- The school works with the Education Welfare Officer and other outside agencies to support the continuing good attendance of all students and to offer extra support to individuals and their families where necessary.

What the Education Welfare Department do;

- help parents to understand their rights and legal responsibilities.
- work with parents to improve their child's attendance and punctuality.
- assist parents with problems concerning attendance.
- support and develop links between school and home.
- provide a link to other education services and agencies.
- signpost to support after assessing what is needed
- support as part of the Common Assessment Framework (CAF)



Parent/Carer Responsibilities

- To ensure your child attends school.
- To ensure your child is on time for school.
School Day; Monday- Thursday 8.40am - 3.30pm
Friday 8.40am - 3pm
- If your child has to be absent from school owing to illness, please telephone or email school (attendance@hccs.info) by 9 a.m. on each morning of absence.
- A doctor's certificate or medical evidence may be required in certain cases.
- Appointments with your child's doctor, dentist, or hospital should, whenever possible, be arranged outside school hours.

If an appointment is essential during school hours, an appointment card or note from you must be shown or emailed to the Attendance Manager before the date of the appointment. Your child, where possible, should be in school before and after any appointments to minimise the number of lessons missed. You must ensure that your child signs out and back in to school at the Main Reception Office.

- Any request for other leave of absence must be sent in or emailed to the Attendance Manager on Leave of Absence Form (found on the School's website under Parents/Holiday Dates/School Information), at least 3 weeks in advance. This 3 week notice period will only be waived in exceptional circumstances. The application form must be completed by the parent / carer with whom the student normally resides. Once a decision has been made, this form will be returned to the parent/carer indicating whether or not permission has been granted.

Please note :

- The School will decide if the request can be authorised or unauthorised in line with Cheshire East Council guidelines.
- Each case will be considered on its own merits and the Attendance Manager may need to contact you to clarify matters.
- **Leave of absence will not be granted unless there are exceptional circumstances relating to the application.**
- **The taking of holidays during term time is unacceptable and will not be authorised.**

Consequences for parents taking children on leave in term time which has not been authorised by the school may result in a Penalty Notice being issued by the Local Authority. Please note, this fine is applicable to each parent / carer for each child.



● Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their child's regular attendance	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their children's regular attendance

- It is essential that the school has your current home, mobile and work telephone numbers together with names, addresses and telephone numbers of relatives or neighbours whom we could contact if you are not immediately available so that alternative arrangements can be made. Any change to this must be notified to school immediately.

Student Responsibilities

- To attend school on time and make a positive contribution to your education.
- In the event of a pre-planned doctors, dental or hospital appointment, you must provide evidence of your appointment to the Attendance Manager, email: attendance@hccs.info
- All students leaving the school premises with a legitimate reason must report to the Reception Office to sign out, and must be collected by their parent / carer, or other nominated responsible adult.
- All students arriving late to school must sign in at the Reception Office.



MONITORING & REVIEW

This policy will be reviewed in the light of operating experience and/or changes in legislation.

Prepared by: Ilona Adu-Gyamfi, Attendance Manager

Approved by the Board of Governors

Signature:

Christina M. Burgess.

Name: Mrs C Burgess, Chair of Governors

Date: December 2020

To be reviewed: December 2021