



THE CORBET SCHOOL

Attendance Policy

Associated Policies

Behaviour & Discipline Policy

Review Period:- Bi-annual

Review Completed:- September 201~~9~~⁸

Policy Manager:- AH - Pastoral

Next Review Due:- September 202~~1~~⁰
Curriculum

Approval Authority:-

ATTENDANCE POLICY

A. AIM

In preparing our pupils to become valued members of society, each of them should be encouraged to adopt an attitude of regular and punctual attendance to all their commitments, whether school, college, work, social or recreational. This will only be achieved through a shared belief in this policy and a co-operative approach from: - pupils, teachers, parents, governors, School Attendance Officer, Education Welfare Officer (EWO), and Social Services.

Regular attendance at school can

- Raise attainment in public examinations
- Improve students' future employability
- Ensure students develop as confident members of the school community
- Improve students' health, safety and wellbeing

There is also a legal duty on parents/carers to ensure that our students attend school and we will seek to support parents/carers in fulfilling this obligation. Where problems occur we will seek to work with parents/carers to remedy the situation; legal action may be unavoidable in cases where attendance is not improved.

B. OBJECTIVES

1. EXPECTATIONS

The school's expectations regarding attendance and punctuality are:-

- (i) Pupils should attend school, and all lessons, regularly and punctually.
- (ii) The only reasons for authorised absence are:-
 - a) Illness- provided with a sick note after 5 days of absence
 - b) Serious, personal problems.
 - c) Exceptional circumstances, as requested by parents, individually reviewed by the Learning Manager, Assistant Head and Head Teacher
 - d) Medical/dental treatment (where this cannot be arranged outside normal school hours). Pupils should attend school before/after appointments, wherever possible.
 - e) Days of religious observance
 - f) Approved sporting activity
 - g) Interviews with prospective employers and further educational establishments
 - h) Study leave as arranged by the school
 - i) Period of temporary fixed-period exclusion
 - j) Public performances - when licensed by LA
 - k) Funerals- informing the school by letter
- (iii) Where difficult situations arise outside the provision of (ii) above, the school will encourage pupils and parents to discuss them with the ~~relevant~~ pastoral

~~assistant~~attendance officer or other pastoral officer, Learning Manager or Assistant Head and staff will assess each individual case with understanding and co-operate/aid whenever possible.

- (iv) Pupils should arrive punctually for all lessons, meetings and activities. They should register in Tutor periods at 8.45 am and 2.15 pm.

2. POSITIVE PROVISION

In order to achieve and maintain the standards in 1 above, the school will aim to provide:-

- A happy, caring community.
- A pleasant, safe environment.
- A curriculum suited to pupils' needs.
- Stimulating and differentiated lessons for all pupils.
- Equal opportunities for all.
- Good pupil relationships.
- Pupil involvement in school organisation.
- Positive reinforcement of good attendance/punctuality.
- Fair treatment of pupils by staff.
- The avoidance of undue pupil stress/fear.
- Good communications between school and home.
- Electronic registration of pupils at least twice a day using the absence codes and guidance set out by Department of Education and Skills.
- Electronic registration for each of the 5 lessons daily.

C. STRATEGIES TO ACHIEVE SUCCESS

From the time of pupil admissions, the school will impress upon pupils and parents our expectations and seek their co-operation in achieving them. The following strategies will be employed:-

- (i) Liaison with contributory primary schools regarding pupils with possible attendance problems.
- (ii) Attendance requirements as part of the Home-School Agreement.
- (iii) Record pupils' presence, authorised (supported by communication from home) and unauthorised absences and lateness. Pupils' presence will also be recorded in each lesson.
- (iv) Monitoring by the School's ~~Pastoral Assistants~~Attendance Officer on behalf of the relevant Assistant Head and Learning Manager, will identify cases for concern.
- (v) The School's ~~Pastoral Assistants~~Attendance Officer will check on first day absences, establishing the right attitude from Year 7.
- (vi) The School's ~~Pastoral Administration Assistant~~Attendance Officer will identify unauthorised absence/lateness and will follow up these incidents with the help of the Education Welfare Officer~~to be followed up by the relevant pastoral leaders and the EWO~~. Constructive help will be offered where appropriate.

- (vii) The EWO will communicate with parents where necessary and arrange for pupils and/or parents to meet senior staff and/or supportive agencies.
- (viii) Pupils returning to school after a prolonged period of absence will receive appropriate support.
- (ix) Where a pupil is recorded as present at an approved educational activity, this includes those coded educated off site, the school will ensure that this education activity is being attended or accessed and the register marked accordingly.

Where there is persistent unauthorised absence the school in conjunction with the EWO may refer it to the LA who may instigate parental prosecution.

D. EVALUATION

Records of unauthorised absences will be regularly evaluated and compared with historical data by senior staff. If current statistics give cause for concern, they will be discussed with the personnel involved in achieving this policy, with a view to improvement. The overall statistics for absence are reviewed annually by the Governors and figures reported to the parents, LA and DCFS. This policy will be reviewed biannually.

January 2000

Updated September 2003

Updated February 2008

Updated September 2011 By A Millward Assistant Head

Updated September 2016 A Millward Assistant Head

Updated September 2018 A Millward Assistant Head

Updated September 2019 A Millward Assistant Head

