



# ST JAMES

Senior Boys' School

## Attendance Policy

### Aims of the Policy

This attendance policy aims to ensure that all staff in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 90% for all pupils, apart from those with serious health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise the awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and also encourage a sense of individual responsibility amongst our pupils
- Establish a pattern of monitoring attendance and ensure consistency in dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

### Requirements

- Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning.

Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

- Regular attendance at the school is vitally important as mentioned in this policy's aims. It is important that staff, parents and pupils are familiar with this Attendance Policy operating at school.
- Pupils who are absent for any reason are expected to complete missed work to ensure a complete record of all their courses. It is the responsibility of the pupil to obtain and complete assignments.
- Should a pupil be excluded for any reason, the school will ensure that appropriate work is set for completion and it is the pupil's responsibility to make the necessary arrangements to complete the work.
- All work missed by absence is due in on the day the pupil returns to school unless written arrangements have been made with their son's Head of Year.
- Pupils showing patterns of non-attendance, or unauthorised absence, where it is clear that the absences could be a sign of early truanting, will be subject to immediate consequences and parents will be called into the school to meet with either their son's Form teacher or Head of Year. It may be appropriate for a Form Tutor to email the Designated Safeguarding Lead.
- Consequences may range from meetings with parents to the pupil's parents being reported to the appropriate authorities that could, in serious cases, result in a court appearance.

### **Registration and Absence**

- Registers are taken for both morning and afternoon sessions and the school will telephone parents should there be unexplained absence of which the school has not been notified. If parents cannot be reached by phone, the school will then email parents.
- Parents are required to ensure their children attend school every day and on time. Parents must contact the school giving a reason for pupil non-attendance, please email our reception: [mailing@stjamesboys.co.uk](mailto:mailing@stjamesboys.co.uk). Alternatively call 01784-266-930 and follow instructions from the automated service. This must be done on each day of the pupil's absence by 8:00am to support safeguarding.

- Parents who request leave of absence for one routine school day must write to their son's form tutor.
- If the request is for more than one routine school day they must write to their son's Head of Year.
- If parents request leave of absence for a day in which a school event is taking place, they must contact the Headmaster's PA (Nina Patel [n.patel@stjamesboys.co.uk](mailto:n.patel@stjamesboys.co.uk)) and request permission from the Headmaster.
- Absences for such things as family holidays are frowned upon by the DfE, and except in exceptional circumstances, parents should not expect these to be approved.
- The school Reception and Form Tutor must be notified in advance of any appointments, or other planned absence from school.
- Medical appointments should not be made in school time unless it is unavoidable. A full day off for a medical appointment is unacceptable unless the treatment your child has received has made it difficult for your child to return to school.
- Head of Year will be informed of attendance issues and will always investigate the reasons for absence where there is less than 95% attendance causing concern, less than 90% attendance causing significant concern and less than 85% causing serious concern.
- If your child misses 5 consecutive days of school, without explanation, the school is obliged to contact social services.

### **Managing Poor Pupil Attendance:**

- In the event of less than 90 - 95% attendance - the Form Tutor will notify the Head of Year who will investigate the matter. They will communicate with DSL and contact parents or other external authorities if appropriate.
- Below 90% attendance - the school will send an intervention letter to parents/arrange meeting with parents and/or request for medical evidence as appropriate
- Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the relevant local authority. If it is not clear whether a referral to Social Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.

## Lateness

- It is expected that all pupils, including Sixth Form, arrive at school for registration at **8:15am**.
- Pupils must register in the afternoon with their Form Tutors at:

1:05pm for Years 7, 8, 12 & 13

1:50pm for Years 9, 10 & 11

- Frequent lateness can have as much of an impact on learning as absence. Lateness will be monitored and persistent lateness will be discussed with parents.

## Safeguarding and Attendance

- Attendance below 90% will be reported as a concern on CPOMS
- The DSL monitors the following safeguarding-related procedures:
- Form Tutors and Head of Year will follow up unexplained absences of any child with a telephone call from the school on the morning of the first day of absence.
- Designated Safeguarding Lead will notify social services if there is an unexplained absence of more than two days for a pupil who is on the child safeguarding register.
- Admissions and Marketing Officer will notify the local authority when a child moves to a new school at any point during their time at the school.
- Admissions and Marketing Officer will notify the local authority when children are added to the school roll.

## Children Missing from Education

- No child should be removed from the school roll without consultation with the Headmaster.
- Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-
- If the whereabouts of the child is unknown and the school has failed to locate him.

- The family has notified the school that they are leaving the area but no requested has been sent by another school.

### Further Information

- Parents and pupils should carefully read and sign any documentation received from the school relating to conduct and attendance, and are required to work closely with the school to support good attendance as a preparation for the world of work and lifelong learning.
- If a pupil is isolating due to Covid-19 guidance and is well enough, they can attend online lessons via Teams. It is expected that these pupils attend all lessons and submit work as required. Expectations for online behaviour and attitude towards leaning remain at the same high standards as those where the pupil would normally attend school. A classroom standard of behaviour is expected from all participants. Please see the school's Virtual Schooling guide for further information.
- If pupils are unable to attend school due to guidance concerning Covid-19, these instances will be recorded on the register regardless of whether they attend online lessons.

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<b>Reviewed by</b>	Headmaster
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