



Attendance Policy

Person responsible: Catherine Swain
Date adopted: March 2018; reviewed
March 2020, 19th March 2021
Date of next review: March 2022
Governor's Signature: David Bishop

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Queensbury School

Policy: Attendance Policy

Person responsible: Catherine Swain

Date policy reviewed: November 2012, March 2014, March 2018, March 2020, March 2021

Date of next policy review: March 2022

Policy Statement

It is vital that all pupils have a good level of attendance. There is a proven link between good attendance and good progress – children who do not attend school as often as they should are less likely to fulfil their potential. We believe that the most important factor in promoting good attendance is development of a positive attitude towards school and to this end, we strive to make our school a safe, happy and rewarding experience for all children. This principle is critical to our approach in monitoring and managing pupil attendance at Queensbury School.

Aims

- To ensure every child has the highest possible level of attendance.
- To support parents in ensuring that their child attends school regularly.
- To reduce levels of absence within the whole school. To reduce lateness within the school.

Responsibilities of the parent/carer

- To ensure that their child attends school every day it is open.
- To ensure their child is on time every day school is open.
- To contact school in the event of their child's absence and to maintain contact with the school in the case of extended absence.
- To follow the procedures laid down by the school for reporting absence and requesting leave of absence.
- To inform a member of staff (in confidence if required) whenever a problem occurs that may keep their child away from school.

Responsibilities of the school

- To contact parents/carers on the first morning of absence if notification of absence has not been received.
- To monitor patterns of absence for pupils and the school as a whole and report these to all staff and governors.

- To notify parents where there is concern over a pupil's level of attendance and offer support. Attendance will then be monitored over an agreed period (usually 2 weeks). To offer an "Early Help Assessment"
- To access other services (e.g. School Nurse/Doctor, Forward Thinking Birmingham, Think Family) when a child's level of attendance is a concern. The school may refer cases to the local safeguarding hub (CASS) if absence is judged a potential safeguarding concern.
- All staff have a key role in supporting and promoting excellent school attendance and will work to provide an environment in which all pupils/students are safe, eager to learn, feel valued members of the school community and look forward to coming to school every day.

Authorised Absence

This is defined as absence which is unavoidable and for which school has received notification from a parent or carer. Reasons include: illness and injury (including hospitalisation); trauma (e.g. family bereavement); appointments that cannot be altered (e.g. with medical or dental services).

Unauthorised Absence

This is defined as absence which is avoidable and where the child would be able to attend school if parents/carers had not deemed otherwise. Reasons include: family holiday; religious observance which exceeds the entitlement as specified by the Department for Education; appointments which are not essential to the health and well-being of the child.

Monitoring attendance

- Attendance is monitored on a twice-daily basis at registration as well as in each lesson via a pink safeguarding folder.
- Each morning the attendance administrator checks reasons for absence and calls parents/carers for whom no notification of absence has been given.
- A fortnightly check on pupils with less than 95% attendance is undertaken to check for patterns of absence and continuing absence.
- Fortnightly attendance analysis of pupils with less than 95% attendance is sent to all staff for their comments/concerns.

Punctuality

- Punctuality is taken extremely seriously at Queensbury as lateness can result in pupils feeling awkward when walking in to a class late, missing the vital start of lessons, causing disruption to the learning of the rest of the class and forming bad habits which will affect them in later life. Those children arriving at school after 8.55am will be marked as late on the register and will show on their attendance record, those arriving after 9.15am will be recorded as "Late after the register closes" which constitutes an unauthorised absence for that session and will affect their and the schools' attendance figure.

Fast Track to Attendance

- When appropriate, Queensbury will initiate the "FastTrack to Prosecution" process, which insists that families with children who are considered to be persistent absentees/persistent lateness, are placed in the "Fast Track" process. Should their attendance fail to improve, parents could face legal action, which can result in a criminal prosecution and parents receiving a criminal record. Each parent may also be issued with a fixed penalty fine. This is in extreme cases and Queensbury School will support parents in any way possible to improve their child's attendance and therefore prevent the Fast Track process from being initiated.

Rewards for attendance

These form a key part of the school's strategy to improve attendance.

- Each term, all students with attendance of 99% or above, are invited to a cinema day with popcorn and treats.
- At the end of the academic year, all students with 100% attendance will be award with a prize/treat.
- Each half term, the class out of each key stage, with the highest attendance are given extra rewards of vouchers to spend on class treats.