



Queens Road Academy – Attendance Policy

At Queens Road Academy we expect our children to attend every day, when the school is in session, if they are fit and healthy enough to do so. We do all we can to encourage the children to attend.

We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children.

Attendance Targets

The schools' attendance target for 2018-19 is 95%.

Aims

- To safeguard the welfare of the children attending Queens Road Academy
- To ensure that all children access the maximum amount of learning time available to them
- To ensure that all parents are aware of the importance of regular timely attendance and their legal responsibilities
- To support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality
- To reduce all unauthorised absences
- To ensure that parents and school staff are aware of the difference between authorised and unauthorised absence and the reasons for which authorisation may be given
- To ensure attendance meets target set in the school development plan

Attendance targets

The school sets attendance targets each year. These are agreed by the senior management team and governors at the annual target-setting meeting. The attendance targets are then agreed with St. Mary's Academy Trust as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets

Attendance Expectations:

Please see the linked Home school agreement ([Click](#))

Procedure to follow if a child is absent

1. When a child is absent parents **MUST** contact the school on the first day of the absence, as early as is possible. This information is entered into SIMS (an electronic system for recording pupil information).
2. We also request that parents inform us of any day of further absence where possible
3. When a child is absent unexpectedly, the class teacher will record the absence in the

register. The school office will endeavour to contact a parent or guardian on the first day of absence.

Section 7 Education Act 1996 places a duty on parents to ensure that their child of compulsory school age receives a suitable education either by regular attendance at school or otherwise.

Late Procedures

Children who arrive late (after the doors close at 9am) and have gone to the office entrance, must be signed in by their parent/carer or appropriate adult, a reason for the lateness is also requested. The admin staff will update the SIMS system with their mark. Children who frequently arrive late will be monitored; parents will be contacted and a referral to the Education Welfare Officer considered.

Children who arrive late after the registers have closed due to a medical appointment will be marked M (in). Any child arriving after 9:15am for any reason other than medical will be marked U (late after registers closed).

Children who must leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult and evidence for any appointment will need to be provided. Parents are requested to make dental or medical appointments outside of school hours where possible.

Holiday Requests

We naturally prefer parents to take their family holiday in the normal school holiday periods, but if this is not possible the parent should submit a request for absence (We do not have a holiday request form) form to the Headteacher (these can be obtained from the school office).

The Headteacher is only able to authorise in exceptional cases e.g. the wedding day of a child's parent.

Rewards for good attendance

Each week, the class with highest attendance is shared in achievement assembly. The class at the end of each term that has won the most weeks, wins a prize.

All the children who have 100 per cent attendance in any one term will receive a certificate for attendance. All children with 100 per cent attendance for a whole year receive a certificate and a personal reward.

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian.

For example, if a child has been unwell and the parent telephones the school to explain the absence.

* Only the school can make an absence authorised. Parents do not have this authority.

Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

* Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this. Where a child meets this trigger, parents will be asked to attend an attendance meeting with the PSA and a governor representative.

Parents can be issued a Fixed Penalty Notice by the Local Authority for their child's non-attendance. The penalty is £60 and this rises to £120 if paid after 21 days but within 28 days. (Correct as date Jan19 – See BMBC website for any penalty charge update)

Each local authority has its own code of conduct relating to Penalty charges:
<https://www.barnsley.gov.uk/media/2187/code-of-conduct-on-the-issue-of-penalty-notices-for-poor-attendance.pdf>

The School's headteacher decides if they wish to fine unauthorised absences from school by issuing a Fixed Penalty Notice. The headteacher then requests by a referral to the Local Authority to issue a fixed Penalty Notice on his or her behalf.

There is no right of appeal against a Fixed Penalty Notice. If this is not paid, the Local Authority can proceed to prosecution or withdraw the notice. The Local Authority can also prosecute parents for non-attendance without issuing a Fixed Penalty Notice.

If a registered pupil of compulsory school age fails to attend school regularly, the parent could be guilty of an offence under section 444 Education Act 1996. In April 2017, the Supreme Court held that attending school "regularly" means attendance in accordance with the rules prescribed by the school and not "sufficiently frequent attendance". This means that a child must attend school on every day that the school requires him or her to do so and failure to do this may lead to the commission of an offence.

There are 2 offences:

1. Section 444(1) Education Act 1996 - If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1,000.
2. Section 444 (1A) Education Act 1996 - an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act then

the parent is guilty of an offence. Sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months

Monitoring and review

It is the responsibility of the governors to monitor overall attendance, and they will request information from the Headteacher. The governors and the Trust will therefore examine closely the information provided them and seek to ensure that our attendance figures are as high as they should be.

Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will speak with the Headteacher and / or PSA.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

Safeguarding

In matters relating to safeguarding if linked to attendance; the school will treat information as included in the safeguarding Policy and followed.