



THE CHERWELL SCHOOL
OPPORTUNITY, RESPONSIBILITY, EXCELLENCE

ATTENDANCE POLICY

Person responsible for policy: Assistant Headteacher (BfL)

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Governor Committee: SIC

THE CHERWELL SCHOOL

ATTENDANCE POLICY

Research has shown that regular attendance and good punctuality are crucial factors in students achieving their full potential in education. At The Cherwell School we always aim to work in partnership with parents and carers in ensuring that students attend school every day and on time. We work with parents and carers to resolve any difficulties and are committed to improving attendance levels at the school.

We understand that at times students get serious illnesses or have ongoing medical issues, which mean they cannot attend school. In these cases, we will do all that we can to help students to continue their learning as well as possible at home. Having a minor ailment should not prevent them from coming and students should not take odd days off for minor ailments or fatigue.

The target attendance figure for all pupils is a **minimum of 97%** attendance. Evidence suggests that an attendance of less than 97% brings increased risks of underachievement. We inform all parents and carers about their child's attendance on a regular basis through their child's Progress Review. In addition parents and carers can monitor their child's attendance via the Parent App. We will always contact parents directly if attendance becomes a concern and work with them on a strategy for improvement

Recording Absence

There are two categories of absence, authorised and unauthorised. Authorised absence is when a student is not in school because of approved sickness or another unavoidable cause, including days set aside for religious observance. Any absence where the school has not received written information from a parent or carer, or where a parent or carer has had a request for authorised absence refused is an unauthorised absence.

Punctuality (please see Addendum for changes related to COVID)

Students should be on site by 8.25 am and in their tutor rooms by 8.30 am. Students who arrive late without good reason/note, are kept in at lunchtime on the day they are late. If a student is late after the register has been taken they need to report to Reception and sign the "Late Book" in order to secure their present mark.

Students allowed off site at lunchtime (Yr11 with school/parental permission and Yrs 12 and 13 only) should be back on site by 12.55 pm and into lesson 4 at 1.00 pm.

School actions to support good attendance:

- Regular reminders in assembly about the importance of good attendance and strategies for personal wellbeing
- Our assembly and tutor programme will include topics on areas such as resilience and skills for life which promote attendance/punctuality
- Tutors will have regular conversations with students about attendance so they are aware of the potential impact on progress
- If areas for concern arise from the tutor conversations regarding attendance, strategies will be put in place to support students and their attendance

- We will reward students who have excellent attendance and those students who show significant improvement in attendance
- We encourage and support students to catch up on any missed work due to absence so they don't fall behind. This will be done in a variety of ways including via Google Classroom.
- We encourage and support students to work with peers in relation to classwork/ homework set so they don't fall behind
- We will ensure a careful reintegration programme is followed so students who have had long term absence are fully supported

Leave of Absence

Parents and carers are advised to avoid long term absences and family holidays during term time as this has been proven to affect student progress. Whilst the Headteacher may consider authorising up to 10 days absence they are unlikely to authorise absence except in exceptional circumstances, and the school does not authorise absence for holidays taken during term time. Parents must apply in advance for permission from the Headteacher by using the 'Application for Leave of Absence' form available on the school website. No retrospective permission will be granted. The AEO can be involved if unauthorised holidays are taken.

Procedures

Parents and carers can support good attendance by:

- Sending child/children to school every day fully equipped and ready to learn
- Informing their child's Deputy Year Leader by email or phone on the first day of illness by 8.30 am.
- Providing a written explanation, or email, on the day of the student's return.
- Ensuring that routine medical appointments are made outside of school time, wherever possible and if not possible, ensuring that they return to school afterwards.
- Downloading the Parent App in order to be able to monitor attendance and punctuality on a daily basis

Students must:

- Arrive at school and lessons on time and be in the correct place as specified on their timetable
- Hand in any letters from home about absences or medical appointments
- Sign in at Reception if arriving late in school and then report to the late room at lunchtime unless Year Leader or Deputy Year Leader has stated otherwise
- Sign out at Reception if leaving school during the day for appointments or any other reason. Students cannot leave the premises without either a signed note or instructions from home received and noted by Reception
- Sign in at Reception if coming into school after 8.45 am for any reason; i.e. late, returning from an appointment/other absence during the school day
- Report to the Medical Room if feeling unwell (students should not ring/text home or leave school premises without permission from school)

The School will:

- Ensure that staff take registers at the start of the day and at the start of each lesson.
- Ensure that Form Tutors bring absences to the attention of their Deputy Year Leader

- Deputy Year Leaders will contact home on the first day of absence if parents have not notified them with a reason.
- Ensure that Subject teachers let Deputy Year Leader/Reception know if a student is absent from a lesson and has been marked present on SIMS in the previous lesson - Deputy Year Leaders will follow our 'missing students' procedure and will contact home if it is thought that student has left the premises. Consequences will follow for students who are found to have truanted
- Ensure that Cherwell's Inclusion and Attendance Officer (IAO), and the County Reintegration team and Year Leaders/Deputy Year Leaders share information and make support plans/referrals as necessary for those students causing concern
- Work with the County Reintegration team and parents to help them meet their statutory obligations with regard to regular attendance

Support

These are all measures to help the school support, and understand, the student's current difficulties:

- Our Inclusion and Attendance Officer (IAO) will contact parents and students when absence, either authorised and/or unauthorised, causes attendance to drop below 85% and this may be followed up with a warning and fines (under Section 444 of the Education Act 1996) if no substantial improvement is evident. Letters and emails will be sent regularly asking for reasons for unexplained absences.
- If a student has too many occasional days off for medical reasons, proof of illness from the GP may be requested, and on occasions permission to allow our IAO or School Health Nurse to talk with the student's GP may be asked for.
- It is ultimately the school's decision if an absence explanation is accepted in order to authorise an absence.
- The relevant Year Leader and IAO as required will help in reintegrate students back into school following a prolonged period of absence (e.g. medical).
- Mrs Young our Inclusion and Attendance Officer (IAO) will support parents and carers who are experiencing difficulties getting their children to come to school Her email is kyoung@cherwell.oxon.sch.uk

Students who go missing during the school day

If a student has been recorded as present but then does not attend a lesson later in the day, they should be considered missing and the following procedures must be followed.

Inform SLT

Check

Medical room	Base	Intervention Lessons	Counsellor
School nurse	Toilets	Music lesson	Trip/fixture

Playground	Field	Rugby Club	Cycle Track
Cycle sheds	Hedgerow – tennis courts	North/South Site	Room Change

If not found within 20 minutes:

Phone parents and carers
If no reply phone 101

If parental contact is made, agree next steps: eg parental search of own neighbourhood and contact friends. Mobile phone contact etc
Parents to inform school if successful or not.

If unsuccessful advise they call 101
if they refuse school phone 101

Other people to notify if relevant.

- Headteacher
- Year Leader
- Social Worker
- Chair of Governors

When the student is found, a meeting should be held to discuss reasons for truancy and measures that can be taken to reduce the risk of this happening again.

A risk assessment should be put in place and relevant staff informed.

A record of this incident should be made on CPOMs

ADDENDUM to Attendance policy

In light of our new routines due to COVID we have a staggered start to each day. Punctuality will be different for each year group depending on their arrival time

Y7 and Y10 - 8.30

Y8 and Y12 - 8.40

Y9 and Y11 - 8.50

Y13 - 9.00

Students will not be allowed to leave the site at break time, lunchtime or during private study times (for sixth form)

Students working from home due to COVID regulation (school closure or self isolating) will be recorded with and X.