



Attendance

Policy 2021-

2022

Document Control

Author/Contact:	Mr M Grove
Document Reference:	Attendance policy
Version:	02
Status:	Final
Publication Date:	
Related Policies:	ATLP Attendance policy
Review Date:	Annually

Attendance Team

Attendance is everyone's responsibility, but key staff in school supporting this crucial area are:

Mr Matthew Grove	Assistant Headteacher	matt.grove@jws.bham.sch.uk
Mrs Michelle Nichols	Attendance Manager	michelle.nichols@jws.bham.sch.uk
Mrs Julie Noakes	Family Support Worker	julie.noakes@jws.bham.sch.uk
Mrs Donna Margetts	Attendance Assistant	donna.margetts@jws.bham.sch.uk

Attendance Matters

Our Schools Attendance Target

96%

We ask students to aim to achieve at least 96% attendance. We recognise that for some this may be challenging, therefore we will provide additional support to students and their families to encourage excellent attendance

The Main Principles

There is a direct link between academic attainment and attendance at school. The John Willmott School is therefore committed to working with parents and carers to ensure all students achieve as high a level of attendance as possible. Students are set a target of achieving at least 96% attendance.

Parents/carers have a legal responsibility to ensure children of compulsory school age attend school regularly. Students should be at school, on time, every day the school is open, unless the reason for absence is unavoidable.

Attendance during one school year	Equals the number of days absent	Which is approximately this many weeks absent (100% equals 39 weeks)	Which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Schools have a duty of law to refer any absence of 5 days or more where they have been unable to contact the parent/carer/child or have general concerns about the absence to the Local Support Team.

Schools are required to take a register twice a day (am and pm), and this shows whether a student is present, engaged in an approved off-site education activity, or absent. If a student of compulsory school age is absent, every half day absence from school must be classified by the school as either authorised or unauthorised. The decision lies with the school as to whether the absence will be authorised. For this reason, information about the cause of each absence is always required.

Absence

Absence can only be authorised by the Headteacher, within the boundaries set by The Education (Pupil Registration) (England) Regulations 2006.

Headteachers may authorise leave during term time except where the circumstances are exceptional. Please do remember that parental/carer illness, going shopping, visiting family,

truancy, alleged bullying (speak to school immediately to resolve issues), family holidays are not acceptable reasons for absence. All of these will be recorded as unauthorised absence.

Arriving after registration has closed will also result in an authorised absence being recorded. Family emergencies need careful consideration. It is not always appropriate or in the child's best interests to miss school for such emergencies which are being dealt with by adults. Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

It is a parents legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

Reporting Absence

If your child is going to be absent from school, it is important that the school is made aware.

Reporting Same Day Illness

- On the first day of absence call the absence line on 0121 378 6564, providing a reason for absence.
- Call between the hours of 8:00am and 08:45 am.
- Alternatively email, attendance@jws.bham.shc.uk with your child's name, tutor group, and reason for absence.
- Please call/email every day that your child is not in school.

Reporting Future Absence For Appointments

All appointments, such as dentist and doctors, should be made for outside of school hours where possible.

Where it is necessary to attend an appointment during the school day parents'/carers should contact the school (see above) to share the appointment details and letter.

Students are expected to attend on the day of an appointment for as much of the day as possible. For the absence to be authorised, evidence of the appointment must be given to school by way of an appointment card or letter.

Requesting Leave in Term Time

Parents/carers should make every effort to avoid taking students out of education for holidays or other extended leave during term time. This leave will only be authorised in exceptional circumstances.

Parents/carers must request the leave in term time form and complete this as early as possible and return to the school addressed to Mrs N Gould. To request the form, call the attendance line or email using the details above. Please complete the form a minimum of 4 weeks prior to the absence.

Religious Observance

We recognise that students of certain faiths may need to participate in religious observance when the day falls in term time. The school will issue a day authorised absence in these cases.

We ask that parents/carers notify the academy in writing in advance where a day's religious observance is required. Parents/carers must request the leave in term time form and complete this as early as possible and return to the school addressed to Mrs N Gould. To request the form, call the attendance line or email using the details above.

Children Missing in Education (CME)

As a school, we are concerned about any child who may be missing education because in addition to their educational development, their safety and wellbeing may be at risk.

The Birmingham Child Missing in Education Team works with schools in support of children who are absent from school and their whereabouts unknown, This might be:

- A child who is not at their last known address and
- Has 5 or more days of continuous absence without explanation, or
- Has left school suddenly and their destination is unknown. The policy does not cover those children not receiving education due to a family not taking up an offer of a school place from the Schools Admissions Service.

Home Education – Parents/Carers Role

Parents/carers have a responsibility to ensure that their children of school age are receiving efficient full-time education. Some parents/carers may elect to home educate their children and may withdraw them from school at any time to do so. This is unless they are subject to an attendance order. Where a parent/carer notifies the school in writing of their intention to home educate, the school will ensure parents/carers are fully aware of their legal responsibilities in educating their child. School will then inform the local authority following their procedures, before deleting the child from its admission register.

Registration and Punctuality

For safeguarding purposes, a register is taken at the start of the school day and at the start of the afternoon session. These two registers make up a student's overall attendance percentage.

Morning Registration:

Students 'line up' with their Head of Year and form tutors on the school playground each morning. Students need to be on the playground by 8.45am each day.

A member of the senior leadership team will blow a whistle at 8.45am to signal the start of line-up and start of the school day.

All students will

- Line up in form groups
- Be silent
- Ensure full school uniform is worn
- Face forward
- Be in single file lines
- Have equipment/ pencil cases in their hands
- Ensure no other accessories are worn
- Ensure mobile phones are turned off in bags
- Students will follow their teacher into the school building.
- Students will walk into the school building in a single file line, in an orderly and purposeful manner.

The Head of Year will use the equipment box to support student correction.

Students arriving to school after 08:49 will be marked as late (L).

Registration closes at 9.10am, after which students will be marked as unauthorised (U)

Lateness to school may incur sanctions where applicable.

Lesson Registration:

- Registers will be taken every lesson.
- Teachers will take the register at the start of the lesson and within the first 10 minutes.
- If students have been present earlier in the day and are absent from your lesson, then teachers will email the “missing children” email group.
- An automatic email will be generated and sent to the attendance team who will monitor and intervene.

Monitoring Attendance

Students attendance is regularly reviewed and the following actions could happen to support students' attendance.

At all stages we want to work with parents/carers to support their child's attendance. The stages of support work as a guide only and different methods of support may be more suitable for some students.

COVID Addendum: Due to the current pandemic and isolation days if students test positive, some of the stages below will not be appropriate and would be taken into consideration when reviewing student's attendance records.

Below 96% - form tutor intervention

Below 93% - pastoral and attendance intervention

Below 90% - pastoral, attendance and legal intervention team

Local Authority (LA) / Agency Referral

If a student has at least 10 sessions of unauthorised absence in total and all actions have been followed, the school will work with CSAWS who are the school's legal intervention team. This is known as FAST-TRACK to attendance. If a student is persistently absent due to 'Emotionally Based School Avoidance' reasons, please refer to the section below.

Formal Warning Notice

Parents/Carers will receive a formal warning notice advising them of their responsibility to ensure their child is in school under Section 444 of the Education Act 1996. The formal notice will advise that Birmingham LA may consider issuing a penalty notice and take legal action against you should there be further unauthorised absences.

Central School Attendance and Welfare Services (CSAWS) Referral

Following the formal warning notice, if a student has a further 10 sessions of unauthorised absence then the school will complete a referral which may result in a penalty notice being issued. In some cases, if there has been two penalty notices issued, court proceedings could be initiated via the 'Single Justice' procedure.

Emotionally Based School Avoidance

Where parents/carers are working with school to improve a student's attendance, but there are barriers related to anxiety, challenging emotions and thoughts and self-care, the school will refer to appropriate agencies to gain wider support where appropriate.

The school will only progress through the stages where parents/carers are not engaging and making every effort to improve their child's attendance.