

# Attendance and punctuality



**Learning, Respect, Success**

## **Statement of Intent**

- The school encourages all students to achieve a full attendance record and to meet, or exceed, our attendance target of 96%.
- The law entitles every child of compulsory school age to an efficient, full-time education. It is the legal responsibility of every parent and carer to make sure their child receives that education.
- Therefore, the school makes pupils, parents and carers aware of the importance of good school attendance for a pupil's overall education and encourages all parents and carers to fulfil their responsibilities regarding their child's attendance at school. This is because the pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. We wish to give all pupils the chance to succeed, and attendance is one key factor in this.
- We expect all pupils to be punctual to school and to lessons.
- The school keeps parents and carers aware of their child's attendance through Go4Schools as well as through progress evenings and school reports.
- Some pupils find it harder to attend school than others and the school will work in partnership with families, the Educational Welfare Officer, and the local authority where this is the case and the school, we do all reasonably possible to remove attendance barriers.

## **Attendance procedures**

### **Arrival to school and registration**

The school day starts at 8:50 and pupils must be in their tutor room at this time.

Our three pupil entrances are open just before 8:40; pupils need to come onto school site and go straight to their tutor rooms where they will be registered. The gates are locked at 8:50 and any pupil arriving after this time is late to school. They will need to go to the main gates and then to reception to sign-in.

A register is a legal document, and it is part of staff duty to complete staff are obliged. It is therefore important that they are taken promptly and accurately.

### **Absence from school**

If a pupil cannot attend school for any reason, a parent or carer must notify the school by emailing [attendancembs@meole.co.uk](mailto:attendancembs@meole.co.uk) or by calling **01743 235961** by 8am on the first day of absence and for all subsequent days of absence, apart from in exceptional circumstances where a child may be off for a prolonged period.

**We ask for parents and carers to continue to notify us of absence for safeguarding purposes.**

If we are not notified of a pupil absence, we will do all we reasonably can to establish contact with parents or carers. If we have safeguarding concerns, we will conduct a home visit.

Medical appointments: We ask for appointments to be made outside of school hours but understand that this is not always possible. In order for absence for medical appointments to be coded accurately on registers, please provide medical evidence. This can be a screenshot of a text, a letter, etc. Any medical appointments taken without evidence will be marked as unauthorised absence.

### **Rewards and sanctions**

We seek to reward pupils who attend well, or who have made improvements to their attendance as part of our Behaviour and Attitudes policy, for example, through house points, certificates and attendance raffles.

Lateness to school, or to lesson, is sanctioned through our Behaviour and Attitudes Policy. If a pupil is late to school twice in a week, there will be a social time detention. This also applies to repeated lateness to lessons.

Internal truancy is sanctioned through after-school detention.

### **Persistent absence**

Pupils should aim to meet our attendance target of 96% or above by the end of the school year.

We acknowledge there are exceptional circumstances whereby a pupil might have longer-term absence and the school will support this appropriately in line the DfE guidance 'Working Together to Improve School Attendance' and with Shropshire guidance which can be located on their website.

However, for most pupils, attendance below 90% is considered persistent absence and equates to 20 or more missed school days (100 hours of lessons). It is the same as missing half a day of school a week, each week of the school year.

In cases of persistent absence, the school will aim to support families so that attendance improves, and pupils are able to benefit from all aspects of school life. In cases where attendance does not improve despite school support, local authority process will be followed with **our Educational Welfare Officer, Vicky Rodgers**.

If you are worried about your child's attendance, please do contact your child's tutor or Head of Year as we have a range of support available. The sooner we work together, the sooner an issue can be resolved.

# ATTENDANCE MATTERS

How much school will you have missed in a year?

