



'Excellence Together'



Wyvern St Edmund's
Learning Campus

**Wyvern College
and
St Edmund's School
Attendance Policy 2020-21**

September 2020

Vision

At Wyvern St Edmund's, our aim is that students become the best version of themselves that they can be. Every policy and procedure has our students' best interests at heart and is mindful of staff workload and wellbeing. Our vision is enacted by way of every member of staff, whatever their role, working to safeguard the wellbeing of our students and to maximise their progress. Of equal importance for us is their personal growth, self-discipline and the self-discovery of their passions and God-given talents. Every member of our school is treated with dignity and respect and is shown care and consideration. The Christian values of love and compassion inspire our commitment to the promotion of 'life in all its fullness' and are at the heart of all decisions that we make.

Please see the website/policy addendums for any pertinent updates regarding COVID-19

For example, any student developing COVID-19 symptoms during the school day will be sent home and will need to self-isolate for 7 days and should arrange to have a test for Coronavirus. Students will not be allowed to come into school if they have Coronavirus or have tested positive for Coronavirus in the last 7 days.

Legal Framework

Under Section 7 of the Education Act 1996, parents are responsible for ensuring that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child who is registered at a school fails to attend regularly then the parent(s) is committing an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

Parents who condone absence without good reason should recognise that this is an offence in law and may result in legal action.

There is no entitlement in law to time off in term time. Please see the later section on **exceptional circumstances**.

Attendance Targets

The whole school's attendance target for 2020-21 is **95.5%**. Our target for all students is to achieve a 98% or above attendance for the academic year. 97% attendance is equivalent to 5.5 school days of absence per year. Evidence shows that there is a direct link between poor attendance and underachievement. Students not in school are more at risk of failing to achieve. Students who attend less than 90% are described as persistently absent (PA). This is equivalent to 19 days of absence per year (nearly 4 school weeks).

All absences are monitored and there is a staged approach to intervention

- Form Tutor
- Head of Year
- School Attendance Meetings with Pastoral Managers/Pastoral Assistants
- Local Authority Attendance Meeting with Education Welfare Service

Registration

A.M. and P.M Registers are both legal documents. Morning Registration is at 8.20a.m. We expect all students to arrive at school by 8:15a.m. and to be at their tutor bases by 8.20a.m. Students must additionally ensure that they are punctual to all lessons as poor punctuality to lessons can result in a truancy mark. Students are not to arrive at school before 7.45a.m. Afternoon Registration is at 12.50p.m. for Years 9, 10 and 11 and at 1.20p.m. for Years 7 and 8. The school also registers students at every lesson.

Students arriving late

Students who arrive after 8.30a.m. are late and must report to the Student Reception where a member of staff will record the lateness. If a student arrives after 8.30a.m. 3 times in any term then student will receive a 45 min Deputies' Detention on a Friday. The student's Head of Year will have coordinated this. This will continue rolling for every third time late. If a student arrives after 9.00a.m. then this is classed as an unauthorised absence for the morning session.

The school does not, in law, have to give parents/carers notice of after-school detentions or tell them why a detention has been given. However at Wyvern College and St Edmund's we want to work in partnership with our parents/carers and will give 24 hours' notice regarding detaining a student after school. This will be in the form of a phone call to parents/carers. For a Deputies' detention, parents/carers will also receive a text message reminder on the day of the detention.

Authorised and unauthorised absence

The Headteacher will not grant any leave of absence to students during term time unless there are 'exceptional circumstances'. Applications for leave of absence in term time must be made in advance using a leave of absence request form addressed to Attendance administration.

Unplanned absence

There is an expectation that parents will notify the school by 8.20a.m. on the first day of an unplanned absence. For example, if their child is unable to attend due to ill health. Parents are to call the school on 01722 328565. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription or appointment card. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised. In the event of a child being absent and the school not receiving a reason why, then the Parents will be in receipt of a text from the school asking the parents to make contact with the school.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. Parents are to call the school on 01722 328565 to inform of any scheduled medical appointments.

Truancy

We will not accept truancy and we will inform parents of any suspected truancy. We will place a student in a 45 minute Deputies' Detention on a Friday for a single incident of truancy or deliberate lateness to lessons, giving parents 24 hours' notice.

Alternative Provision

All students of compulsory school age are entitled to a full-time education. This will be the expectation in Alternative Provision; however, timings of the day will be different to mainstream. In exceptional circumstances, a student can be placed on a temporary part-time timetable, for example, where a medical condition prevents full-time attendance. This would not be a long-term measure and it will be made clear when the part-time timetable ends. A personalised plan for intervention setting clear objectives linked to other relevant information or activities such as 'Education, Health and Care Plans' for children with SEN will be put in place and the absences from school as part of the part-time timetable will be treated as authorised. Students accessing Alternative Provision will be registered at 8.45a.m. for the morning session and at 12.45p.m. for the afternoon session. Students will be registered at the start of each lesson where appropriate.

Parental concerns

Please contact your child's form tutor in the first instance.

Child Missing from Education

Where a student has been absent and the school has not been able to make contact to explain the absence within a 10 day period (5 days for a vulnerable student), the **Missing Children Procedures** will be actioned.

https://www.proceduresonline.com/swcpp/wiltshire/p_ch_missing_educ.html#Protection

Responsibilities and Procedures

The Local Governing Body sets Attendance Targets for the School Year and requires reports on levels of absence and Persistent Absence.

The Headteacher is responsible for achieving and maintaining high levels of attendance to meet Governor agreed targets and for ensuring sufficient resources are made available to do so.

The Form Tutor is responsible for making attendance a high priority in everyday school life and is expected to embrace all attendance initiatives. The Tutor will work with any student returning from short-term absence and will liaise with the Head of Year.

The Head of Year has a key role to play in supporting students' attendance and celebrating outstanding attendance. They will be responsible for:

- Ensuring that all school procedures relating to attendance and late ness are followed and recorded.
- Analysing attendance figures for the designated year group and using the analysis to work with the tutor team to drive and sustain improvement, ensuring that attendance levels do not affect academic progress.

The Pastoral Team will complete School Attendance Meetings (SAMS), which involves meeting with parents and their child to help and support in improving attendance. Acute cases are referred to the Education Welfare Service (EWS) on case-by-case basis.

The Attendance Manager ensures appropriate arrangements are made for students with extended absence on a case-by-case basis and will liaise with any cases referred to the EWS.

Teachers are responsible for ensuring that registers are completed in accordance with the appropriate regulations and will take the register as soon as possible at the beginning of every lesson.

Rewards

All staff should praise students whenever possible for good attendance and punctuality. Attendance Certificates will be presented in celebration assemblies throughout the year.

Evaluation and development of policy

The policy is developed through consultation with staff, students and governors.

Policy Review

This policy will be reviewed annually.

Policy author: M Hunt

Policy reviewed: September 2020

Documents Linked to this Policy

- Behaviour Policy
- Safeguarding Policy
- Teaching and Learning
- Special Educational Needs
- Equality information and objectives