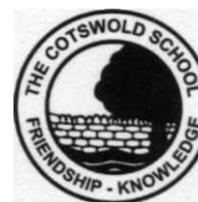


THE COTSWOLD SCHOOL POLICY DOCUMENT



Policy:	Attendance Policy
Policy Ref:	CSP03
Version Number:	4.0
Date:	June 2016
Review Date:	June 2017
Authorised by:	Governing Body
Updated by:	Mrs C Grover Mrs S Dee

This policy should be read in conjunction with the following closely linked policies :

- *Anti-bullying*
- *Pastoral Care*
- *First Aid*
- *Special Educational Needs*
- *Child Protection and Safeguarding*
- *Promoting Positive behaviour*
- *Equalities*

At The Cotswold School we want to ensure that our pupils are able to take the fullest possible advantage of all that we have to offer - both within our academic curriculum and our extensive extra-curricular programme. We want every pupil to attend school every day that they can. This attendance policy sets out what is expected so that this may be achieved.

Assistant Head Pastoral, will be the Attendance Lead and will work in collaboration with the Attendance Officer.

- Parents have a legal duty under the 1996 Education Act to make sure that children of compulsory age attend school. Permitting unauthorised absence is an offence and can result in a report being sent to the LEA if any problems cannot be resolved by agreement.
- Each absence from school can be classified only by the school (not the parent) as **authorised** or **unauthorised**. **Parents do not have powers to authorise an absence**. This is why we need immediate information about the cause of each absence in order to make a judgement about its legality.
- The school regards authorised absence as time off school for a valid reason. This is usually illness.
- Unauthorised absences are for those reasons not considered reasonable for time off school and for which the school has not given 'leave'.
- Problems regarding absence are usually resolved initially by talking in school with the pupil, followed by a meeting with the parents if necessary. In some cases the Education Performance and Inclusion team will be involved, as their role is to support the school on all issues relating to attendance.

- In extreme cases the Education Performance and Inclusion team will use Court proceedings to prosecute parents or seek an Education Supervision Order. It is worth stressing that parents need to contact the school at an early stage if they are worried about their child's attendance. It is at this point a productive partnership with the school can be formed and problems resolved.
- Parents or children have the right to contact the Education Performance and Inclusion team directly. It is independent from the school and contact number is available from the school or the LEA.

Procedures

The school applies the following procedures when dealing with individual absence:

- When a child is off school through illness or any other legitimate reason parents should contact school on the first day of absence and on each subsequent day. On returning to school the child will need a note if unauthorised absence is to be avoided. In some cases a doctor's note may be required. Reasons for absence other than illness must be discussed with the school at least two weeks in advance and the reason for absence request form completed. Bereavement and unavoidable medical appointments are reasons for which the school would grant leave. However where possible all medical appointments should be made outside the school day.
- The school monitors attendance very closely and senior staff, meet weekly with the Educational Welfare Officer. It is through this process of monitoring that referral may be made to the Education Performance and Inclusion Team.
- Any pupil who the school regards as vulnerable in terms of attendance is placed on our priority attendance list. This means if the child is late or absent from the morning session the school will contact parents immediately.
- All holiday absence in term time will only be authorised in exceptional circumstances - bereavement/serious illness.
- Lateness after Registers close at 9.10am, unless unavoidable, will count as an absent mark for that session. Parents are expected to ensure that pupils arrive on time at registration. Lateness without good reason is counted as unauthorised absence.

Strategies to support our attendance policy and to ensure high levels of attendance

To support our attendance policy the school will:-

- Treat attendance as an absolute priority
- Take a whole school approach involving Form Tutors, Subject Teachers, Heads of Year, Heads of Department and the Senior Leadership Team.

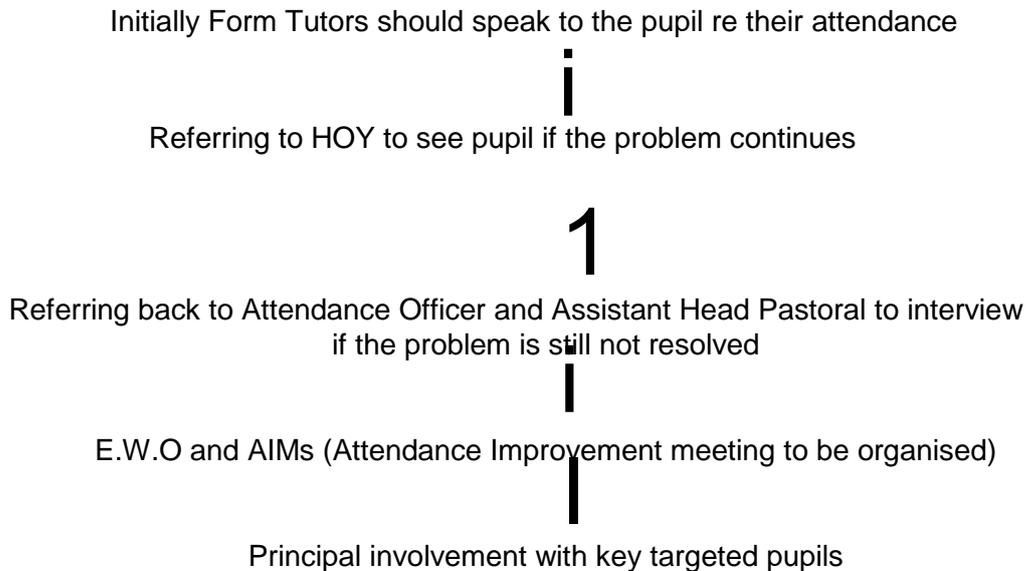
- Promote good attendance at every opportunity - at Parents' Evenings, at Induction, in newsletters, in assemblies, on notice boards and on the school website
- We use electronic registration and aim to use first day telephone contact and will shortly be introducing a text alert system
- Reward and celebrate good and improved attendance
- Set attendance targets for the school - Gold Standard attendance of 98%
- Keep parents/carers informed of their child's attendance level
- Make good use of attendance data by specific analysis
- Notify Governors of attendance levels
- Set up Individual Attendance Plans for pupils with Persistent Absence which will be reviewed regularly and shared with pupils and parents/carers.
- Liaise fully with the Education Performance and Inclusion team And CYPS.
- Provide a safe, happy, stimulating environment for pupils where they feel valued and welcomed and that their presence in school is important

SUCCESS CRITERIA

We are meeting or exceeding our attendance targets
Our attendance is in line with or exceeds that of local comparator schools.

5. PROCEDURES FOR DEALING WITH ABSENCE

The school will adhere to the following escalation of interventions:



This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

ratified by Governors and
signed as such by The Chair of Governors

(20- 06 -2016)