

# Hill House International Junior School



## ATTENDANCE POLICY

For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development among pupils. A child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

## Aims

This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and that promotes high levels of attendance and punctuality of pupils at the School, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing, so that:

- Staff, parents and pupils are aware of, understand and can readily comply with statutory regulations and School rules governing attendance;
- Absences and instances of lateness are identified and recorded systematically and accurately and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality;
- Procedures and lines of responsibility within the School are clear as regards: Attendance and Registration; Authorization and Clearance of Absence and Lateness; how and when to report concerns, including identifying and addressing any situation where a pupil goes missing from School.

## Statutory Framework

The legal framework governing school attendance is summarised in School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2014), published by the Department for Education (DfE). The School also complies with guidance and advice published by the Royal Borough of Kensington and Chelsea Local Education Authority (LEA), regarding school attendance, which can be found on the [rbkc.gov](http://rbkc.gov) website.

## Responsibilities of parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude and ability (and to any special education needs they may have). Compulsory school age starts from the term after a child's fifth birthday.

Parents are responsible for informing the school on any occasion when their child is unable to attend school due to illness or a medical appointment, providing the

reason for non-attendance. This should be done by emailing or telephoning the School Office as far as possible in advance and by the very latest early in the morning of the day of the absence.

Parents wishing to take their child out of School for exceptional reasons (such as attending a funeral or wedding, religious observance, an emergency operation, or involvement in a regional or national extracurricular competition) must seek authorisation for the absence from the School by writing to the Headmaster in advance of the proposed date(s) of absence. The Headmaster will either authorise the requested absence or inform the parent that their request cannot be authorised.

Parents are committing an offence if they fail to ensure their child's regular attendance at school or otherwise. Prosecution could result in a fine of up to £2,500, a jail sentence of up to three months or a community sentence. Alternatively, LEA Education Welfare Officers, Police Officers and head teachers have the authority to issue penalty notices to parents of between £50 and £100.

Where parents need support to prevent their child from truanting or habitually arriving late, the School may offer to enter into a Parenting Contract. This is a voluntary agreement between the parent and school under which the parent agrees to comply with certain requirements and the School agrees to provide them with the support that they need.

Where parents fail to ensure regular attendance, do not engage with support services or a Parenting Contract, a parenting order may be requested by the LEA or imposed by Magistrates. This is not a voluntary agreement and requires that parents attend parenting classes for a maximum period of up to 12 weeks. The order may be given for a period of up to 12 months and would require parents to have regular contact with a supervising officer – usually the Education Welfare Officer.

When parents/guardians are to be away from home overnight during term, they are required to inform the school of the name and contact number for a temporary guardian. This information should be provided to the Senior Tutor and copied to the School Office.

### Responsibilities of pupils

Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time.

Failure to attend school regularly or punctually without good reason constitute breaches of the School's Behaviour, Rewards and Sanctions Policy and may lead to formal disciplinary action being taken.

## Responsibilities of the School

The School has a legal responsibility for taking and maintaining an accurate School Register of all pupils twice each day throughout term time: once at the beginning of the morning session and once at the start of the second (afternoon) session. Every entry in the School Register must be preserved for a period of three years after the date on which the entry was made.

The School will inform the relevant LEA and/or Children's Social Care, as appropriate, immediately if:

- A single absence raises child protection concerns (see the Missing Pupil Policy and the Safeguarding Policy);
- A pupil has nine days of unauthorised absence in a school year (other than for reasons of sickness or leave of absence);
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

## Registration Procedure

### Morning Registration

All pupils are registered between 8.00 and 8.25am. Form Tutors must register children as Present or Absent. Only children who are actually in the Form Room at the time of registration should be marked as present.

At 9.30 am, the School will telephone parents of pupils who are absent to determine why they have not arrived in school.

### Afternoon Registration

Form Tutors must register children as Present or Absent. As with morning registration, only pupils who are actually in the Form Room at the time of registration should be marked as present.

If a group of children are expected to be out of school during the afternoon and will miss afternoon registration, the organiser of the activity must provide the School Office with an accurate list of all those pupils who are going to be off site.

If a pupil appears to be missing (unauthorised) from afternoon registration but was present during morning registration, then the procedure for what to do when a child goes missing should be followed as described in the Missing Pupil Policy.

## Procedure for following up absence

The dedicated school staff will follow up any absences promptly to:

- Ensure the proper safeguarding action is taken (see Safeguarding Policy)
- Identify whether or not an absence is authorised;
- Ascertain the reason for an absence being recorded;

The dedicated school staff must identify the code to be entered in the School Register. For Hill House these are as followed

B	–	Educated Off Site
I	–	Illness
C	–	Exceptional circumstances – details to be noted
E	–	Excluded from school for a fixed period
G	–	Family Holiday (NOT Agreed)
H	–	Annual family holiday
J	–	Interview
M	–	Medical or dental appointment
N	–	No Reason Yet Provided For Absence
O	–	Unauthorised Absence
P	–	Approved Sporting Activity
R	–	Religious festival
S	–	Study Leave
T	–	Traveller Absence
U	–	Late (After Registers Close)
V	–	Educational Visit or Trip (Including Glion)
Y	–	Enforced Closure
Z	–	Pupil Not Yet on Roll
#	–	School Closed to Pupils

## Procedures for following up lateness

### Late arrivals

If a pupil arrives after the registration has been completed, they are late and they should report to the School Office to register. The Senior Tutor will contact parents if a child is late more than twice in a single week. The Head of House should be informed that this communication has occurred.

If the pupil is late twice in one week on a further occasion in the same term, the Senior Tutor will ask the parents of the pupil to meet with them in school to discuss the lateness issue.

## Responsibilities for Managing and Monitoring Attendance

The School Office and Senior Tutors will:

- Maintain the school's absence and lateness records accurately

Senior Tutors will:

- Keep records of lateness and contact parents if a pupil has been recorded as late twice in a week, copying in the Head of House.
- Inform the Head of House if the pupil is late twice in one week on a further occasion in the same term.
- Alert the Deputy Head (DSL) to any apparent persistent patterns of non-attendance.

The Head of House will:

- Contact parents if their child has been recorded as regularly late;
- Meet with parents if their child is persistently dropped off early or has been persistently collected late at the end of the school day;
- Inform the Deputy Head (DSL) of any concerns that they have regarding a pupil's repeated late arrival, late collection or non-attendance.

The Deputy Head (Designated Safeguarding Lead) will:

- Review the registration and attendance policy annually or as necessary in response to statutory changes;
- Follow up with any teachers who routinely fail to complete registers during the Registration Periods
- Meet with parents to discuss concerns about persistent non-attendance and consider whether the instigation of a Parenting Contract is appropriate;
- Contact the relevant LEA with any concerns about any pupil's attendance and in any case where:
  - a pupil has nine days of consecutive unauthorised absence (other than for reasons of sickness, confirmed by medical evidence)
  - a pupil of compulsory school age is to be deleted from the school register when the next school is not known.
  - Contact children's social care services where a single absence or repeated absences raise safeguarding or child protection concerns (see the Missing Pupil Policy and the Safeguarding Policy)

The Headmaster will:

- Consider parental requests for absence in exceptional circumstances and inform the Senior Tutor and School Office where this has been granted;
- Meet with parents where serious concerns have arisen about their child's non-attendance or lateness.

Authorised by	Resolution of the Proprietors
Signed on behalf of the Proprietors	William Townend
Date	7 <sup>th</sup> March 2017

Effective date of the policy	7 <sup>th</sup> March 2017
Review date of the policy	7 <sup>th</sup> March 2018