



St Crispin's School Policy

Attendance Policy

Version Number	Date Created	Changes or reason for Update	Date Approved
V1		First Release	
V2	02/2007	New Mission Statement, and minor changes	03/2007
V3	03/2009	Reviewed No changes	03/2009
V4	07/2009	Includes Penalty Notices and revised Leave of Absence procedure	
V5	07/2010	Clarification of Leave of Absence criteria	9/2010
V6	11/2012	Reviewed. No changes	Nov 2012
V7	12/2014	Reviewed – minor changes. Note that the policy will be substantively rewritten shortly as SLT policy changes	03/2015
V8	12/2015	Rewritten	03/2016
V9	12/2016	Addition of Children Missing in Education and Annexes 3,4 and 5	03/2017

Next Review of this Policy is due 12/2018



The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable – (a) to his/her age, ability and aptitude, and (b) to any special educational needs he/she may have, either by regular attendance at school or otherwise.

Education Act 1996

Whilst it is the responsibility of parents/carers to ensure their children attend school, St Crispin's will seek to support and maximise the attendance of its students. Continued poor attendance, whether authorised or unauthorised, disrupts the continuity of learning and encourages disaffection.

Aims

In accordance with the Authority's aims for attendance St Crispin's will:

- Promote full attendance and develop strategies to prevent truancy, particularly post registration truancy and disaffection with school.
- Aim to maximize overall attendance.
- Aim to keep unauthorised absences to a minimum.
- Aim, through monitoring of individual student attendance, to intervene promptly where erratic or persistent poor attendance is occurring and at the earliest opportunity.

These aims relate directly to our ethos of excellence for all and we will ensure that we have:

- Enthusiastic and committed staff and students with a passion for learning.
- A fully comprehensive, co-educational and inclusive school that embraces innovation and celebrates achievements at all levels.
- A caring, stimulating and challenging learning environment.

Encouraging Attendance

Attendance at school is clearly an important pre-requisite for a successful and fulfilling school career. St Crispin's promotes a positive environment where students feel safe, known, respected and recognised through:

- Following our Rights and Responsibilities document which emphasises mutual respect.
- Celebrating high attendance each term with a 100% attendance postcard which recognises the student's excellent record and their parents'/carers' contribution to it.
- Recognising the individual needs of our students and supporting students accordingly.
- Praising and reinforcing good behaviour, effort and achievement.
- Involving students in the decision making process through an effective school council.



- Providing a physical environment that is well kept, stimulating and safe.
- Providing a relevant and interesting curriculum that meets individual needs and is reviewed annually to reflect changes in the needs of our students.
- Providing well planned and stimulating lessons.
- Providing appropriate support with personal, social and academic skills for individuals in need.
- Helping students to reintegrate following a long term absence in terms of relationships and catching up with work.
- Close monitoring of vulnerable students (SEN/EAL/PP/CLA/GRT) and providing early intervention so that attendance does not become poor.

(SEN = Special Educational Needs, EAL = English as an Additional Language, PP = Pupil Premium
CLA = Children Looked After, GRT = Gypsy, Roma, Traveller)

Responsibilities

St Crispin's is responsible for:

- Keeping regular and accurate records of AM and PM attendance and punctuality, monitoring individual students. (Period 4 is recognised as the official afternoon registration). Parents/carers are therefore able to be constantly aware of their child's attendance through INSIGHT.
- Contacting parents/carers when a pupil fails to attend and where no message has been received by 10am to explain the absence.
- Following up all unexplained absences to obtain explanations from parents/carers in a timely manner. It should be noted that, although parents/carers may offer a reason, only St Crispin's can authorise the absence.
- Seeking verifications from a GP or other relevant body in the case of long term or frequent absences.
- Meeting regularly with the Education Welfare Officer (EWO) to monitor and support attendance and punctuality.
- Monitoring erratic or poor patterns of attendance, referring to the Education Welfare officer where required.
- Identifying and monitoring post registration truancy.
- Informing the Education Welfare Service of any unauthorised absence over five school days.
- Establishing effective communication with parents/carers.



- Celebrating excellent attendance throughout our School, with certificates awarded to individual children during the academic year.

The Parent/Carer is expected to:

- Inform the school before 8.30 am on the morning of any absence, by telephone or email, indicating the cause of the absence. The parent/carer should contact the school on each day of their child's absence.
- Encourage regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Contact the school if they are experiencing difficulties in getting their child to go to school.
- Notify the school of any home circumstances that might affect the behaviour and learning of their child.
- Make every attempt to arrange dental appointments, medical appointments and holidays outside of school hours.
- Apply for authorisation of **ANY** absence whether it be a full or part day. Parents/carers should send to the school a signed paper copy of the Leave of Absence request form **at least one month** before the requested absence (Annex 1) (available electronically on the school website or from the school office). The school will endeavour to respond within five days of receipt of the form.
- Pupils are not allowed to leave the premises without prior permission from the school. For emergency medical and dental appointments, a letter or note in the child's planner will suffice. Please see Leave of Absence section below for further information.
- Report to the school office when collecting a child from school.
- Not come to the school to collect a child from the medical room unless a call has been made directly from the school office.

The Student is expected to:

- Appreciate the importance of good attendance and punctuality and the effect that both will have throughout their life.
- Recognise that a good record of attendance and punctuality will enable the school to provide a supportive reference for higher education or employment.
- Attend appropriately prepared for the day.
- Sign in and out at the student hatch when attending arriving/leaving the school site or attending an extra-curricular activity during the school day



- Speak to their subject teachers to check any homework that has been missed and request an explanation for any areas which need to be clarified.
- Discuss promptly with their class teacher, or an appropriate member of staff, any problems that may affect their school attendance.
- Not ring their parent(s)/carer(s) if they are unwell but to come to the student hatch.
- Apologise when they are late as a matter of courtesy.

The Educational Welfare Officer (EWO) is expected to:

- support schools, parents and pupils with the aim of ensuring and promoting good attendance and punctuality. However, the Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Leave of Absence

- School holidays, INSET days and examination seasons are published to all parents/carers via the school website with sufficient notice.
- Following DfE Guidance, in place from September 2013, absence in term time will only be authorised in "exceptional" circumstances.
- Leave taken without prior authorisation from the school will be recorded as an unauthorised absence and possibly referred to the Education Welfare Service.

Penalty Notices

Section 444 of the Education Act states that *"if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence."*

Wokingham Borough Council, through the Education Welfare Service, may issue a Fixed Penalty Notice or prosecute parents when children do not attend school regularly.

A Fixed Penalty Notice can be issued as long as the following criteria apply:

- overt truancy (including pupils caught on truancy sweeps)
- parentally-condoned absences
- unauthorised holidays in term-time –5 days or more
- excessive delayed return from authorised extended holidays without prior school agreement, i.e.2 days



- persistent late arrival at school (after the Register has closed) - i.e. 15 occasions in a half term period
- less than 80% attendance, the absences being unauthorised; during a 4 week period
- Other than in specific circumstances, the parent will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to affect improvement. Within the 15 day period, further unauthorised absence will trigger the issue of a notice without warning.

In exceptional circumstances the Local Authority reserves the right to:

- issue a Penalty Notice for a first offence
- issue a Penalty Notice without warning

The Fast Track framework promotes early intervention and aims to ensure that appropriate action is taken to tackle non-attendance as soon as attendance problems become apparent. Fast Track involves engaging the parent and specifying what improvements need to be made over a fixed time-frame (usually 12 weeks). Parents / Carers have the responsibility for ensuring that their child attends school regularly. Where a parent fails in this responsibility and no improvement is brought about within the specified time frame, legal proceedings are initiated in the Magistrates Court.

Once issued, the Fixed Penalty Notice can only be withdrawn if:

- Proof has been established that the Penalty Notice was issued to the wrong person
- The use of the Penalty Notice did not conform to Wokingham's Penalty Notice Code of Conduct.

Please be aware that for all unauthorised holidays the school is required to inform the Education Welfare Officer and a Penalty Notice may be issued without further warning. A Penalty Notice is issued per child, per parent/carer and requires payment of £60 within 21 days, or £120 within 28 days.

Persistent Absence

Persistent Absence is detrimental to a student's education and therefore the Assistant Head (Pastoral), Heads of Year and Attendance Officer closely monitor identified groups of students and, in particular, those whose absence is in danger of being greater than 10%. Attendance less than 90% of full session is classified as Persistent Absence (PA). The HOYs and Education Welfare Officer (EWO) regularly monitor all students below or close to 90% attendance and causes of particular concern may be discussed with professionals from the Local Authority, the Assistant Head (Pastoral) and SENCO. The Assistant Head (Pastoral) reviews the unauthorised absences on a regular basis and whole school attendance/absence rates are reported termly to Wokingham LA and in the DfE returns.

The Education Welfare Service may issue a Penalty Notice to parents/carers who are failing to secure their child's regular attendance and are not engaging with supportive measures to improve attendance proposed by St Crispin's and the Education Welfare Officer.



Punctuality

It is crucial that children arrive on time for tutor time at the beginning of each day. Lateness to school causes disruption to the student's learning and to that of others in the class and the teacher.

- Students' attendance is recorded in every lesson.
- Students late to school (past the 08:30 bell) are required to sign in at the student reception. This is then recorded by the Attendance Officer.
- At 9:30, a U code will be automatically entered for every student who has arrived to school late and no valid reason has been provided. This is an unauthorised absence.
- The school will work with students, parents/carers and outside agencies to reduce lateness at school.
- Persistent lateness by a pupil will initially be followed up by school staff and if not resolved will be referred to the Education Welfare Service.

Changing Schools

Should a parent decide to move their child to a new school, St Crispin's require confirmation of this in writing as soon as possible. A student cannot be removed from the school roll until:

- Confirmation has been received of the date they will be leaving and starting at the next school.
- The address of the new school has been supplied.
- A new home address, if applicable, has been provided.
- Contact has been made from the new school to confirm they have been admitted.

Once this information has been received, the student's records will be sent to the new school. Should the information above not be received, the student and family will be referred to the Education Welfare Service where, after four weeks, the student will be registered on the S2S website as missing in education.

Elective Home Education

Elective Home Education allows parents /carers to choose to educate children at home instead of sending them to school.

Should a parent wish to follow this route, they must put in writing a request to the Headteacher to remove their child from the school roll.



Children Missing in Education

A child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support.

Children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave school without clear indications of where they will be continuing their education will be dealt with in line with *Children missing education Statutory guidance for local authorities, September 2016*

The school will carry out daily registration and absences will be dealt with in accordance with this policy

Where there are any concerns of a child missing from education, the appropriate form will be completed and returned to Wokingham Borough Council (see annexes 3, 4 and 5).



Annex 1 – Leave of Absence Form

<h1 style="margin: 0;">St Crispin's School</h1> <p style="margin: 0;">Headteacher Ms Ginny Rhodes London Road, Wokingham, Berkshire, RG40 1SS</p> <p style="margin: 0;">Telephone: 0118 9781144 E-mail: contact@crispins.co.uk Web: www.crispins.co.uk</p>	
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LEAVE OF ABSENCE

St. Crispin's will not approve absence in term time unless special circumstances apply. Only in exceptional circumstances will absence be authorised for a student whose attendance is below 92% since regular and punctual attendance is not only a legal requirement but essential if students are to maximise their educational opportunities. (Attendance Policy can be found on the About the School section of our website www.crispins.co.uk or a paper copy can be requested from the school.)

To apply for Leave of Absence for your son/daughter, please complete the section below and return to the school office.

Applications for absences of 4 days or less should be made **at least two weeks** before the required absence.

For absences of 5 days or longer your request should be made **at least a month** in advance.

The school will endeavour to respond to your request within 5 working days via the Attendance Officer.

Your son/daughter will be expected to speak to their class teachers regarding work missed during this period.

Please be aware that for all unauthorised holidays the school is required to inform the Education Welfare Officer and a Penalty Notice may be issued without further warning if the holiday is for 5 days or more. A Penalty Notice is issued per child, per parent/carer and requires payment of £60 within 21 days, or £120 within 28 days. (More details are available from the Education Welfare Service.)

Student's name:

Tutor Group:

Date of Application:

Reason for absence (must be completed)

(If the absence is for religious observance, please include the name and contact details of your place of worship)

.....
.....
.....
.....

Absence Period from (1st day of absence).....to (last day of absence).....

Number of school days to be missed

Signature of Parent/Carer Date

Name of Parent/Carer (please print).....

Name(s) of sibling(s) and school



School use only

Attendance to date:%

Unauthorised absence to date:%

Leave of Absence days granted to date:

Leave of Absence authorised Y/N Code



Annex 2 – Parents and Students Attendance Guide



St. Crispin's
Excellence for all

Attendance

A Guide for Parents & Students

The Key to Academic Success is
EXCELLENT ATTENDANCE at School

Why is school attendance so important?

- Your child will have access to a safe learning environment
- Your child will receive the full-time education to which they are entitled
- Your child will achieve success with their learning at school
- Your child will have better choices when they leave school

Medical Room Procedures

If a student feels unwell, they should go to the Medical Room. They will be assessed and parents will then be contacted directly by the school should the student need to be collected.

If a student contacts you directly, please contact the school before coming in.

Leave of absence

For emergency medical/dental appointments, please put a note in your child's planner or contact the Tutor/HoY directly.

For ALL other absences, please complete a leave of absence form which can be found on the school website.

www.crispins.co.uk/wp-content/uploads/2014/01/LEAVE-OF-ABSENCE-FORM-updated-2nd-July-2015.pdf

Please return the form FAO of the Student Administrator, via the Main School Office.

Holidays During Term Time

Holidays during Term Time have a detrimental effect on learning. A student who takes a 10 day holiday during an academic year will only attain 94.7% attendance, on the condition that they attend every remaining school day.

If a student is then ill, each additional day they are absent from school will reduce their total attendance by 0.5%.

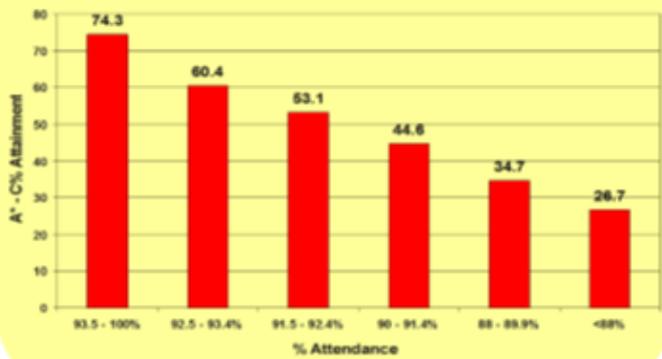
Holidays in term time will affect your child's achievement.

No holidays will be authorised at St Crispin's and those of 5 days and over will be issued a Penalty Notice by the Education Welfare Service.

Attendance and Attainment

A student's chances of success are severely reduced by low attendance.

Chances of Success at GCSE



% Attendance	A* - C% Attainment
93.5 - 100%	74.3
92.5 - 93.4%	60.4
91.5 - 92.4%	53.1
90 - 91.4%	44.8
88 - 89.9%	34.7
<88%	26.7

Attendance and Punctuality is taken seriously at St Crispin's. The Education Welfare Officer works closely with the school on all punctuality and attendance concerns.

Students falling below 90% attendance fall into the PERSISTENT ABSENCE category and could be subject to parenting contracts and orders, penalty notices or prosecution.

If your child falls below 95% attendance or has odd days off from school resulting in failure to complete full school weeks you will be contacted by the school to discuss how we can work together to raise this.

If no reason for a child's absence has been received after two weeks, this will be marked as an unauthorised absence.

If there are any questions/problems please contact your child's Head of Year or Mr Blyth on 0118 9781144 and we will endeavour to support you

To report an absence please use INSIGHT or phone the school on 0118 9781144 and press option 1

Please follow these procedures for every day of absence

PLEASE SUPPORT YOUR CHILD WITH THEIR EDUCATION BY MAKING SURE THAT THEY ATTEND SCHOOL REGULARLY



Annex 3 – Missing Pupil Form



**WOKINGHAM
BOROUGH COUNCIL**

Missing Pupil Form

This form is to be used in conjunction with 'Children Missing Education policy'

School	
Child's Name	
Date of Birth	
Ethnicity	
Date Missing	
Subject to Pupil Premium	
First Language if not English	

Please tick (or leave blank if unknown). Please provide any further comments/concerns overleaf.

	Yes	No
1. Has the child gone missing with their family?		
2. Is the child in care or have a child protection plan?		
3. Is there planned or current Children's Social Care involvement (e.g. an initial assessment or a section 47 assessment)?		
4. Is the child subject to a Child in Need Plan?		
5. Is this child a Young Carer?		
6. Is there good reason to believe that the child may be the victim of a crime?		
7. Have there been past concerns about this child and family which together with the sudden disappearance are worrying? e.g:		
a. Is there any known history of substance or alcohol dependency within the family?		
b. Is there any known history of domestic violence?		
c. Is there concern about the parent/carer's ability to protect the child from harm?		
8. Are there health reasons to believe that the child is at risk? e.g:		
a. Does the child need essential medication or health care?		
b. Was the child noted to be depressed prior to their unexplained absence?		
9. Are there religious or cultural reasons to believe that the child is at risk (e.g. rites of passage or forced marriage planned for the child)?		
10. Have there been any past concerns about the child associating with significantly older young people or adults?		
11. Is the child new to the Country or recently returned to the UK?		
12. Is this child/family Asylum Seekers?		
13. Has there been a recent, sudden or unexpected change in the child's behaviour?		



Has a referral been made to:		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Education Welfare Service
<input type="checkbox"/>	<input type="checkbox"/>	Children's Social Care
<input type="checkbox"/>	<input type="checkbox"/>	Police
<input type="checkbox"/>	<input type="checkbox"/>	Any other service (please define)
<input type="checkbox"/>	<input type="checkbox"/>	If referral made to EWS have all relevant documents been included?

Q1 – If the answer is 'yes' to this question then consider recording as unauthorised absence unless other risk factors are known.

Q2 to Q9 - If the answer is 'yes' to any one of these questions and there are further concerns please contact your designated Child Protection lead and/or social care for advice.

If in the case of any immediate danger always contact 999 emergency services as appropriate.

Name of person completing form _____



Annex 4 – CME Referral Form

EDUCATION WELFARE SERVICE
CME REFERRAL FORM



WOKINGHAM
BOROUGH COUNCIL

Please complete this form in conjunction with the "Pupil Missing Form"

Name:	Name of School:
DOB:	Male/Female:
Last Known Address:	Believed to have moved to (Area/Country)
Parent/carer Name:	Relationship:
Address:	
Parent/carer Name:	Relationship:
Address:	
Contact Telephone Numbers:	
Home:	Mobile:
Parent/Carer Email Address:	
Known Sibling (s), Name(s)	Known Sibling (s) Ages and School (s)
Are you aware of any reason that the CME officer should NOT make a home visit?	
No	Yes



Please provide a brief description of concerns and chronology of recent contacts with parent/carer. Please include any additional information that may help locate the pupil e.g. alternative addresses; other significant family members/contacts with contact details; possible alternative names:

Referred By:
Contact Number:
Date:



Annex 5 – CME Referral Form – School Exit Form



WOKINGHAM
BOROUGH COUNCIL

Children Missing Education – School Exit Form – Statutory reporting to WBC

Pupil Name	DOB	NCY	Parent(s) name and address	Telephone number – Mobile and Landline	Pupil's future address and/or destination school	If applicable, ground in regulation 8 under which the pupil's name is to be removed from the admission register	Date added to register	Date removed from register