

Student Attendance Policy

Our Vision: To strive to meet 100% targets for attendance and punctuality

Objectives

Skipton Girls' High School seeks to ensure that all its students receive a full time education which maximizes opportunities for each student to realise their true potential. We firmly believe that good attendance leads to high attainment.

Implementation

Parents/carers are legally obliged that, unless there is illness or some other acceptable reason for absence, students should attend school for each session during the prescribed school days of the academic year. If parents/carers/carers know that their child will not be able to attend school, **they must** ring the school on the day of absence, for **safeguarding reasons**.

- The school will encourage attendance by providing a welcoming, caring environment, wherein each member of the school community feels wanted and secure. The school's curriculum policy identifies ways in which the curriculum, teaching and learning also encourages attendance.
- All school staff will work with students and their families to help ensure each student attends school regularly and punctually. Responsibility for attendance is shared by all school staff in their various roles, pastoral or otherwise.
- The school will maintain an effective system of incentives and rewards which acknowledges the success and efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents/carers who give low priority to attendance and punctuality.
- To meet these objectives, Skipton Girls' High School will maintain an effective and efficient system of communication with students, parents/carers and appropriate agencies to provide mutual information, advice and support.

Punctuality

All students must arrive on time to morning school. School opens for students at 8am. Students are expected to be lined up outside of lessons by 8.45am each day. Lessons start promptly at 8.50am. Arrival after 8.55am will be marked as late. It is an expectation that students arrive at all lessons during the school day **on time**.

If a student is late for unavoidable reasons, parents/carers should ring the school immediately. Persistent lateness will result in after school detention or other appropriate consequence. (e.g. parental meeting, involvement of external services).

Reporting of Absences

Parents/carers are asked to contact the school via the absence line on 01756 707610 or email to absence@sghs.org.uk before 8.30am for each day a pupil is unwell and will not be attending school.

A student who has been sick or who has diarrhoea should be kept away from school until the student has been clear of the problem for 48 hours.

If a student has a contagious illness she should remain at home until she is no longer a risk to other students.

If an absence is known of in advance e.g. a medical appointment, please call the absence line or email absence@sghs.org.uk with the details prior to the absence.

It is crucial that parents/carers adhere to this procedure to ensure that all students are safe and their whereabouts are accounted for.

On return to school, parents/carers should ensure that they have provided written verification through email or in hardcopy for any absences over 3 days.

Recording and use of absence data

A system is in place to record, in an accurate manner, attendance, lateness and absences. This is fully compliant with DfE guidelines.

The first lesson of the day starts at 8.50am; students are expected to be lined up outside their classroom at 8.45am. Any student arriving after 8.55am will be registered with a late mark and the time of arrival. Students arriving after the register has been taken need to sign in the late book in **Student Services**.

Year 12 and 13 students who have a study period in periods 1 and/or 3 must sign the attendance signing in sheets in the Learning Resource Centre by 8.50am and 1.05pm respectively.

It is important that students are punctual and arrive prepared for learning.

Registers are taken at every lesson and tutor time.

When absences are unaccounted for, **Student Services** will telephone home to ensure all absences are explained.

Attendance figures are published for individual students in their school report. Where a student's attendance causes concern parents/carers will be contacted.

Absences for part of the school day

During the school day, students must not leave the school site without permission. If it is necessary for a student to leave school e.g. medical appointment a letter, telephone call or email in advance is required. On leaving school the student must 'sign out' in **Student Services** and 'sign in' on their return.

If a student becomes unwell during the school day **Student Services** will contact parents/carers if they need to go home. It is the responsibility of parents/carers to make sure we have up to date contact names and telephone numbers for this purpose.

LEAVE OF ABSENCE

The Pupil Registration Regulations 2006 state that: -

Schools have a discretionary power to grant a pupil time off school during the term. However, schools are not obliged to grant time off. Discretion around leave of absence is far-reaching. They are able to refuse the whole period requested by a pupil's parents/carers. Periods that are taken must be recorded as unauthorised.

Leave of Absence - Holidays

Skipton Girls' High school is highly committed to the education of its students. We believe that there are enough periods of time between each term for parents/carers to take their child on holiday. We therefore do not grant any student time off for holidays during term time. There are no holiday request forms and no exceptions to this policy. Any time taken away from school in such circumstances will be recorded as unauthorised.

Time off school for family holidays is not a right and will not be granted. If you decide against our decision and take your child off school, you must inform us in writing stating the dates of absence and the reason for your child's absence. If your child accrues 10 sessions of unauthorised absence you may be liable for a fixed penalty notice (one days absence equals 2 sessions).

Leave of Absence – Exceptional Circumstances

Even though we do not authorise any holidays, occasionally parents/carers need to take their child out of school in term time and we do recognise there are exceptional circumstances.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where leave is recommended as part of a parents/carers' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

Parents/carers should contact the Head of Academy with a detailed letter of request.

What is good attendance at Skipton Girls' High School?

Our whole school Attendance target: We are aiming for 100% and at the very least 97%

We encourage and reward good attendance. Every student's good attendance is vital as it has a clear link with progress and attainment.

Students who attend less than 90% (the equivalent of one day off school per fortnight) count as Persistent Absence students. It has been shown statistically that students with 85% attendance will achieve at least one grade below expectation in all their GCSE subjects.

Over a period of five school years, a student with 90% attendance will have missed half of a whole year of his/her schooling. Similarly, students with poor punctuality miss valuable lesson time and, if it happens regularly, progress will be jeopardised. Lateness to school will not be permitted.

The best way to achieve good attendance and punctuality is to keep the routine going: coming to school on time every single day.

Attendance %	Absence per week/fortnight	Absence per year	Absence over 5 yr. period
95%	Half day /fortnightly	2 weeks	Quarter of a year
90%	Half day/ weekly	4 weeks	Half a year
85%	One and a half days fortnightly	6 weeks	Three quarters of a year
80%	One day weekly	8 weeks	One year
75%	Two and half days fortnightly	10 weeks	One and a quarter years

The table below highlights how important punctuality is

Daily lateness	Equates to...
5 minutes late	3 days lost per year
10 minutes late	6.5 days lost per year
15 minutes late	10 days lost per year
20 minutes late	13 days lost per
30 minutes late	19 days lost per year

Attendance affects attainment: fact

Having analysed GCSE results and attendance, the facts are:

Percentage attendance within a year	How students perform
0-50%	9 grades are below target
60-70%	8 grades are below target
70-80%	6 grades are below target
80—85%	4 grades are below target
85-92%	3 grades are below target
Over 96%	2 grades are above predicted targets

This policy will be reviewed annually in line with DfE guidance.

The governors will ensure that there is an Attendance Policy published annually on the school's website.

Updated: October 2017

Policy Review Cycle: Annually Author: AAW – Head of Academy

CES – Attendance and Student Services Manager