

Whole School Policy

Attendance Policy

Policy	Attendance Policy		
Approval Date	October 2022	Next Review	October 2024
Review Cycle	24 months		
Scope	Whole Group	<input type="checkbox"/>	Whole School <input checked="" type="checkbox"/>
	International Primary	<input type="checkbox"/>	National Primary <input type="checkbox"/>
	International Secondary	<input type="checkbox"/>	National Secondary <input type="checkbox"/>
Ownership	Tenby Schools SEP	Approved by	Campus SLT

Our Vision: A United World At Peace - Through Education

Our Mission

To enable students to:

- *achieve their full potential for academic excellence and achievements in sports and the arts*
- *develop the values of compassion, responsibility and integrity*
- *become effective communicators, creative thinkers and independent learners*
- *to encourage the values of cultural diversity and acceptance of others different from oneself*
- *to promote the values of democracy, equality before the law and respect for The Universal Declaration of Human Rights*
- *to promote international understanding for a peaceful world*

Our Core Values

1. Education matters, it is central to all that we do
2. International mindedness
3. Lifelong learning
4. Respect
5. Sensitivity to cultural diversity
6. Effective communication

Tenby SEP recognises that positive behaviour and good attendance are central to our core values including our central purpose of educating our young people. This policy is written with this in mind and aims to:

- *Promote children's welfare and safeguarding;*
- *Ensure every child has access to the full-time education and broad and balanced curriculum to which they are entitled;*
- *Ensure that children succeed whilst at school;*
- *Ensure that children have access to the widest possible range of opportunities both at school and when they leave us;*
- *Ensure that children are given as many opportunities as possible to form positive relationships within school based upon mutual respect.*

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any child's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class.

Promoting Regular Attendance At Tenby SEP a student's

attendance is rated as below:

Excellent	Good	Poor	Unsatisfactory
100%	95% and above	90%-94%	89% or below

Our minimum acceptable attendance level is therefore 95%. Helping to create a pattern of regular attendance is everyone's responsibility – parents, children and all members of the school staff. Parents are able to check their child's attendance at any time through the Engage app/portal. To help us all focus further on students' attendance and to safeguard our pupils we will:

- *Use 'First Day Response' to check the whereabouts of students where parents/carers have not contacted us to notify of the absence and reason.*
- *Give our parents/carers details on student attendance at the end of each school term by providing an attendance percentage for the term as part of the school report. Contact parents/carers should their child's attendance show signs of beginning to fall below 95% to offer guidance and support to improve attendance.*
- *Where a student's attendance falls into the unsatisfactory category, parents/carers will be contacted by a member of the leadership team and a plan put in place to improve attendance.*

The school does not sanction students who have poor attendance or punctuality; however, we have a duty to ensure they are receiving their full educational entitlement. Therefore if a student has missed significant amounts of learning time or has poor punctuality affecting their attainment and progress, we may help them catch up with their peers by giving them the opportunity to complete their work at those times which are reasonably available to us e.g. during non-curriculum time.

Understanding Types of Absence

Every half day absence from school is classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments, religious observances which unavoidably fall in school time, emergencies or other unavoidable cause. Unauthorised absences are those which the school does not consider unavoidable and for which 'no leave' has been given. Please avoid scheduling non-emergency medical or dental appointments during school hours and please do not take children on holiday during the School term. If absence for non-medical reasons on school days is unavoidable, then please complete an Absence Request Form, available from the School Office. The form must be emailed to the respective school secretaries in advance of the absence. The School does not set work for children who are taken out of school during term time. Unauthorised absence includes:

- *Parents/carers keeping their children off school unnecessarily e.g. not returning to school after a medical/dental appointment*
- *Truancy before or during the school day*
- *Absences which have never been properly explained or are deemed non-essential*
- *Students who arrive at school too late to get a mark*
- *Not providing medical evidence of illness for more than 2 days*
- *NO holidays requested during school time will be authorised by the school.*

Whilst any child may be off school because they are ill, on rare occasions they can be reluctant to attend school. If a parent/carer thinks their child is reluctant to attend school, then we work with the family to understand the root problem and support a return to school. **Persistent Absenteeism (PA)**

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. This also applies to children who are absent for 10% of their school time during the first half term of any school year. Absence at this level is doing considerable damage to any child's education and we need parents/carers fullest support and co-operation to tackle this. We monitor all absences and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately. PA children are tracked and monitored carefully and we also combine this with academic tracking. Any child who reaches the PA mark i.e. have missed 10% of their schooling or who is at risk of moving towards that level is given priority for intervention and support by the school.

Absence Procedures and Punctuality

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

Parents/Carers should:

If your child is going to be absent from school, please ring the School Office or email the School Secretaries by 7.40am on the day of absence to let us know they will be absent and the reason. Please update the School Office on a daily basis as to when they are likely to return unless a medical certificate has been provided with a stated return date. Upon return, please write and sign a letter or a note in the Student Planner to the Class/Homeroom teacher briefly describing the reason for absence or an email to the specific school.

Send a medical note or appointment card if a student has been absent from school due to a medical appointment. Medical Certificates are required for absences of more than two (2) days or the absence will not be authorized. Students are expected to be on time for school and should arrive before the school's registration

time. Arrival after the start of registration time is deemed as lateness. Students with repeated lateness to school will be placed on late report and parents will be contacted. Students who are persistently late may be required to make up learning time they have missed during non-curriculum time available to the school. When a student arrives later than the end of the registration period they must first register at the School Office and collect a late sticker. They must then show the sticker to their class teacher to indicate that they have registered.

If your child needs to leave school early, please inform the Class/ Homeroom teacher by letter or a note in the Student Planner. An "Exeat" form (available from the respective School Offices) must be collected by your child before departure.

If there is an emergency which require you to pick-up your child before dismissal time, please call up the school offices to arrange this before arriving at the school. The school office will advise you of the pick-up point. **School's responsibilities in relation to attendance** The classroom teacher will ensure all

children are registered accurately during the registration period using the appropriate attendance/absence codes on Engage.

Subject teachers in the Secondary school and specialist teachers in Primary school are expected to keep a register of attendance for every lesson. PE teachers will take a paper-based register.

We will give a 'late code' to children who arrive after class registration and ask the adult bringing the child to school to give the reason for the lateness. If your child has a persistent late record you will be asked to meet with a member of the school leadership team to resolve the problem. We will contact

families on the first day of absence where no reason for absence has been received.

If no contact can be made, the school will continue with attempts to contact the family until we have achieved this. We will monitor absence/attendance closely and inform parents/carers when there is a

concern. School will promote good attendance at all appropriate opportunities All teachers will support

children who have been absent to re-engage with their learning once they are back in school.