

ATTENDANCE POLICY

Our policy in relation to attendance and punctuality is designed to enable your child to achieve their full potential and to promote equality for all in accordance with our School's vision, as excellent punctuality and attendance provides a secure foundation for educational achievement. In support of this priority the School works within the framework as set out in the 'Education (Pupil Registration) (England) Regulation 2006, 2010, 2013, 2016'.

Parents or guardians of pupils of compulsory School age have a legal duty to ensure that their children receive efficient, full time education by attendance at School or otherwise (Education Act 1996). Failure to do so could result in legal action against you.

AIM

Our School is committed to a positive policy of encouraging pupils to attend School regularly. Our School will work with the parents and pupils to secure this aim. Our policy also ensures that our School has an efficient system, known to all, for ensuring that pupils who should be attending have registered twice daily or a reason for non-attendance is known to the School.

PUNCTUALITY

Pupils must arrive in School no later than 8.50am when the registration bell will ring. Pupils arriving after this time must sign the late book, where their late arrival and the reason, will be recorded.

We have adopted the London Borough of Redbridge Attendance Strategy. We will closely monitor all incidences of lateness and in line with this strategy, any student arriving late for School on more than seven occasions in a half term, will be referred to our Education Welfare Officer. In cases where improvements are not forthcoming, this may result in penalty notices being issued by the Local Authority.

ABSENCE

If your child is going to be absent from School, we ask you to contact the relevant School Office on the first day of absence by telephone. We also ask you to contact us on each subsequent day of non-attendance, and when your child returns to School, we also need you to provide a written note of explanation. Where your child is absent and no notification has been received, we will contact you on the same day to ascertain the reason for non-attendance. If the absence is prolonged i.e. more than one week, we must have medical evidence or an emergency contact, and we ask you to contact the School daily. In cases of prolonged absence, the School can, in liaison with parents, organise for work to be set for completion at home. In cases where patterns of absence emerge (odd days here and there), we also reserve the right to request medical evidence.

In cases where a prolonged absence may result from a medical condition, our School will work in liaison with parents, the Local Authority and the Education Welfare Advisory & Support Service (EWASS) in making an application for home tuition, if there is formal medical evidence that meets the criteria. In relation to this, the School will work in accordance with the Department of Education policy and arrangements for 'ensuring a good education for children who cannot attend school because of

health needs'. In such cases, the first point of contact for parents is the relevant Director of Site. For Key Stage 3, Mr M Dalton will be the point of contact and for Key Stage 4, Mr J Cantwell.

In addition to the above, we monitor the attendance profile of all students on a regular basis. In cases where a pupil's attendance falls below our School's average, Heads of Year will contact you so that the reason for the pattern of absences can be discussed in detail. Following such discussions, a referral to our Education Welfare Officer may be made for additional support. The School will liaise with the Education Welfare Advisor in all cases of persistent absence, where the attendance profile for an individual pupil falls below 90%.

MEDICAL APPOINTMENTS

It is recommended that all medical appointments are arranged outside of School hours. However, in exceptional circumstances, where appointments occur during the School day, we require that written permission is sought in advance, and that arrangements are made for pupils to be collected from the appropriate School Office. Please note that pupils in Years 7 – 11 will not be allowed to leave the School premises to attend such appointments unaccompanied by their parents. We will also require sight of an appointment card/letter.

LEAVE OF ABSENCE

Our School policy reflects both the Local Authority's strategy and the Government's guidelines in that holidays and other trips should not be taken during term time. If a parent feels that there are **exceptional** circumstances for leave, a letter must be sent to Dr Doherty in the first instance including information on the dates that leave will be required and the reasons for the request. Such applications must be made **well in advance** and may only be made by the parent or the person with parental responsibility with whom the pupil normally resides. The Headmaster will consider all such requests and communicate his decision in writing. **It should be noted that approval is only granted in the most exceptional circumstances and that the Headmaster's decision in such matters is final.**

In cases where leave is taken without authorisation, this will result in the London Borough of Redbridge issuing a penalty notice, and where appropriate, taking court action, or the possibility of the pupil's name being removed from our School's roll. Parents are strongly advised not to enter into financial undertakings with regard to booking travel, or holiday arrangements without written consent for leave from the School (Headmaster). Please note that extended leave for sporting, drama or other extra-curricular activities, will not normally be granted as prolonged absence as a result of such activities can have a detrimental effect on a child's educational progress. In cases where there has been several trips abroad, legal action will be considered under the Education Act (1996).

The School acknowledges that there may be exceptional circumstances for leave to be granted. These would include:- limited absence for young carers, until other arrangements can be made. The Headmaster may seek, where appropriate, advice from the EWASS before arriving at such a decision. Where a pupil becomes pregnant, leave will be given for no more than 18 weeks after which, the absence will be regarded as unauthorised. The School will do all it can to support the pupil remaining in School for as long as possible.

MATTERS RELATING TO SCHOOL PRACTICE AND PROCEDURES

Our School has made arrangements for all pupils of compulsory School age, and those over compulsory School age, to have their attendance registered twice per day for the morning and afternoon sessions. In addition, all teaching staff are required to register pupils in their teaching groups.

Our attendance secretaries ensure that appropriate codings are used and that all incidents of non-attendance are followed up on the day of absence. The Education Welfare Advisor will regularly monitor this.

Our School annually reviews its performance in relation to pupil attendance and sets appropriate targets. These targets and the School's performance is regularly reported to the Governing Body throughout the academic year.

Pastoral team leaders including Heads of Year and Directors of Site have specific roles in relation to:- overseeing attendance arrangements and the efficient and effective running of such systems, making regular monitoring checks in relation to the attendance of all pupils and for undertaking appropriate courses of action including referrals to our Education Welfare Advisor in cases of concern or where additional support is required.

Form tutors are responsible for:- ensuring that all pupils are registered accurately, ensuring that pupils return absence notes after a period of non-attendance, ensuring that all cases of unaccounted for absence are followed up. They are also responsible for monitoring the attendance of all pupils in their form and bringing matters of concern to the attention of their Head of Year.

Classroom teachers are responsible for recording the attendance of pupils at their lessons and informing the School's attendance secretary of the names of pupils who are absent without notification.

Our attendance secretary is responsible for:- ensuring the accurate registration of all pupils on a daily basis, ensuring first day contact with parents in cases of non-attendance, for maintaining accurate attendance records and producing relevant data as required by Directors of Site and Heads of Year, for producing data required by the Education Welfare Advisor.

Taking a pupil off the register: this can only be done by the Headmaster in accordance with the relevant attendance regulations i.e. 'Education (Pupil Registration) (England) Regulation 2006, 2010, 2013'.

Our School follows the London Borough of Redbridge procedures relating to Children Missing in Education. Pupils who have been reported absent for ten consecutive days without evidence, or where parents/carers cannot be contacted, will be reported as missing education to the home Local Authority where they live.

ACCESS FOR CHILDREN AND YOUNG PEOPLE WITH MEDICAL NEEDS POLICY

Aim:

To promote safety and wellbeing, to support attendance, academic achievement and economic wellbeing.

The purpose of this policy is to ensure that the educational needs of young people with medical needs are met. The emphasis is on promoting continuity of learning. Medical needs include physical, and mental health issues, the definition is also inclusive of young people with a life threatening and terminal illnesses, all of whom have the right to education in accordance with their age, ability, and special needs.

Our School's staffing structure in relation to this management process is as follows:- There are attendance officers for all Key Stages, who provide data for Heads of Year, Directors of Site and Education Welfare Officers. This data and our practice of first day contact enables our pastoral staff to quickly identify patterns of absence, underlying reasons and to be well placed to identify where a medical need may result in a prolonged absence of more than 15 days either consecutive or cumulative.

Where an absence is likely to extend beyond 15 School days, the Head of Year will notify our School SENCO. The SENCO will communicate with the pupil's parents to establish the nature of the medical need and will contact appropriate agencies for advice and support. The School will work with relevant local authorities in accordance with their policies and practices for 'ensuring a good education for children who cannot attend school because of health needs. Such policies will be in accordance with the statutory guidance for local authorities.

Where a pupil's non-attendance extends over a significant period of time, our SENCO, and Heads of Year will work with the pupil and their parents to monitor the effectiveness of the provision and to ensure that parents and pupils are kept informed about School life. Where a pupil's non-attendance extends over a significant period of time, our pastoral staff will, as appropriate, work with the pupil, their parents and health professionals to plan an appropriate re-integration programme. The details of such a programme will be informed by health professionals' advice.

Where pupils are working towards public examinations, our School SENCO will liaise with our School's examination officer to ensure that appropriate arrangements are in place, and related consideration requests to the examination boards have been made.

Throughout this process the pupil's views will be sought, and considered when making arrangements for their continued education.

Where a child has suffered an injury or illness, and where formal evidence has been received, which will result in an absence of more than five days, the appropriate Head of Year will make arrangements for work to be set and returned to the School for marking. The School's internet provision has been structured so as to ensure effective and efficient lines of communication between pupils and their teachers. The relevant Head of Year and Director of Site will also liaise with parents where an injury has occurred, to see if they can be accommodated within School so as to ensure a continuity of learning. The School will also work in cooperation with the London Borough of Redbridge and other local authorities in accordance with their policies and practices, with particular reference to ensuring a good education for children who cannot attend school because of health needs.