



**ST IVO SCHOOL**

## **Attendance and Punctuality Policy**

Approved: October 2016, Governors Student Welfare and Community Engagement Committee

Next review due: October 2018

*With the intention of enabling all students to take full advantage of the educational opportunities available to them, St Ivo School aims to encourage excellent levels of attendance and punctuality.*

Every child has a right to access the education to which they are entitled, for which regular attendance at school is vital. It is a legal requirement that students of compulsory school age receive full-time education and this, with the exception of those educated at home or elsewhere, means regular attendance at school. Irregular attendance leads to students missing vital elements of their education. Attendance is a national priority. All schools must submit data electronically (both in an aggregated form and on an individual pupil basis) every term. We take the issue of attendance very seriously and do all we can to obtain very high attendance from all our students.

Parents/carers have statutory responsibility for ensuring the regular and punctual attendance of their child(ren). The school asks that parents do the following:

- Do all they can to ensure their child arrives on time to school every day
- Arrange routine medical and dental appointments out of school hours wherever possible
- Notify the school on the first day of an absence. To do this, parents/carers can ring the Attendance Office (01480 375400 option 2), email [vclarke@stivoschool.org](mailto:vclarke@stivoschool.org) or use the ParentMail app.
- Communicate any planned absence during the day to the school in advance and ensure their child signs out at reception.

The school follows the Department for Education (DfE) guidelines regarding attendance and absence. Registration is carried out in the morning (8.30am) and afternoon (1.55pm, Years 7 to 11 only), with these registers forming the statutory attendance data that is reported to the DfE. Lesson registers are also recorded electronically using the Go4schools system. We use the attendance codes defined by the DfE.

The school has an Assistant Headteacher with leadership responsibility for attendance, and an Attendance Officer with day to day responsibility. These staff work together with Heads of Year, Assistant Heads of Year and form tutors to maintain high levels of attendance throughout the school. The school also employs an Education Welfare Officer who supports the school with cases where attendance is a concern.

St Ivo School encourages and values high attendance rates. The school takes a proactive approach to the promotion of good attendance by defining expectations with students and their parents/carers. Attendance is rewarded in a variety of ways, including merits, certificates and queue jump cards.

### **Absence and lateness**

The school is unable to authorise any leave of absence unless there are exceptional circumstances. Authorised or justified absences include child illness, receiving medical attention, religious observance (notified in

advance) and some absence due to family circumstance such as bereavement. In certain circumstances, the school may require proof of the reason for absence.

Absence from school because of an organised visit, including sporting activities, is coded as such and then counted as a 'present'.

Other absences will be coded as unauthorised. Reasons for absence which will not be authorised include minding the house, caring for relatives, shopping or a birthday.

The law states that parents/carers do not have the right to take their child out of school for holidays during term time. Whilst an authorised absence may be very occasionally be granted for an exceptional circumstance this is entirely St Ivo School's decision and not a parental right. Parents should be advised that absence without the consent of St Ivo School could result in further action and sanctions including a penalty notice.

The school expects students to be punctual, lateness is monitored and sanctions put in place. Staff will code lateness as such on the Go4schools system. Any student arriving at school after morning registration has closed (8.45am) must report to school reception.

The Persistent Absence threshold is set at 10% absence by the DfE. Parents/carers may be issued with a penalty notice if their child's attendance is less than 90%. The child's absence will then be closely monitored by the Attendance Officer and pastoral staff for the rest of the academic year. Warning letters are issued to parents before this threshold is reached.