



REDRUTH SCHOOL

Attendance Policy

This policy was adopted in June 2018

The policy is to be reviewed in June 2020

**The name of the designated individual is:
Alex Kettlewell**

Attendance Policy

Principles

We strive to provide a welcoming, caring environment whereby each member of the school community feels valued and safe.

Maintaining and improving attendance of the whole school, or groups of individual students requires persistent vigilance in every school.

Redruth School is committed to providing a full and efficient educational experience for all students. We believe that if students are to benefit from education, good attendance is crucial. As a school, we do all we can to ensure maximum attendance for all students. Any problems that impede full attendance are identified and addressed as speedily as possible. It is the policy of our school to celebrate achievement. Our school actively promotes and encourages 100% attendance for all our students.

Our school gives a high priority to conveying to parents, carers and students the importance of regular and punctual attendance. All school staff work with students and their families to ensure this happens. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. To achieve this we:

- Provide an efficient and effective system of communication with students, parents and appropriate agencies to provide information, advice and support
- Provide an effective system of rewards and incentives which acknowledge the efforts our students make to improve their attendance or time-keeping
- Challenge the behaviour and attitudes of those students and parent/carers who give low priority to attendance and punctuality.

We fully support current government action to improve attendance, including measures designed to reduce holidays taken in term time, and therefore the school has made the decision not to authorise any holidays. Absence requests will only be authorised in exceptional circumstances.

Aims

The aims of this policy are to:

- Promote a welcoming atmosphere that makes students feel safe and valued
- Encourage good relationships between the school and parents/carers
- Stress the importance of good attendance and punctuality
- Ensure that attendance is monitored effectively and absence followed up quickly
- Ensure that all students receive suitable teaching and receive rewards for success

Intentions

By following this policy we ensure that:

- All staff are aware of the registration process and receive in-service training on registration regulations
- All staff complete registers at the beginning of each morning and afternoon session within 15 minutes of the start of the session
- All staff take a register for each lesson, to prevent truancy from individual lessons
- We encourage parents/carers to contact school early on the first day of absence
- We reward good and improved attendance of all students
- We promote positive staff attitudes to students returning after absence
- We analyse data and evaluate attendance procedures regularly
- We consult with all members of the school community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

Procedures

To support the key policy statements the following procedures are followed:

Raising Awareness of Attendance

We promote good attendance by making parents/carers, students and staff aware of its importance and their responsibilities.

- Attendance features on the agenda of Tutor meetings, Student Progress and Governor Meetings
- There is a named Governor with responsibility for Attendance. This is Elly Sheard.

The Role of Parents/Carers

- Regular liaison is used to reduce “authorised” absences and to educate and inform parents/carers so as to establish high attendance as a valuable feature of school life
- Details of each student’s record of Attendance are included in their progress reports and annual report sent home to parents/carers
- Parents/carers are informed and reminded of the importance of regular attendance and good punctuality through newsletters, parents’ evenings, school website, the main reception plasma screen and letters home
- Parents/carers of students are asked to contact the Attendance Officer on the first day of absence and every subsequent day unless notified in advance. Contact can be made by telephone on 01209 203727, by email to ktanner@redruth.cornwall.sch.uk or by text to 07624 811982. Reasons for absence must also be provided in writing to the Form Tutor or Attendance Officer upon return. Any attendance information received by the Form Tutor must be forwarded to the Attendance Officer promptly. The Attendance Officer will then code the student’s absence electronically and will keep a manual record of all telephone calls received
- If the Attendance Officer does not receive a message regarding absences, parents/carers will be contacted by text alert/phone. It is important that the school is made aware of any absence for students in the interests of their welfare and legal compliance

The Role of Students

- Registration is at 8.30am. Students are expected to be in school by 8.25a.m. Students arriving late for the school day during registration time are expected to go straight to tutor time (8.30 – 8.50) where they will be marked as late. Students arriving after tutor time are required to report to the Attendance Officer to sign in. Registers will close at 8.50am. There are consequences in place for lateness and persistent lateness; please refer to our Behaviour For Learning Policy (BFL Policy)
- Any student arriving to school after registers close at 8.50am, will be deemed as truanting unless a genuine reason can be provided to explain their absence. The school reserves the right to decide what is deemed a genuine absence. Such students will be coded in the register as 'U' (unauthorised late) without a genuine reason.
- Students who leave Redruth School for appointments before the end of the school day must have written permission from parents/carers and it must have been authorised by their Year Pastoral Leader or the Attendance Officer. On leaving the premises they must sign out with the Attendance Officer
- Students will be regularly informed about the importance of regular attendance and good punctuality through lessons, assemblies, Tutors, plasma screens and Attendance Weeks
- Students may be required to meet with Pastoral Leaders and/or the Education Welfare Officer (EWO) and or Attendance Officer to discuss any attendance concerns, following consultation with their parent/carer.

The Role of All Staff at Redruth School

- Redruth School makes use of an electronic system to record and monitor attendance. Each lesson staff record attendance via the SIMS network. All staff has access to SIMS. All teaching rooms have desk top PCs and all staff are provided with laptops and/or IPADs
- Redruth School's attendance record is maintained electronically and supervised by the Attendance Officer
- Any unexplained first day absences are promptly followed up by the Attendance Officer with a text or telephone call home to the parents/carers to ascertain the reason for the non-attendance
- The Form Tutor completes all explained outstanding attendance returns promptly using the approved codes to record absences. This is returned to the Attendance Officer promptly
- Should no parent/carer contact be forthcoming within 3 days, a letter is sent by the Attendance Officer requesting information regarding the student's absence
- A weekly update of Tutor Group attendance is presented to staff during tutor meetings
- Punctuality is monitored by all staff and appropriate action is taken to redress persistent late arrival at school or to lessons (refer to BFL Policy)
- Staff challenge students who do not arrive on time and seek a reason for lateness. Staff record the student's lateness electronically using the SIMS system
- Should a punctuality problem persist staff should inform the students Tutor and Year Group Pastoral Leader and parents/carers will be contacted. Further problems are referred to the EWO
- Information about Redruth School's expectations for attendance is included on our website

Students Returning After an Absence

Procedures are put in place to help Students catch up when they return after absence.

- Pastoral Leaders provide students who have been absent from school for a substantial period of time with a meeting to ensure a successful reintegration back into full time education. All strategies and support agreed at this meeting is clearly communicated to all staff and parents/carers
- Pastoral staff, particularly the Form Tutor, take special responsibility for encouraging students to attend school and helping them settle back in
- Subject faculties initiate procedures to help Students catch up with missed work.

Supporting Students with maintaining regular attendance

- Redruth School provides comprehensive pastoral support and offers advice and support to all students, as required, to ensure they can achieve regular attendance and achieve their potential
- Pastoral Leaders provide support and advice to all students and their families who may be struggling to achieve regular attendance. This may involve referral to other professionals or additional support from the Education Welfare Officer
- Redruth School staff ensure that any reasonable adjustments are made to enable students to maintain regular attendance, should they have medical needs that are preventing them from attending regularly
- Redruth School works alongside a number of agencies and offers appropriate referrals and access to Common Assessment Framework (CAF) to ensure the needs of students are identified and appropriate support is provided.

Dealing with Unexplained or Unauthorised Absences

Redruth School promotes regular attendance and supports any student that is struggling to achieve the expected level of 96% so they can maximise their potential. Unexplained absences and persistent absence is challenged and investigated. Parents/carers need to be aware that regular school attendance is a legal requirement under section 7 of the Education Act (1996). Parents/carers may be prosecuted for failure to ensure their child attends school regularly (s444, Education Act 1996).

- If a student is absent without explanation, Redruth School contacts the parents/carers as soon as is possible, via text alert or phone on the first day and each subsequent day unless notified in advance
- If a student is absent for more than three days without an explanation, Redruth School writes to the parents/carers, keeping a copy of the letter and recording the date it was posted
- If a student returns from an absence where an explanation has not been provided, Redruth School contacts the parents/carers asking why the student was absent
- All notes from parents/carers, text messages or records of telephone calls and medical certificates are dated and initialled by Redruth School. These will be stored in a secure place, as they may contain sensitive information
- All unexplained absences are discussed with the Education Welfare Officer to seek advice and consideration of further investigation

- If an explanation for absence is not satisfactory, or if the absence continues, Redruth School invites the parents/carers to school to discuss any difficulties that are preventing the student from attending. This is done as soon as possible, so that the problem is tackled early
- At Redruth School we update our absence records each week to detect short but frequent absences and identify any emerging patterns
- The Government does not encourage absences during school time for family holidays and Redruth School only authorises absences under “exceptional circumstances”. If a parent/carer wishes to request such an absence, they must complete the appropriate request form and submit it to school. The Education Welfare Officer makes a recommendation to the Headteacher following an investigation into the students’ attendance record and reasons given for the absence. Holiday absences that are not authorised by the Headteacher are referred to the Education Welfare Service (10 or more sessions in total) and are subject to the Local Authority (LA) issuing a Penalty Notice to the parent/carer.

It is important to note that any penalty notice issued must be addressed to one parent but a penalty notice may be issued to each parent liable for the offence and for each child in the case of parents taking their children out of school for unauthorised holidays in term time.

Role of the Education Welfare Officer and Pastoral Leaders

- To assist in the monitoring of attendance weekly printouts are provided to Pastoral Leaders (PL) and the Education Welfare Officer (EWO) by the Attendance Officer (AO)
- The Form Tutor and Attendance Officer must report any attendance concerns to the Pastoral Leaders. In cases of unauthorised absences contact with home by the AO is usually required immediately, following consultation with the PL
- Pastoral Leaders meet weekly with their Senior Leadership team (SLT) line manager and EWO to discuss attendance and identify students, strategies and actions
- The EWO meets separately with PL each week to review the attendance in their Year. The EWO is provided with data by the AO and follows up agreed absences which are below 90% or that are giving cause for concern
- Pastoral Leaders initiate a formal meeting involving Parents/carers, students and the EWO when attendance falls below 93% to complete an Individual Attendance Plan (I.A.P). This will involve setting targets, agreeing strategies and attaching rewards and sanctions to a contract, with an agreed date for review, which requires the signature of all parties
- Pastoral Leaders, the EWO and the Attendance Officer maintain an agreed list of students who have attendance problems. These students have regular attendance checks and immediate phone calls home are made when they are absent
- For students with persistent absence due to illness, the EWO/PL is asked to contact parents/carers. Following an investigation and an agreed IAP, the EWO/PL continues to monitor attendance and review the IAP should the attendance not improve. The EWO/PL may advise that parents/carers are asked to provide medical evidence to the school before any further absences are authorised
- Any student that continues to have persistent absence below 90% is formally referred to the EWO for investigation. This may involve visiting family homes. Continued persistent absences that are not authorised by the school may lead to the EWO initiating legal proceedings against parents/carers. This may involve penalty notices and /or prosecution in the Magistrates Court.

Redruth School Will Promote Good Attendance By:

- Sending letters of congratulations to good attendees
- Presenting certificates to those students who achieve 100% (99.2% and above) attendance at the end of each term, and the year
- Presenting certificates to those students who make a substantial improvement to their attendance
- Holding attendance clinics at which the EWO and PL meet with parents/carers and students where problems have arisen
- Agree Individual Attendance Plans (IAP) with students and parents/carers and review these regularly until attendance improves above 93%
- Sending letters to parents/carers of students who fall below the attendance threshold agreed between the school and Education Welfare Services currently 90%
- Promoting competition both between and within Tutor Groups/Houses to win attendance prizes
- Making Redruth School a place where students want to be.
- Seeking the views of all stakeholders (including students and parents/carers) on attendance
- Organising an attendance week during which all staff focus on attendance e.g. assemblies, PSHE/Citizenship, have coordinated visits from the EWO and other agencies.

Redruth School: Attendance Targets

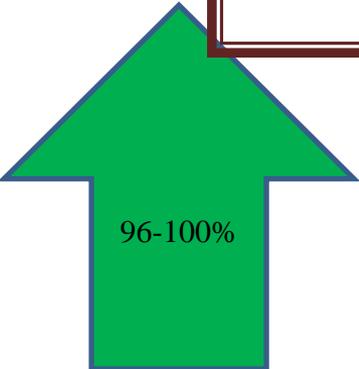
The target for the whole of Redruth School is 96% and above.

The target for Persistent Absences is 10% and below.

APPENDIX

- A** Encouraging good attendance of Redruth School
- B** Education Welfare Service Flowchart
- C** Attendance codes, descriptions and meaning
- D** Unexplained absence letter
- E** Attendance letter 1 (below 95%)
- F** Attendance letter 2 (below 93%)
- G** Attendance letter 3 (below 90%)
- H** Exceptional circumstances Absence request form
- I** Request not accepted
- J** Request accepted

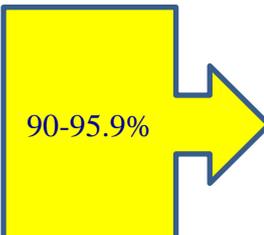
Encouraging Good Attendance at Redruth School



96-100%

**EXCELLENT
ATTENDANCE
WELL DONE!**

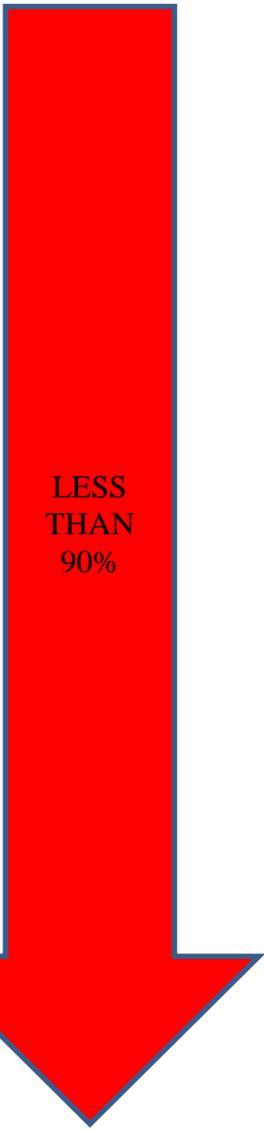
*Praise and rewards-
attendance certificates.*



90-95.9%

**UNSATISFACTORY
ATTENDANCE**
Student at risk of underachievement

*Letter 1
Early support letters sent
out by TAK if below 95%.
Letter 2
Below 93% IAP – Pastoral
and Progress Leads.
Medical evidence*



LESS
THAN
90%

**PERSISTENT ABSENTEE - ANYONE
BELOW 90%**

Considered by the Government to be a Persistent Absentee and to be at risk of the potential for negative impact on future life opportunities.

SCHOOL WILL:

- Offer appropriate support
- Discuss concerns with Parents/Carers
- Invite Parents to attendance clinics
- No longer automatically authorise absences and therefore may require medical or other evidence to support absences.

Attendance closely monitored by school and targets set for immediate and sustained improvement.

School will closely monitor attendance and refer to the EWO if no immediate and sustained improvement.

The EWO will investigate absences and consider if Local Interventions are necessary and appropriate.

*Letter 3
Referral to the EWO*

*Pre attendance referral
and the start of the legal
route:*

- 1st Warning
- EPM
- Final Warning
- 10 further unauthorised absences
- Court

*Under 90% with 10
unauthorised absences we
have got to have
interventions, TACs, all
referrals in place.*

ATTENDANCE

Why is school attendance so important?

Recent research has demonstrated that this is a clear link between poor attendance at school and lower academic achievements.

Attendance over One School Year

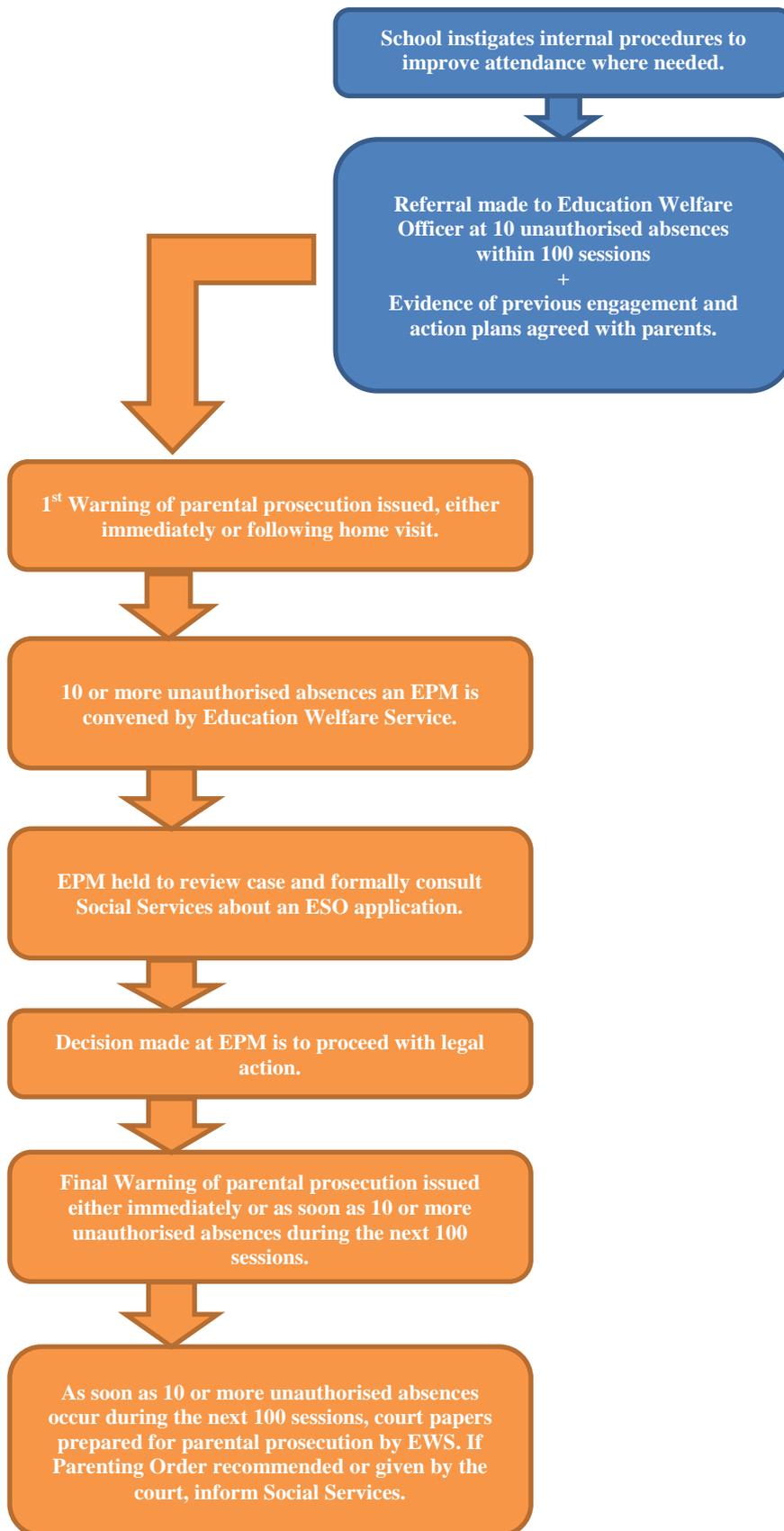
Percentage	Weeks absent form school
96% This is the minimum Redruth School target	1 week
95%	2 weeks
90%	4 weeks
85%	5 ½ weeks
80%	7 ½ weeks

Attendance over Five School Years

Percentage	Weeks absent from school
96%	6 weeks
95%	10 weeks
90%	19 weeks
85%	29 weeks
80%	39 weeks (one whole academic year missed)

Attendance of 90% or less is described as persistently absent by the Government.

EWS Flowchart



Attendance codes, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised Absence
D	Dual Registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised Absence
H	Family Holiday (agreed)	Authorised Absence
I	Illness (not medical or dental etc. appointments)	Authorised Absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
P	Approved Sporting Activity	Approved Education Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after register closed)	Unauthorised Absence

CODE	DESCRIPTION	MEANING
V	Education Visit or Trip	Approved Education Activity
W	Work Experience	Approved Education Activity
X	Non-Compulsory School Age Absence	Not Counted in Possible Attendances
Y	Enforced Closure	Not Counted in Possible Attendances
Z	Pupil Not Yet On role	Not Counted in Possible Attendances
#	School Closed To Pupils	Not Counted in Possible Attendances



REDRUTH SCHOOL

Tolgus Vean • Redruth • Cornwall • TR15 1TA
Tel: 01209 203700 • Fax: 01209 313604
Email: enquiries@redruth.cornwall.sch.uk

Headteacher: **C Martin, BA (Hons)**

SALUTATION
ADDRESS

DATE

Dear **SALUTATION**

NAME REG

According to our records, NAME has been absent for the periods shown below.

Period of Absence

We are legally required to record reasons for absence from school.

I would be grateful if you could complete the slip below to explain why NAME was absent in order to update HIS/HER records.

If we do not receive a response within ONE week of this letter the absence will be recorded as unauthorised.

In future please could you ring the school on each and every day of NAME's absence.

Yours sincerely,

Kirsten Tanner
Attendance Office
Direct line: 01209 203727



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SALUTATION
ADDRESS

DATE

Dear **SALUTATION**

NAME YEAR REG

Redruth School and the Education Welfare Service recognise that attending school regularly and on time has a positive impact on learning, progress and achievement and will best prepare our students for their adult life.

Following routine monitoring of all students' attendance at school, it has been identified that NAME's attendance is below 95%. This is below national school average and unacceptable at Redruth School.

We accept that there may well be genuine reasons for absence, such as illness or routine medical appointment but «his_her» attendance is now at «**percentage_attendance**» and we have a duty to inform you that your child's attendance is now considered unsatisfactory.

We hope that by bringing this to your attention you will support school to ensure your child gains the greatest benefit that they can from their education, by regular school attendance.

The government expectation is for all students to be achieving 95% attendance or above in order to maximise their educational opportunities.

Please feel free to contact me on 01209 203721 to discuss any issues or concerns you feel may be impacting on your child's ability to establish and maintain a regular attendance pattern.

Yours sincerely

Mrs A Kettlewell
Senior Assistant Headteacher
01209 203721



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Headteacher: **C Martin, BA (Hons)**

SALUTATION
ADDRESS

DATE

Dear **SALUTATION**

NAME YEAR REG

Following my previous letter informing you that your child's attendance had fallen to below 95%, I have now identified through continued monitoring, that **NAME's** attendance has deteriorated further to «**percentage_attendance**».

As **NAME's** attendance has fallen **below 93%**, in accordance with school's policy on absence, the decision has been made **not to authorise any further absence** without receipt of medical evidence.

This can include a practitioner note, appointment card and/or labelled medication.

Please be aware that should your child's attendance at school fail to improve, we will have no alternative other than to pass the matter to our Education Welfare Officer, who will contact you at home to discuss your child's poor school attendance.

Should you require any further information, please do not hesitate to contact me on 01209 203721

Yours sincerely

Mrs A Kettlewell
Senior Assistant Headteacher
01209 203721



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Headteacher: **C Martin, BA (Hons)**

SALUTATION
ADDRESS

DATE

Dear **SALUTATION**

NAME YEAR REG

You will be aware that I have written to you on two separate occasions to inform you of school's concerns in respect of your child's absence from school.

Your child's attendance at school has deteriorated further and NAME is currently only achieving «**percentage_attendance**»%. As a result of this, your child has now moved into the **persistent absentee (PA)** bracket.

Absence at this level is doing considerable damage to your child's education and will seriously affect their learning. Redruth School is committed to ensuring your child achieves their full potential and recognises that this can only be accomplished with your assistance.

We have been left with no alternative other than to refer the case to the Educational Welfare Service for their consideration.

If wish to discuss help or support with any aspect of attendance please do not hesitate to contact myself on 01209 203721 or Rachel Jarman, Education Welfare Officer, on 01872 323400.

Yours sincerely

Mrs A Kettlewell
Senior Assistant Headteacher
01209 203721



REDRUTH SCHOOL

Exceptional Circumstance Absence Request Form

Research has proved that good attendance at school is important and is directly linked to students' attainment. Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

From September 2013, the following changes to School Attendance Legislation came into effect:

Any request from a parent to take their child of compulsory school age out of school during term time can only be granted in exceptional circumstances

If you do wish to take your child out of school during term time, you will have to demonstrate that there are 'exceptional circumstances' and this will be at the discretion of the Headteacher.

If you take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and / or custodial sentences.

NB. It is highly unlikely we will be able to authorise any absence for years 9, 10 & 11 due to exam commitments

Student name: _____ **Tutor Group:** _____

First Day of Requested Absence (date):	
Last Day of Requested Absence (date):	
Total amount of school days requested:	
Reason for absence (Please detail the exceptional circumstances for this request):	

Parent/carer signature _____ Date: _____

For School Use

Attendance History:	Current Year:		Authorised:	
	Previous Year:		Unauthorised:	



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SALUTATION
ADDRESS

DATE

Dear **SALUTATION**

I am writing regarding your request to take NAME out of school on DATE until DATE.

The law states that a planned absence from school should only be authorised for students in exceptional circumstances. Here at Redruth School, we recognise that there are occasions when it is appropriate to authorise an absence; we look at each request on its own merit, taking into account purpose, attendance and study history and seldom authorise a request for students in Years 9, 10 and 11 due to exam commitments.

Under the circumstances, we regret that on this occasion we are unable to authorise your request for absence. If NAME does not attend school on the dates concerned, the absence will be recorded as unauthorised.

If you decide to still take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and / or custodial sentences.

Yours sincerely

Mrs A. Kettlewell
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Headteacher: **C Martin, BA (Hons)**

SALUTATION
ADDRESS

DATE

Dear **Salutation**,

Further to your request to take **NAME** out of school on DATE until DATE, I am writing to confirm that this has now been authorised.

We rarely authorise requests for absence during term time, however in this instance we believe these are exceptional circumstances.

This decision is based upon your child maintaining good attendance up to the first date of the requested absence.

Yours sincerely

Mrs A. Kettlewell
Senior Assistant Headteacher
01209 203721