



THE GILLFORD CENTRE

ATTENDANCE POLICY

Principles

The Gillford Centre is committed to maximising the achievement of all pupils. There is a clear link between good attendance and educational achievement. We work to promote the importance of high attendance, this ensures pupils thrive and have a wide range of opportunities beyond year 11.

Aims and Intentions

- To encourage all pupils to achieve their maximum potential.
- To monitor and track students' attendance and punctuality through effective systems.
- To encourage parents/carers to play the vital role of supporting the academy by encouraging their child to achieve good attendance and punctuality.
- To work in partnership with parents, and students to ensure they succeed.
- To promote good attendance, by recognising and rewarding good and improved attendance by individuals and groups of students.
- To promote good behaviour and discipline.
- To support a successful return to mainstream school.
- To recognise the vulnerability of young people referred to the Pupil Referral Units indicates that individual attendance should be subject to even greater scrutiny than would be the norm at mainstream school.

Attendance and The Law

Parents must ensure that children of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.

The school must complete attendance registers at the beginning of the morning session and during the afternoon session.

The LA has a duty to ensure that parents fulfil their legal responsibilities.

Failure by parents to ensure the regular attendance at school of a registered pupil, is an offence punishable by law (Education Act 1996 Section 444).

Fixed penalties can be issued by the Local Authority where the criteria for such a notice are met.

Where students are registered under the Safeguarding procedures, every effort must be taken to alert the key social worker of absence(s)

Attendance should form an integral part of the students review process.

The attendance of pupils at Off-site provision (i.e. college or work experience) must be recorded daily and monitored.

Expectations

Expectations pupils:

To attend regularly and punctually, fully prepared and equipped for the day.

To follow agreed procedures in the case of lateness or absence.

Expectations of parents/carers:

To fulfil their legal responsibility by ensuring their child arrives on time and attends daily.

Contact the school and leave a message if their child is absent by 8.45am.

To arrange holidays out of term time. Parents do not have an automatic right to remove their child from school during term time.

To inform the school of any forthcoming appointments and wherever possible to arrange the appointment out of school hours or during the school holidays.

The school's response to requests for leave during term time;

Following Government guidelines introduced in September 2013 no leave of absence can be authorised by the school for holiday during term time. We expect all holidays to be arranged out of term time. Parents do not have an automatic right to remove their child from school during term time. Where there are exceptional circumstances we may authorise leave during term time and will consider each request on its own merits. Any requests for leave during term time should be made in writing, by the parent/carer, providing the reason for making the request and stating specific start and end dates. The request should be submitted at least two weeks in advance of the intended leave. The actual date that the child will return to school should always be provided by the parent/carer. The school will inform parents in writing advising whether the leave is authorised or unauthorised, clearly stating why a decision has been taken.

If pupils achieve 100% attendance (190 days) that is still an amazing 175 days holiday.

Leave for religious observance:

With the multi-faith nature of British society we recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. Leave may be granted for any day of religious observance if recognised by the parents/carers religious body. Parents/carers are requested wherever possible to give advance notice if they intend their child to be absent.

Procedures

Clear information on attendance procedures will be provided for pupils and parents via the school website, letters, leaflets, posters and school literature.

Register Procedures:

Registration is at 9.00am each morning.

If pupils arrive after 9.15am they will be deemed to be late and recorded as such.

Pupils are registered in every lesson and formally for their PM mark in their afternoon registration.

Responding to Lateness:

Pupils arriving late will face sanctions and be required to make up the time at the end of the day. If a pupil's lateness continues further steps will be taken to address the issue as appropriate.

The school's response to absence/poor attendance:

Parents are asked to contact the school on the first day of their child's absence. All incoming messages will be recorded and information will be shared with appropriate colleagues. Medical evidence is requested if a child is absent from school for 5 or more days due to illness.

For each day of absence where no contact from a parent/carer has been received
The Gillford Centre will:

Send a text message notifying parent/carer of absence; response requested.

we will complete a follow up phone call if we do not receive response from the initial text message

We will always work to complete a home visit where possible

Home visits, phone calls, text messages and letters will continue until contact is made. Police and or the Safeguarding Hub may be informed if there are pastoral or welfare concerns.

Should the family have social care involvement, the social worker will be informed of unexplained absences. If the child is under Child Protection the social worker will be informed of absence daily.

A CMEI (Cumbria CC Child Missing Education) Form will be completed and returned to our local Access and Inclusion Officer. Should the Gillford Centre believe a child is missing having made reasonable enquiries we will refer the case to CME access and inclusion officer.

A member of the Senior Leadership Team is responsible for ensuring attendance is properly recorded in line with DFE statutory guidance, reporting regularly to the Head teacher. Pupil attendance will be discussed regularly.

The Head teacher and SLT will establish a system of recognising and rewarding good attendance. Parents/carers will be informed in writing of good or improved attendance. We will reward attendance accordingly, with the use of certificates, and other reward schemes.

All attendance related documents are to be made available for inspection on request from LA personnel.

This policy will be reviewed:

- Annually by the Head teacher and designated staff.
- When legislation requires changes to be made. The policy has been reviewed with reference to statutory attendance guidance August 2020.
- This policy also supports our Safeguarding policy and is in line with guidance in relation to KCSIE 2020

A report will be made to the Management Committee on its formation and annually thereafter.