



Attendance and Punctuality Policy

Member of Staff Responsible:	Mr Dearman, Director of Pastoral Care
Date policy was previously approved:	July 2020

Agreed by:

J Horton Chair of Governors	July 2020
B Riggott Headteacher	July 2020





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Statement of Intent

Parkside Community School believes that, in order to facilitate teaching and learning, attendance and punctuality in line with school expectations is essential. We are committed to promoting the essential importance of attendance and punctuality as this secures a positive school environment and climate for learning.

Pupils must **care** about the **choices** of attendance and punctuality they demonstrate and fully understand the impact their attendance and punctuality have on their **future**. By making pupils accountably for the choices they make, we believe pupils develop the characteristics and values that will enable them to be positive contributors to society both throughout their time at Parkside and beyond.



Good attendance and punctuality at the school facilitates a good education and future career prospects and minimises the risk of pupils becoming involved in antisocial behaviour or becoming victims or perpetrators of crime or abuse. Children's social skills are enhanced by regular attendance.

Parkside Community School agree to:

- Promote full attendance at the School.
- Reward pupils and celebrate the success of pupils who achieve 100 per cent, 96 per cent or improved attendance.
- Challenge pupil attendance where it falls below the minimum school of expectation of 96%, ensuring appropriate levels of support and intervention are maintained.
- Share the responsibility for promoting the School's attendance amongst pupil, parents, school members and the wider school community. to monitor, support and intervene where attendance is a cause for concern and falls below 90% (the national measure for persistent absence).

Responsibilities

The Education Act 2004 states that all children of compulsory school age (five to sixteen) must receive a suitable full- time education. Parents/carers are legally responsible for making sure their son/daughter attends regularly.



Parkside Community School Attendance



**ATTEND TODAY
EVERY DAY COUNTS
ACHIEVE TOMORROW**

100%
Attendance

190 days of education.

0 days absence.

Pupils have the best chance of success and exceeding expected progress.

96%
Attendance

School Minimum Expectation

182 days of education.

8 days absence.

Pupils have a strong chance of success and making expected progress

90%
Attendance

171 days of education.

19 days absence.

Pupils have less chance of success and will find it harder to make expected progress.

85%
Attendance

161 days of education.

29 days absence.

Pupils are at serious risk of underachievement which could significantly limit their future life chances.

**EVERY
MINUTE
COUNTS**

5 minutes late per day 3 days of lost learning per year
10 minutes late per day 6.5 days of lost learning per year
15 minutes late per day 10 days of lost learning per year
20 minutes late per day 13 days of lost learning per year
30 minutes late per day 19 days of lost learning per year



1. Why attendance matters

If pupils are to achieve their potential, attendance and punctuality in line with school expectations is critical. The link between attendance and achievement have been proven by the Department for Education (DfE).

We believe all pupils want to achieve the very best examination results that they can. Irregular attendance, can, however, have a significant impact on pupil achievement:

- Of pupils who miss more than 50 per cent of school, only three per cent managed to achieve five grade 4 and above GCSEs including English and Maths.
- Of pupils who miss between 10 per cent and 20 per cent of school, only 35 per cent manage to achieve five grade 4 and above GCSEs including English and Maths.
- Of pupils who miss less than five per cent of school, 73 per cent achieve five grade 4 and above GCSEs including English and Maths

2. Attendance and Punctuality Team



The Attendance Team form part of the Parkside Support Centre and has the following core leadership and management structure:

Role	Member	Summary of responsibilities
Governor	Mr J Ryan	Accountability and Impact
Strategic Lead	Mr D Mills	Deputy Headteacher, Strategic impact and intervention
Strategic Lead	Mr G Dearman	Director of Pastoral Care. Strategic intent and policy lead.
Attendance Officer	Miss B Platts	Operations lead related to attendance systems, processors and Attendance Intervention Programme.
Early Help Officer	Mrs D Michell	Operations lead on interventions for pupils with attendance below 90 per cent.

3. Promoting attendance

Staff and pupils at Parkside Community School are fully aware of the School expectations surrounding attendance.

- Regular assemblies take place in school highlighting the importance of attendance
- Weekly attendance figures are given for each mentor group and pupils are given time to write their weekly and their cumulative year to date attendance figures in their Pupil Record.
- Rewards given for excellent, good and improved attendance
- Rewards given to mentor groups for achieving the best attendance
- Informative displays regarding attendance in school



4. How do we report attendance and punctuality to parents/carers?

We accept that parents/carers may become confused about what good attendance is. In tests and/or assessments, a score of 85 percent would be viewed as positive. In terms of attendance, a score of 85 percent would be a significant concern as it falls below the Department for Education (DfE) minimum expectation of 90 percent. **For this reason, we report the number of days absence of pupils to parents/carers** to ensure the full impact is understood as 85 percent attendance equals 29 days or one-month absence from school. The relationship between attendance and absence is as follows:

Attendance	Number of days absence from school
100 percent	0 days absence per year
96 percent (minimum school expectation)	8 days absence per year
90% attendance	19 days absence per year
85% attendance	29 days absence per year

5. Punctuality - Every minute counts for your child's attendance

5 Minutes late per day	3 days of lost learning per year
10 Minutes late per day	6.5 days of lost learning per year
15 Minutes late per day	10 days of lost learning per year
20 Minutes late per day	13 days of lost learning per year
30 Minutes late per day	19 days of lost learning per year

Parents/carers are responsible for ensuring that their son/daughter arrives at the school punctually.

Pupils must arrive at the school no later than 8.35am.

Registration begins at 8.40am.

Registers are taken every lesson.

Members of the Senior Leadership Team are deployed at the school gates to monitor pupil punctuality. Should a pupil not arrive on time, their name will be recorded and they will serve a social time sanction.

The Attendance Team will contact you if we have concerns about punctuality and ask that you support our sanction procedures. We will endeavour to text you if your child is late. Pupils who are late to school and/or lessons will receive a social time sanction. During the sanction, a member of the Senior Leadership Team will support pupils to learn how to make the correct future choice by teaching them how their current punctuality is impacting their learning.



6. The role of parents/carers in supporting attendance and punctuality

Parent/carers have the most impact on supporting attendance and punctuality and are therefore expected to:

- Ensure pupils arrive on time each day, well equipped and in a fit state to learn.
- Take an interest in the education of their son/ daughter by talking to them about the school and by attending school events including Parents Evenings.
- If you are aware that your child will be absent from the School – please write a note explaining the absence and send it to the form tutor.
- Contact the Attendance officer from 8.00am on 01246 273458 to inform of any absences.
- Inform the school immediately if there are any matters that arise that may affect the attendance of your son/daughter.

It is the School's policy that all absences should be accounted for either by a note or telephone call from parents or carers.

If absences are unexplained, a telephone call or text home will be made on the day of the absence and a reason for the absence sought. If the school is unable to gain an acceptable explanation for an absence it will be recorded as unauthorised and may contribute to future prosecution proceedings.

7. Reasons for absence

Authorised absence: is absence with permission. This includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health.

Medical and Dental appointments, where possible should be made for after school or during school holidays. The school understands that this isn't always possible, however, pupils should attend school prior to or following a medical/dental appointment and avoid a full day's absence.

Unauthorised absence: is absence without permission. This includes any unexplained or unjustified absences e.g. term time holiday or a shopping day

Holidays in Term Time: At Parkside Community School we strongly discourage the taking of holidays during term time. As you are already aware, Parkside Community School no longer authorises term time holidays. The Local Authority are informed of any term time holidays taken and a penalty notice issued to each parent/carer for each child taken out of school for a term time holiday. A Penalty Notice is a fine of £60.00 which increases to £120.00 if not paid within 21 days. Unpaid Penalties may result in legal action. This has brought the School in line with other Academies and the guidance set by the government.

52 weeks in a Calendar Year

39 weeks in a school year

13 weeks holiday

Please consider the following if you are thinking of taking a holiday during term time.

- During one weeks' absence your child will miss approximately 25 hours of their education.



- If your child has a one-week holiday during term time and one week of illness during the school year they may fall below the school target and could be at risk of the National figure of 90% for persistent absence.
- Research shows that children taken out of school may never catch up on work they have missed. It may affect their exam results and the progress they make at school.
- Every school day counts if your child is to maximise their potential.

Exceptional leave: An application for absence must be made, for all pupils, in advance of any prolonged period of absence. DfE guidance states that if an absence request is not received prior to the absence then it cannot be authorised. This also includes absence as a result of holidays. Parkside Community School will ask you to complete an exceptional leave form prior to the absence.

8. Persistently absent pupils (PA)

At the end of each term Parkside Community School, along with all other schools and Academies in the country, has to submit the names of the individual pupils who have attendance below 90% (this is the national measure for persistent absence).

9. Parental Prosecution

An appearance at the Magistrates Court and the possibility of receiving a Parenting Order or a fine of up to £2500 for each parent/carer, a community order or a jail sentence up to 3 months.

10. Education Supervision Order

This is a strategy used to work in partnership with families and schools, and sometimes other agencies to bring about a return to regular schooling. The application is heard by the Family Proceedings Court where Magistrates have the power to grant the Order.

Parkside Community School will actively support of parents/carers to fulfil its mission of Achievement with Responsibility. The School seeks to develop an effective partnership between home and the School based on mutual understanding and trust.



11.Attendance Intervention Programme

Where a child attendance falls below 90% attendance, they are classed as persistently absent. When attendance falls close to or below 90%, you will be contacted via letter or telephone to say that you and your child will be placed on the Attendance Intervention Programme. If there is no improvement in attendance, you will be invited in to a meeting with the Attendance Officer and/or Early Help Officer. At this panel meeting, we will discuss the barriers to attendance for your child. If you fail to attend this meeting, the Attendance Intervention Programme may begin in your absence. Following this, if attendance continues to fall, the school will seek prosecution proceedings that may lead to you being issued with a penalty fine. A summary of the graduated response that leads to the implementation of an Attendance Intervention Programme for a family is as follows:

