



Malmesbury School – Attendance Policy



Date of Review	Approved by	Date of Approval	Next Review Date	Website
06/2022	Anne-Marie Whaley	Sept 2022	Sept 2023	Sept 2022

At Malmesbury School, we believe that all students will benefit from excellent school attendance. We have a responsibility to ensure that all students have the highest attendance possible and that any issues that prevent full attendance are identified and addressed as quickly as reasonably possible. 97% attendance and above is deemed good.

Aims and Objectives:

We intend to establish systems and practices which will:

- Create an ethos in which excellent attendance is the norm
- Maintain a safe and secure environment where students feel valued and welcome, thereby positively encouraging attendance
- Raise pupil awareness of the importance of punctuality and uninterrupted attendance and encourage a sense of responsibility in students
- Celebrate excellent school attendance
- Support students and families who experience difficulties maintaining good school attendance

Attendance Policy

Responsibilities:

Students have the responsibility to:

- Attend school regularly
- Have good punctuality
- Arrive appropriately prepared for the day

Parents/carers have the responsibility to:

- Encourage students' regular school attendance and be aware of their legal responsibilities
- Ensure that children in their care arrive at school punctually and prepared for the school day

- Contact the school before 9.00am on the morning of each day of the student's absence by calling the school absence line on 01666829759 or message via the MyEd app
- Try to book medical appointments outside of school time as appointments do affect a student's attendance

All absence phone calls and emails should explain the reason for the absence. Medical evidence is required if an absence is recurring or persistent, including attendance at medical appointments.

Malmesbury School has the responsibility to:

- Complete registers accurately and punctually during tutor time and every lesson
- Assist the Attendance Officer in following up any unexplained absences upon the student's return to school
- Inform the Attendance Officer/SPL/Assistant Head in charge of attendance/Safeguarding team of any concerns
- Be alert to signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible

The Legal Framework:

Regular school attendance of children of compulsory school age is the responsibility of the parent/carers and is a legal requirement in accordance with section 444 (1) of the Education Act 1996. Parents/carers are committing an offence if they fail to comply with this legislation and legal action can be instigated.

Attendance Procedures

Rewards

Certificates and house points are awarded on a termly basis for students who have achieved 100% attendance during that term. A headteachers award is given to any student who manages a full year with no absences.

Great attendance will regularly be celebrated during assembly and in tutor time. Improving attendance will also be rewarded with regular praise and certificates.

Pupil Premium (PP) Students

We are aware that attendance issues are more significant for some of our students in receipt of the Pupil Premium. As such the staged attendance approach will be triggered earlier for these individuals and we will also implement the support of our Academic Leaders as part of this process.

Responding to non-attendance

Student attendance is continually monitored by the Attendance Officer, the pastoral team, and the Assistant Head with responsibility for attendance. When a pupil does not attend school, the school will respond in the following manner:

If no telephone call or email is received from the parent/carer, the Attendance Officer will send a message. The system will send a text and an e-mail is automatically generated and sent to the parents.

Periods of absence from school of 4 days or more will require medical evidence to be provided.

Any Child whose falls below 97% attendance (98% for PP students) or misses 4 or more sessions (2 full days) in a term will have a Stage 1 attendance meeting with their Tutor or the Academic Leader.

Any child whose attendance falls below 90% (95% for PP students) or who misses has more than 8 sessions (4 full days) in a term will have a Stage 2 attendance meeting involving the parent, student, and the SPL. An accompanying letter will be sent home. Failure to improve attendance after this meeting will result in a further meeting where parents/carers will be informed that no further absence will be authorised without medical evidence being provided. Continued failure to contact the school to report a child's absence may result in a referral to The Safeguarding Team, MASH Team (Multi Agency Safeguarding Hub) or the police for a welfare check Failure to comply with the expectations set by the Attendance Officer may result in further action, by either a referral to appear before the Governor's Attendance Panel, issue of a Penalty Notice, an application for an Education Supervision Order or court prosecution.

Lateness

AM Registration is at 9am-9.15am. Registers are closed at 9.30am

If a student arrives late to registration, after 9am, they must 'sign in' at the school reception and the minutes late will be recorded on the register alongside a comment stating the reason for the lateness. For every lesson in the school day the class teacher will record if a student is late to any lessons. This information is monitored by the pastoral team and sanctions are imposed.

Lateness after registration closes is recorded as an unauthorised absence (U) and parents/carers will be notified of this absence via Schoolcomms.

97-100% Attendance



Praise / Reward by tutor and SPL in assemblies and tutor time. Certificates for 100%, house points for 98%+ and tutor group of the term prizes



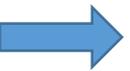
94-96% Attendance



PP Students – Academic Leader to conduct Pupil Attendance Meeting (PAM) and give copy to Tracy Copson in Student Services. Record the meeting on the Attendance Spreadsheet.

Tutor to monitor and discuss any issues / patterns.

PP students - SPL to conduct School Attendance Meeting with student and parents. Targets set. No absence to be authorised without medical evidence. Review in 3 weeks. If no improvement



90-93% Attendance



Tutor to complete Pupil Attendance Meeting (PAM) and give copy to Tracy Copson in Student Services. Tutor may speak to parents. Tutor to review after 3 weeks – if improvement no action, if worse refer to Senior Pastoral Leader



90% and below attendance



SPL to conduct School Attendance Meeting with student and parents. Targets set. No absence to be authorised without medical evidence. Review in 3 weeks.

Improvement No Improvement



SMH and SPLs Monitor via spreadsheet and fortnightly attendance meetings. If no improvement or 10 unauthorised sessions then refer to Educational Welfare Office to begin attendance proceedings



SPL to refer to Local Authority (using DART system) for Local Authority Attendance Meeting (LAM) meeting and penalty notice warning / prosecution.



Authorising of absences

Absences that the school is unable to authorise include:

- Holidays during term time
- Arrival after the registers close at 9.30am without prior notification
- Shopping trips, even if this is for school uniform
- Birthday celebrations
- Looking after a relative/pets
- Tiredness due to extra-curricular activities
- All unexplained absences

Medical Appointments

Parents are encouraged to arrange medical appointments outside of school hours but where this is not possible the school should be notified in advance by emailing or using the app. Alternatively, sending a letter to the attendance officer with enough notice is an option. Where it is not possible to arrange appointments outside of school hours, students are encouraged to attend school either side of their appointment where possible.

Religious Holidays

We will authorise absence for major religious holidays. It is the responsibility of the parent/carer to inform us in advance of their intention to keep their child at home. If parents/carers do not inform the school any days missed will be recorded as an unauthorised absence. Requests for extended absence for religious observances should be made in writing to the Headteacher at absence@bradonforest.wilts.sch.uk

Holidays

The school holiday dates are published a year in advance, and it is essential that parents/carers take their family holidays during the school holidays. It is the school's policy not to authorise absence during term time for holidays and any absence of this nature will be recorded as unauthorised.

We recognise that there may be occasions where a parents/carers feel there are extenuating reasons for requesting leave during term time. In such circumstances, they must write to the Headteacher outlining the reason for the request and the dates the student will be absent from school. The Headteacher will inform parents/carers of the decision in writing.

Requests for long periods of absence will not be authorised.

If parents take their children on holiday during term time without authorisation the school will apply for a Penalty Notice to be issued in accordance with the provisions of the Education Act 1966 and the Education and Inspection Act 2006. The fine from September 2013 will be £60 if paid within 21 days of receipt of the Penalty Notice, increasing to £120 if paid after this date, but within 28 days. Failure to pay can result in a referral to court.

Penalty Notices

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, but which seeks to improve a pupil's attendance. (See Penalty Notice information leaflet).

A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with the attendance Officer. Where a child is taken out of school for a holiday during term without the authority of the Headteacher, each parent is liable to receive a penalty notice for each child.

6th Form

Attendance in the 6th form is considered vital for success at the end of Year 13. Students are expected to attend all timetabled lessons and catch up on work where sessions are missed due to illness or other events taking place. It is the responsibility of the student to take the lead on managing their workload around any absence and communicating with teachers in advance of absence where possible.

Where attendance falls below 97%, the Academic Leaders of Year 12 and 13 will arrange an informal meeting with the student to discuss their well-being and identify support which might be needed. If non-attendance persists, students should expect a panel to be arranged where the students' progress is discussed alongside attendance, to develop a further plan and consult with teaching staff. In some cases, attendance contracts will be issued to students, which detail the consequences of persistent non-attendance without good reason or medical evidence. In rare cases, a student can be advised to leave the 6th form if substantial improvement is not made.