



# Rossall

INSPIRING EXCELLENCE

## ATTENDANCE POLICY

<b>SLT Lead:</b> Senior Deputy Head (Pastoral)	<b>Date</b> Lent 23 <b>Reviewed:</b>
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<b>Ratified by Council</b>	<b>Date:</b> 21.03.23

## ROSSALL SCHOOL - ATTENDANCE POLICY

### INTRODUCTION

Every child has a fundamental right to be educated and regular attendance is extremely important if children are to take full advantage of the educational opportunities available to them. To ensure that this is achieved, parents and teachers have a duty to ensure maximum attendance at school. All children are expected to attend school except when they are ill, in which case they should be fully recovered before returning. Punctuality is equally important.

The fundamental AIM of this policy, which is of paramount importance, is to safeguard children by ensuring the School knows who is (and is not) on campus.

If a day pupil is too unwell to attend morning lessons, please do not send them into school. The Medical Centre is not able to accommodate day pupils before 10:30am as they are busy with the morning GP Clinics.

#### Unplanned Absence - Day Pupils

If a child is unfit for school, the parent/guardian should contact the school **before 08:15 am** on the pupil's first day of absence which has not previously been agreed with the school. All contact should be made by email or telephone to the **attendance line**.

Email address: [attendance@rossall.org.uk](mailto:attendance@rossall.org.uk)

Telephone number: 01253 747343 (this will be an answerphone)

**Please do not send absence information to the Form Tutor or Head of Year directly without alerting [attendance@rossall.org.uk](mailto:attendance@rossall.org.uk).** Academic staff are often teaching School 1 and it is important that the registers are updated as soon as possible. Form Tutors or Heads of Year can be copied into any email correspondence.

The Pastoral Secretary will contact parents/guardians if there has been no communication from the parents/guardians alerting us to and explaining the reasons for a pupil's absence. Absence will not be authorised without legitimate explanation.

Pupils who are simply late to school and arrive after registration (am or pm) should sign the Sign-In Register at the Sports Centre Reception.

## **Planned Absence - Signing in and signing out**

Leave during the school day may be granted in an emergency or for a medical appointment that unavoidably needs to take place during school time. Wherever possible, appointments should be made outside of school hours.

If a pupil has to leave school early or is due to arrive late, please email, [attendance@rossall.org.uk](mailto:attendance@rossall.org.uk), detailing the nature of the absence (for example medical or dental appointment) and the time when the pupil will be expected to arrive or is departing from school. As with unplanned absences, please copy your communication to the academic staff that you would like to be informed.

If a pupil is due to attend an after school activity but they are leaving school early or being collected at the end of the school day, please follow the same procedure outlined above so that our activities registers can be updated.

When a pupil is collected from school before the end of the school day, it is important that they are **signed out at the Sports Centre Reception by the parent or responsible adult who is collecting them**. Students are not permitted to be collected from any other area of the school without being signed out. Pupils in Yr 7 - 11 are not permitted to sign themselves out of school; exceptions may be made for Sixth Form students.

For pupils who are too unwell to remain in school, the Medical Centre staff will update the attendance registers, having contacted the pupil's parents/guardians to arrange for the pupil to be collected and taken home. Under no circumstances should pupils make arrangements to be collected without the knowledge of the medical team.

The Headmaster has a duty to ensure that term dates are protected and leave of absence will not be granted for family holidays during term time. In the case of exceptional circumstances (such as a family bereavement or religious celebration) parents should write directly to the Senior Deputy Heads explaining fully why the request is being made to remove a pupil from school in term time.

If for any reason a child does not want to attend school, it is important that parents or guardians discuss the problem with the school at the earliest opportunity so that appropriate measures, such as additional pastoral support and/or support from appropriate external agencies, can be put in place to address the issues.

## **What constitutes Authorised and Unauthorised Absence?**

Authorised absences are those which the school agrees are unavoidable, e.g. illness or family bereavement, and absences which leave has been given such as agreed holidays or medical appointments.

Unauthorised absences are those that the school considers unreasonable, to be determined by the Senior Deputy Heads. An absence is unauthorised until an acceptable explanation is received and it is for the school, not the parent or guardian, to decide whether an absence should be recorded as authorised or unauthorised. Providing confirmation of the reason for the absence does not automatically register the absence as authorised. This is solely at the discretion of the Senior Deputy Heads.

## **The Law**

The law states that it is the responsibility of the parent / guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance and ultimately can lead to further action being taken (Education Act 1996).

## **Monitoring and Review**

The Heads of Year have responsibility for monitoring the attendance of children in the school and they will work with parents to resolve any difficulties. Attendance is reviewed regularly and the Head of Year will contact the parent/guardian should a child's attendance drop to 90% or below. Where necessary, measures will be agreed to improve attendance and the situation will be monitored very closely. If attendance falls below 90% in subsequent half terms, without good reason for the absence, parents will be contacted in writing and asked to meet with the Head of Year. From a safeguarding perspective, an attendance record which is below 75% reaches the threshold for Educational Neglect. The School has a legal duty to report to the Local Authority a pupil's failure to attend regularly.

The safety and wellbeing of all our pupils at Rossall School is our highest priority. It is the duty of staff to follow up unexplained and unexpected absences in a timely manner.

## **International Boarding Pupils and Student Visas**

Pupils who hold Child Student Visas are monitored closely as regards their attendance as per the requirements of having a Student Visa to attend school in the UK. A Child Student Visa comes with a number of requirements including attendance at all lessons where possible or where a suitable reason has not been submitted in a timely fashion.

Parents and guardians/agents of pupils who miss lessons consistently for reasons including early departures and late arrivals from holidays over and above the travel days listed on the website will be notified formally of this. If this continues, parents will be notified of the schools decision to withdraw sponsorship of the pupil if the school feels the pupil has missed too much time to be able to successfully complete the course to a level expected of the pupil.

## School Registration Procedures

Attendance registers at Rossall School are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006 (see also amendments to the regulations, 2016). The attendance register is relevant to all pupils of compulsory school age. In the interests of welfare, health and safety, pastoral care and educational benefit, attendance registers are maintained in the same way for pupils in the Sixth Form.

### Senior School Procedure

- All boarders are registered in houses before school starts in the mornings.
- All students (day and boarding) are registered at 0820hrs and at the beginning of the afternoon (1350hrs from Mon-Fri).
- Students are registered electronically in each lesson on the iSams database.
- A list of absentees is collated by the Pastoral Secretary and emailed to all Common Room during the morning.
- Attendance data is stored on the iSams database.

Form Tutors are responsible for completing attendance registers at the start of the morning session and Form Tutors and House staff at the start of the afternoon session each day. They are responsible for following up unexplained absences in a timely manner.

The names and details of pupils who join or leave the school will be included or deleted according to the *Education (Pupil Registration) (England) Regulations 2006 (amended 2016)*.

The school reports the following attendance issues to the local authority:

- 20 consecutive sessions of unauthorised absence
- Failure to attend regularly (where attendance repeatedly fell below 90% without good reason and there was concern regarding unauthorised absence)
- Deletion from the school register when the next school is not known

Each attendance register will include the following information:

- Details of the pupil's form/tutor group.
- Whether a pupil is present or absent on any given morning or afternoon.
- For pupils of statutory age, information about authorised or unauthorised absence. Details of such information will be found in correspondence between home and school, which is kept in each pupil's file electronically.

Electronic registration:

- The register will be backed up every month/or a printed version will be available
- The register will be stored on iSAMS for at least 3 years
- Corrections are recorded on iSAMS showing a history of any changes that have been made.

**Review**

Each term, absence data is collected and collated, and the school's overall and sectional data are scrutinised to identify trends and patterns. A summary of the findings and conclusions, with accompanying data, is presented to Council's EdWelf Committee.

**Related Policies**

Safeguarding Policy