



Two Boats School

Attendance Policy

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Attendance Policy

Legal Status:

Complies with Part 3, paragraph 17 of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

Applies to:

- the whole school inclusive of activities outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

Other relevant documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Admissions Policy
- Inclusion Policy
- School attendance: Guidance for maintained schools, academies, independent schools and local authorities <https://www.gov.uk/government/publications/school-attendance>

Availability:

- This policy is made available to parents/guardians, carers, staff and pupils from the school office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head teacher.
- The Governors undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: September 2021

Tania Maggott
Head Teacher

Introduction

- We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.
- We do all we can to encourage the children to attend and to put in place appropriate procedures. 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.
- The Proprietors are responsible for making sure the school keeps Admission and Attendance registers in accordance with the regulatory requirements. For all day pupils of compulsory school age our attendance register records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised. The Proprietors also ensure that a compliant admissions register is also kept.
- The school calendar, dates when the school is open, our term dates and Calendar of Events can be obtained from the school office. The Head teacher will notify parents and carers of any school emergency closures for such things as extreme weather.

The Role of the Parents/Guardians/ Carers

Parents/guardians/carers have the legal responsibility for ensuring that children of compulsory school age 5 to 18 receive a suitable education, either by regular attendance at school or otherwise.

The Role of the School

The school is required to maintain two registers:

- An Admission Register (known as the School Roll)
- An Attendance Register.

The Admission Register

This gives particular information about pupils who are currently registered as attending our school. For the purposes of day to day management of the school admission register will be contained within the school database, although selected information will be printed and placed in key location (such as school office and the Head teacher's office, to facilitate ease of access of information). The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of www.opsi.gov.uk. For each pupil, the admission register will contain:

- Name in full
- Sex
- Name and address of every person known (at least two) to be a parent or carer of the pupil (and an indication of the parent with whom the pupil normally resides)
- At least two telephone number at which the parent or carer can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- An indication of boarding/care order or day attendance (external placements)

Attendance Register

The School is required to ensure that the attendance register for all pupils on the school roll is taken twice a day – once at the start of the morning session and once during the afternoon session. Our School values attendance at school and students who complete 100% attendance each term will be celebrated during the end of term celebration assembly and awarded with a 100% attendance certificate. Each pupil must be marked on the register in one of the following categories:

- Present
- Engaged in an approved educational activity away from the school site (approved by the Head teacher and supervised by a person approved by the Head teacher, including sporting activities, educational visits or residential trips)
- Absent

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- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)
- Taking authorised absence (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

Guidance on the codes to use when marking the register can be found in the front of the register.

Class teachers in liaison with the school administrator will be responsible for monitoring attendance in their class and the administrator for following up absences in the appropriate way. If a pupil is absent, the class teacher should report this to the school administrator who will record on the register whether or not the absence has been authorised by the school. Parents/guardians/carers cannot authorise absence – it is the school that decides how to classify absences). Authorised absence is where the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification of absence (e.g. illness). All other absences are treated as unauthorised. Authorised absences include: medical or dental appointments, days of religious observance, visit's to future schools, exclusion, family bereavement and special occasions (e.g. weddings). All requests for absence must be made in writing to the Head teacher, giving the school plenty of time to consider the request.

If a pupil is absent without explanation when the register is called, school staff will normally contact the parents/guardians/carers the same day whenever possible. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence. Under education law, parents/guardians/carers may request absence for their children from school for family holiday. It is schools to determine whether or not they agree to a family holiday during term time. Schools may authorise absence for the purpose to a maximum of 10 school days in any school year. Our School feels that family holidays should be taken when the school is not in session, unless there are exceptional circumstances.

Failure to Attend School

If there is concern about a child's absence, the teacher will contact the school office and this will immediately be followed up by the Head teacher. If a child fails to regularly attend school then the parent/carer/guardian is guilty of an offence (Educational Act 1966). Initially, the school will try to resolve any problems, but in the case of continued absence the school will contact social worker and it is likely the social worker will work closely with the parents, pupil and school to resolve issues and develop strategies to improve attendance. The school will inform the AIG (Ascension Island Government) if a pupil fails to attend regularly. We have a legal duty to report certain attendance issues: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, we will report the circumstances as soon as possible to AIG in which the pupil lives.

Definitions

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. For example, if a child has been unwell, the parent/carer/guardian writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority.

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- 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 our school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent. The school keeps accurate attendance records on file for a minimum period of five years.

If a child is absent

- When a child is absent unexpectedly, the class teacher will inform the school office.
- When the child returns to school, a note, email or telephone call to the school office from a parent or guardian should explain the absence. Notes are kept in the school office.
- A note, email or telephone call may be sent/made to the school office prior to the day of absence e.g. if a child has a medical appointment.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. Two Boats School will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Requests for leave of absence

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are exceptional circumstances under which a parent may legitimately request leave of absence for a child to attend a specific event. This should be addressed directly to the Head teacher

Long-term Absence

When children have an illness that means they will be away from our school for over five days, the school will do all it can to send material home so that they can keep up with their school work. Any ongoing absences, 'lates' or unauthorised absences for holidays are followed up as quickly as possible.

Repeated Unauthorised Absences

The school will contact the parent of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the problem.

Special measures

It is the prerogative of the head teacher to allow special measures for absence. This will be done in consultation with the young person's care plan, his/her educational record and the care management.

End

Policy Reviewed By:	Farah Quinn	Signature	Date
Next Review Date:	Aug 2021	FQ	April 2020

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Interim Review Comments:		<u>FQ</u>	<u>April 2020</u>
Updated to include			
Guidance for schools Guidance for maintained schools, academies, independent schools and local authorities			
Registration codes added to the policy			
Policy Reviewed By:	Tania Maggott	<u>TM</u>	<u>August 2021</u>
Next Review Date:	August 2022		
Interim Review Comments:			
Policy Reviewed By:			
Next Review Date:			
Interim Review Comments:			
Policy Reviewed By:			
Next Review Date:			
Interim Review Comments:			

Policy Statement

Research shows that one of the factors crucial to successful attainment in schools is regular attendance. Although, due to the nature of leave patterns, it can be difficult to keep a child in school throughout the year, it is important that any interruption is kept to a minimum. Attendance at school is important as it is very difficult to catch up with work missed. This is particularly true of practical work and coursework in KS4. Absence from school should be for sickness only and such absence should be covered by parental explanation either in writing, a note in the diary and email or a telephone call to school. Any unexplained absences will be counted as unauthorised.

Children must also be prepared for learning when they attend each day. They should not be excessively tired or be too ill to contribute to classroom activities.

The school year consists of 190 school days.

Notifying School of Absence

School should be notified of all absences so that we are aware of the reasons for the absence. Absences of more than two days should be covered by a medical certificate.

Long Term Absence

Where a child is away from Ascension on holiday during term time then the child should normally attend school in the overseas country if that absence overseas would mean that more than 10 days schooling in any school year is lost.

When a child transfers between Ascension and St Helena for a holiday parents should contact the school as soon as possible to let us know. We will discuss the best arrangements with you given the timing of the leave and the age of the child. We will then prepare a report for you to take with you to the school on St Helena.

All stages of a child's education are, of course, incredibly important but it is essential that parents understand that absence leading up to the end of Key Stage tests in Year 2 and 6 will effect the levels they achieve as there is less time to consolidate any missed material.

Likewise parents need to be aware that when children reach Year 10 they embark on two-year GCSE courses and that there is no guarantee that subjects taken at Two Boats are also taken at Prince Andrew School or, indeed, in any particular UK school.

June 2011

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