

# The Market Weighton School

## Attendance Policy

**Respect   Honesty   Compassion   Resilience   Industry   Courage**

Policy Author	Kalina Townend
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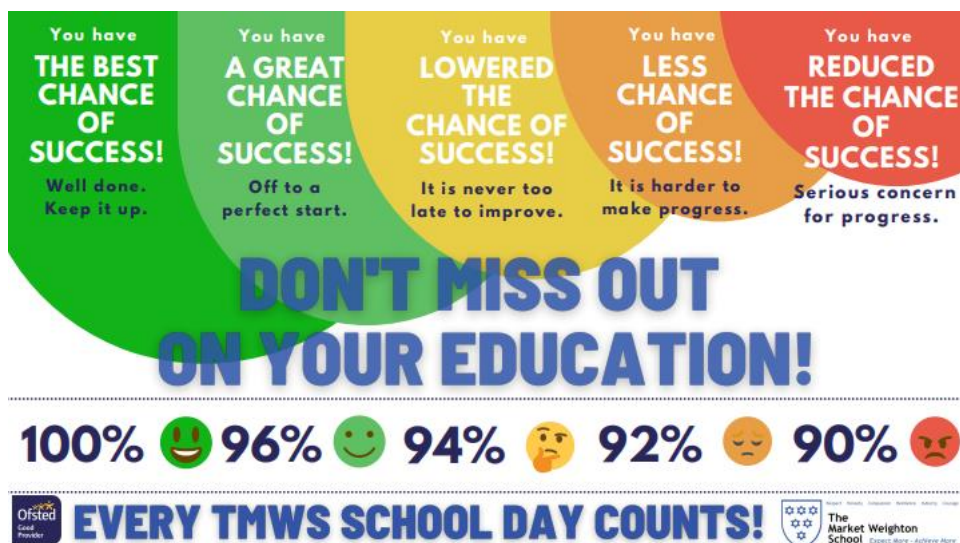
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### **1. Introduction**

Here at The Market Weighton School (TMWS) we want to maximise learning opportunities for all our students. We want all our students to be safe, healthy, and successful.

The purpose of this document is to set out the procedures and routines, which we TMWS employs to monitor and improve attendance.

## 2. Expectations and Daily routines



We expect every child to attend school as often as possible. The lower the attendance the reduced chance of progress your child has.

### What The Market Weighton School Expects from students:

- Regularly attend
- Be punctual
- Be prepared and equipped for the day

### What The Market Weighton School Expects from Parents/Carers:

- To ensure that their child attends the school, punctually, dressed in full uniform and equipped to learn
- To ensure their child attends every day the school is open unless they are too ill to do so
- To avoid keeping their child away from the school for any other reason than illness or authorised explanation
- To avoid arranging term time holidays
- To immediately inform the School Attendance Officer if their child is unable to attend (**by 8.45 where possible**), including the full reason for absence
- Parents/carers should contact the school on each day of absence

### Daily Routines

Doors into school open at **8.30am** any student who arrives before this can wait at the side main playground. We have a breakfast club which is in our Wellbeing Centre for disadvantaged and vulnerable students.

**8.30am- 8.45am-** Meet and greet at the gate. Students will be greeted by their head of year and SLT on the entrance gate to school students then go straight to their form room where they will be met by their form tutor.

Any student arriving after **8.45am** is late and will need to sign in via reception. Students will be sanctioned in line with our school behaviour for learning policy.

**8.45-9.05am-** Form time where there is a variety of activities that take place including assemblies. This is where the morning register will be taken by 8.55am, uniform and equipment will also be checked. This is the opportunity for students to speak to form tutors regarding any attendance concerns. Head of years also drop in during this time which gives the students another person to speak to with concerns.

Form time is a time where tutors will share the forms attendance and promote good attendance.

**After 9.35am-** Registration is closed. Students arriving after this time without a valid reason are marked as an **unauthorised absence using the late code U**.

**1.10pm-** Afternoon register mark is recorded during period 4 lessons. Teachers will take and save registers before 1.20pm.

### **Signing Out**

Any student who needs to leave the school premises during the day should go to the reception where s/he will be given an 'Authorised Absence Pass' which gives permission for student to be off the site. Parental/carer verification for the reason for leaving the site will be sought/looked at before pass is given. The Authorised Absence Pass must be shown if a student is challenged outside the school by the police or Education Welfare Service. Please note students can only be signed out due to exceptional circumstance.

### **First Aid procedure**

If any student is feeling unwell, they should inform a staff member who will give them permission to go to reception where first aid is based. A medical assessment will be made and should the first aider believe that the student is not well enough to remain in school then they will make contact with parent/carer to see if suitable arrangements can be made to collect the student. Under no circumstance should students make their own arrangements to be collected from school. These procedures are in place to enable us to maintain a high level of safeguarding.

## **3. Absence reporting**

Any absence from school should be due to exceptional circumstances. If your child is too unwell to attend school, please contact our reception ASAP with full reason as to why your child cannot attend school. Please use the East riding Schools absence advice

<https://www.themarketweightonschool.co.uk/parents/school-absence-advice/> from the information given to the attendance officer the correct code will be recorded.

The following are other reasons for absence which will be authorised:

- A medical appointment (We advise to try and arrange these where possible outside of school time)
- A family bereavement and/ or attendance at a funeral
- A religious observance
- A visit to a University / College, either to attend an open day or for an interview
- A careers interview
- An appointment with an external agency E.g., CAMHS

### **Evidence will be requested to support the absence**

*Please see appendix 1 for register codes*

### **Requesting medical evidence**

Schools have the right to consider whether to accept the parent's explanation for the absence as there are occasions when parental condoned absences are reported to the school as illness. If there are concerns that a student's absence from school is not genuine, or becomes a regular occurrence, the DfE guidance, September 2014, states that schools can ask for proof of illness (appointment card, date of medication, prescriptions etc.) before marking as 'I'.

### **Unexplained Absences**

If a parent or guardian do not report an absence the attendance officer will text and call home.

If no contact can be made, or reason given does not follow the East riding absence advice, then students will be given an unauthorised absence. Absence from school without legitimate reason is a safeguard concern a home visit may take place. This will be completed by a head of year, a member of the safeguarding team or a member of SLT.

### **Holiday/ exceptional circumstance leave request**

If your child requires leave from school you must complete a form which can be collected from reception. The headteacher and SLT lead for attendance will go through each on an individual basis and decide whether these would be authorised or not. For further information on issuing of penalty notices please see appendix 2 for the absence from school for exceptional circumstances information for parents from East riding council.

### **Support with attendance**

Below are the staff who you can contact to discuss any attendance concerns or updates

1. Attendance officer Mrs J Mason- Contact through reception

2. Your child's Form Tutor- Message through epraise  
Your child's Head of Year – Message through epraise
3. SLT Lead Mrs K Townend- Message through epraise or call through reception

#### **4. Promoting and celebrating attendance**

##### **How we promote good attendance**

- Displays in classrooms and around school
- Form tutors having it as a focus
- Newsletters to parents
- Weekly student bulletin

##### **How we reward attendance**

- All pupils with 100% attendance will be entered into a half termly draw to win a prize of the HOY choice
- Percentage prize draw- Every half term in each year group there will be a prize draw for a £20 Amazon gift card. Higher the percentage attendance, the more entries in the draw
  - 97%- 1 entry
  - 98%- 2 entries
  - 99%- 3 entries
  - 100%- 4 entries
- Form Competitions – Each half term the top form/ most improved form for attendance will be given a pizza and chip lunch on the final Friday of the half term
- Weekly Statistics go to Form Tutors to encourage attendance competition and for form tutors to be a first layer of intervention. Statistics are displayed on the big screen in reception
- We will also offer individual tailored incentives to students to improve attendance

#### **4. Data and monitoring**

##### **Data to parents**

- Data about attendance is available to parents/ carers any time through epraise. E-praise provides parents/ carers with an up-to-date percentage of attendance. If you need help with E-praise please contact reception. We provide evening workshops to help parents access E-praise
- Every 3 weeks parents receive an electronic data report from the data and intervention SLT lead within this contains data regarding attendance
- Each term parents are sent a paper copy of a report card which contains information on attendance

##### **Data in school**

- Daily the attendance officer sends a list of students who are not in school alongside attendance codes to head of years, the safeguarding team and SLT attendance

lead. This is received by 11am. From this support is provided which will range from phone calls, home visits or meeting invitation

- Form tutors are given weekly form attendance and every 3 weeks individual attendance for each tutee
- Weekly attendance for each pupil is tracked by SLT lead and compared to previous weeks this is then shared with SLT and heads of years so intervention and support can be directed where needed
- Each half term data is shared with our education welfare officer

### Thresholds and escalation

Percentage	100% 😊		96% 😊	94% 😐	92% 😞	90% 😡	Less than 90% Persistent absentee
Number of days off	0 days off		Up to 8 days off	Up to 12 days off	Up to 15.5 days off	Up to 19.5 days off	Over 20 days off
Point of contact for Intervention and support	Form tutor		Form tutor	Form tutor, key worker, and HOY	HOY and key worker	HOY and SLT	HOY, SLT Education welfare officer
Intervention and support	Entry into prize draws and huge congratulations		Entry into Amazon prize draw	Letter home to encourage improvement in attendance, Form tutor report, phone calls and home visits	Second letter home and invited in for action plan meeting and discuss how we can support as a school, HOY report	HOY report, Frequent family meetings, Possible voluntary parenting contracts	SLT report, EWO input, Other external agencies contacted, Regular review of plans

### Persistent Lateness

- Students who fail to be punctual for registration or lessons on a regular basis will be placed on punctuality report to be monitored by Heads of Year/Form Tutors which will be signed daily by parents
- HOYs and form tutors may also use cumulative minutes late and the student will be asked to make that time up at social time or after school

### Persistent Absence

A student will be defined as a Persistent Absentee when they have been absent from school for 10% or more. Persistent Absence is a serious problem for students, leaving students at a considerable disadvantage and a safeguarding concern. Students who fall below 92% threshold will be monitored and supported to improve their attendance. Students whose attendance falls below 90% PA threshold will be supported by Education Welfare Officer and their attendance will be reviewed by SLT. Where appropriate Attendance Action Plans will be drawn up by the head of years in consultation with parents/carers and relevant external agencies, such as CAMHS.

## Appendix 1

### School Attendance Absence Codes

Code	Reason/Explanation
/ or \	Present in school during registration / = AM \ = PM
L	Late arrival before the register has closed
B	Off-site educational activity
D	Dual Registered - at another educational establishment
J	At an interview with prospective employers, or another educational establishment
P	Participating in a supervised sporting activity
V	Educational visit or trip
W	Work experience
C	Leave of absence authorised by the school
E	Excluded but no alternative provision made
H	Holiday authorised by the school
I	Illness (not medical or dental appointments)
M	Medical or dental appointments
R	Religious observance
S	Study leave
T	Gypsy, Roma and Traveller absence
G	Holiday not authorised by the school or in excess of the period determined by the head teacher.
N	Reason for absence not yet provided
O	Absent from school without authorisation
U	Arrived in school after registration closed
X	Not attending in circumstances relating to coronavirus (COVID-19) 2020-21 Only
X	Not required to be in school - This code is used to record sessions that non-compulsory school age children are not expected to attend.
Y	Unable to attend due to exceptional circumstances
Z	Pupil not on admission register
#	Planned whole or partial school closure

## Appendix 2

### Absence from School for Exceptional Circumstances information for Parents issued by East Riding council

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is **not an entitlement**. The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence from School for Exceptional Circumstances' Policy. Headteachers will not authorise absences if they believe it is to the detriment of a child's education. **Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.**

There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday.



If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete. Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

### Penalty Notices

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one day's absence equals two sessions and a five-day absence is equal to 10 sessions etc.).

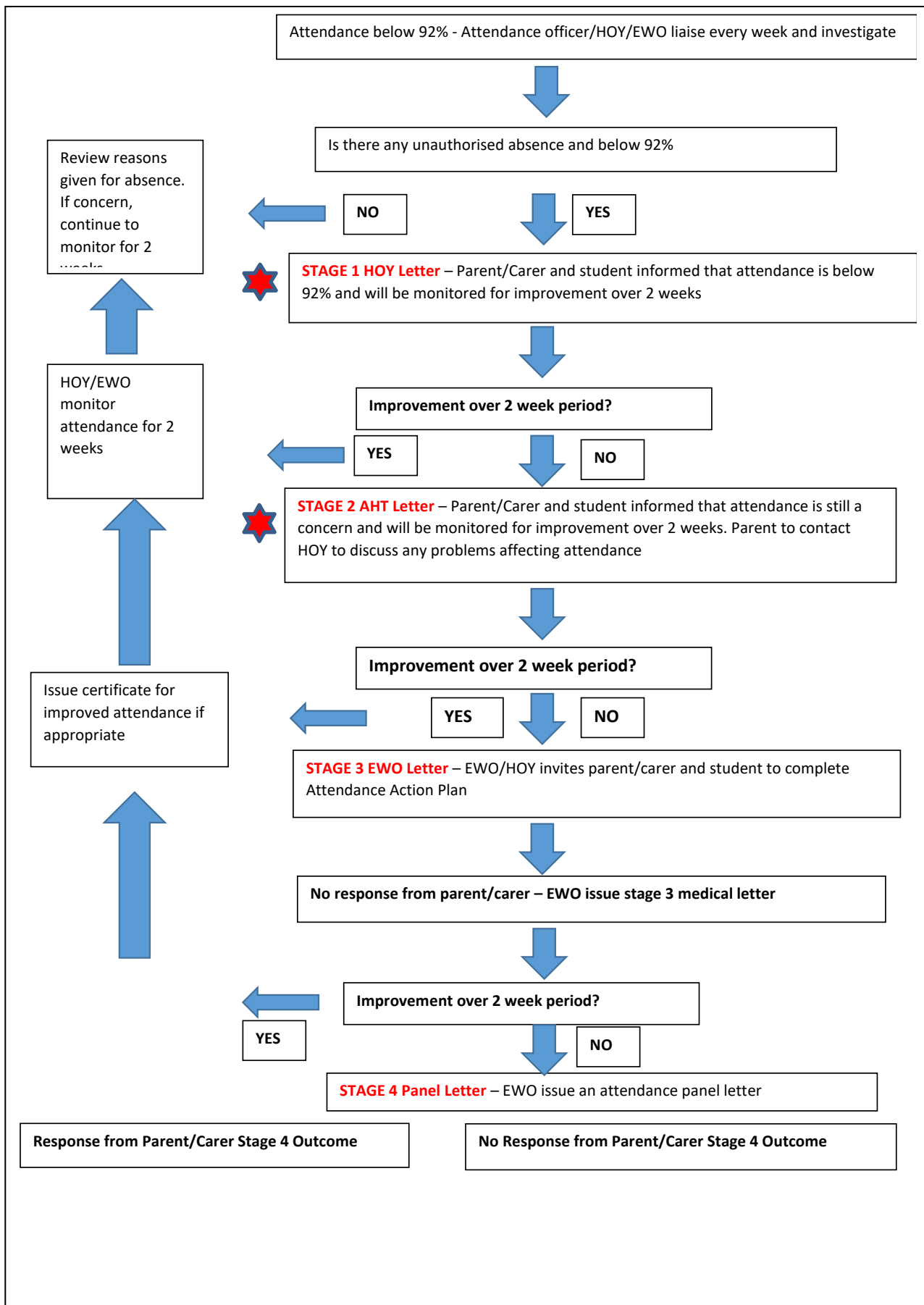
Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases, the warning is given on the absence request form and detailed within this information leaflet and no written warning will be given. Where parents do not follow school procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given. Parents must complete a request for exceptional leave form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform the parent of the decision.

Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. **For example, if your child is absent for one day this equals 2 sessions and a five-day absence is equal to 10 sessions.**

If your request is declined and you still take your child out of school each parent within your household may be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's school to discuss this.

**We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.**



Contact may be verbal rather than a letter eg Phone call home/informal meeting