

JOHN TAYLOR MULTI ACADEMY TRUST



Attendance Policy

Implementation date: September 2018

LGB procedures: Yes

1.0 Principles

1.1 Promoting excellent attendance is the responsibility of the JTMAT community.

1.2 Each school within JTMAT will promote good attendance through its use of curriculum and learning materials. This is reinforced in the JTMAT's Behaviour Policy. Good attendance by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

1.3 All children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never advisable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent.

1.4 This attendance policy includes procedural referral agreements that are designed to promote and safeguard the welfare of students. Under the Education Act (Student Registration) Regulations 1996 schools have a **duty** to refer to the Local Authority any child of compulsory school age who is continuously absent from school for two weeks without explanation or whose attendance is irregular or whose punctuality is an issue.

1.5 Schools are required to take an attendance register twice a day. This shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required

1.6 Authorised absences are mornings or afternoons away from school for a good reason such as illness or another unavoidable cause.

1.7 Unauthorised absences are those which the school does not consider reasonable and for which no permission for "leave" has been given. This includes:

- parents keeping children off school unnecessarily
- truancy during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark

1.8 JTMAT schools will never authorise the unilateral withdrawal of pupils by their parents as a result of a parental concern or complaint. Such absences can be

damaging to children's education, are unnecessary, and, as a consequence, will be unauthorised.

1.9 JTMAT schools have a safeguarding duty, in respect of all of its pupils, to investigate unexplained absences as per the Keeping Children Safe in Education statutory guidance. The school will share relevant data to the Local Authority and other relevant professionals as required.

2. Working together

2.1 Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the school in resolving any problems.

2.2 Wherever possible the school will take action to improve a pupil's attendance and address any underlying causes of problems before requesting support from the Local Authority.

2.3 Throughout this policy the term 'parent' refers to all adults or carers with either

- * Parental Responsibility, or

- * Are responsible for the day-to-day care of the student.

3.0 Expected first day of Attendance:

3.1 The school will enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will be attending the school. For most pupils the expected first day of attendance is the first day of the school year.

3.2 Should a pupil fail to attend on the agreed or notified date, then the Attendance Intervention Manager will establish contact with the parents / carer to ascertain the reason for this. Deletions from the Admission Register will only occur on the grounds prescribed in Regulation 8 of the Education (Student Registration) (England) Regulations 2006.

3.3 The school will notify Local Authority within 5 days, as required by Government Guidance, of pupils who have been added to the Admissions register other than at standard transition points.

4.0 Children Missing From Education:

4.1 JTMAT School's will inform the Local Authority of all deletions from the Admissions Register as stated in regulation 8 of the Education (Student Registration) (England) Regulations 2006, apart from at standard transition points.

4.2 Should a pupil meet the criteria of being deleted from the Admissions Register and their whereabouts are unknown, as stated in the grounds for deleting a pupil from the school admission register, section 6 and 8, then the Attendance Intervention Manager will make reasonable enquiries to ascertain where the pupil is.

4.3 The Children Missing Education Officers, at the Local Authority, will be informed that enquiries into the whereabouts of pupils as stated in the above criteria. John Taylor High School will remove the pupil from the Admissions Register, following the Guidance, and the CTF file will be retained until further advice is provided from the Children Missing Education Officers.

Please visit the individual school websites for specific procedures -