

Pupil Attendance Policy

1. Rationale

We endeavour to have a high level of pupil attendance in school. A number of pupils at Epina School are admitted having been poor attenders (or non attenders) at their previous school. This impacts upon the attendance figures.

National data indicates a strong correlation between absence levels in schools and pupil attainment. Research also shows that young people who frequently take absence from school are most vulnerable and more likely to become involved in crime and anti-social behaviour and are less likely to make a successful transition from school to either employment or further education or training. To enable pupils to achieve their full potential, the school aims to provide a stimulating and motivating curriculum to encourage pupils to attend school. However, often in the case of persistent refusal to attend school, innovative approaches may need to be implemented as patterns can be well established even before admission. In order to facilitate the monitoring of attendance and implement a structure of rewards for improvement, consistent and fair recording of absence must be a priority and reviewed on the basis of success criteria regularly.

2. Relationship to the School Development Plan

Attendance is identified within the school development. We have targeted an overall attendance level of 94% across the school.

3. Procedures

Attendance registers are marked directly onto the MIS system. Registers are completed twice a day every day. N.B. This academic year, sixth form complete a paper register in the morning and complete the register over the phone in the afternoon due to the off site provision (this will not be in place Sept 22 due to same site provision) Absence codes should be recorded as shown in appendix 1. Pupils arriving late to school are asked to inform the school office that they have arrived.

- Attendance data is shared with all staff on a weekly basis.
- Every half term concern letters are sent to parents of pupils with attendance of less than 90%. These pupils are then tracked half termly. Parents of pupils with consistently poor attendance are invited into a meeting with the AHT.

- Should attendance continue to be a concern following a meeting with the AHT, the school will involve the Absence Monitoring Team who will in some cases issue a fine to families for non attendance.

4. Absences

Telephone calls are made to parents / carers of any pupil where there has not been a phone call or reason given to the bus escort for their absence. The reasons for absence are recorded on the MIS system. Pastoral Teachers keep in regular contact with parents / carers where attendance levels are causing concern and concerns are reported to the AHT and MAKW.

After the third working day of pupil absence, a telephone call is made home to parents/carers for an update. This update is shared via CPOMS with AHT and MAKW to assess for any concerning absences/action required.

5. Family holiday requests

The Head Teacher cannot authorise any requests for families to take holidays during school time. Parents will be advised that the absence will be unauthorised.

Safeguarding procedures will be followed if extended holiday leave is requested where a pupil may be taken out of the country (in line with LA).

6. Looked After Children

Office staff undertaking attendance recording will email the Virtual School details of any non attendance by LAC children.

7. Attendance Celebration

We hold termly attendance celebrations of pupils with 100%, outstanding and good attendance figures e.g. 100% attendance raffle draw and outstanding/good postcards home.

Attendance postcards are also sent home to those students who have been on an attendance trigger and show improvement in their attendance.

8. Leaving date for Year 11, 12 and 13

Following Department of Education guidance, year 11, 12 and 13 last academic day is the last Friday in June.

Addendum

If a class bubble or the school is closed the MAKW and DSL will inform the LA of the names of any vulnerable pupils affected.

Appendix 1

Absence Codes

PRESENT		AUTHORISED ABSENCE		UNAUTHORISED ABSENCE	
P	Sporting Activity	I	Illness (not appointment)	G	Family holiday (not agreed)
V	Educational visit/trip	C	Other circumstances	N	Nor reason provided
W	Work Experience	E	Excluded	O	Other
B	Educated off site (not Dual)	H	Family holiday	U	Late after registration
L	Late during registration	F	Extended family holiday		
D	Dual registration	M	Medical/Dental appt		
J	Interview	R	Religious studies		
K	School discretion	S	Study Leave		
		T	Traveller Absence		

Policy approved by Governors: May 2023

Date of next review by Governors: June 2024