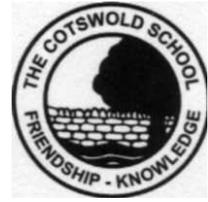


## THE COTSWOLD SCHOOL POLICY DOCUMENT



---

<b>Policy:</b>	<b>Attendance</b>
<b>Policy Ref:</b>	<b>CSP 03</b>
<b>Version Number:</b>	<b>4.0</b>
<b>Date:</b>	<b>Oct 2020</b>
<b>Review Date:</b>	<b>Oct 2021</b>
<b>Authorised by:</b>	<b>Governing Body</b>
<b>Updated by:</b>	<b>Mr S Smith and Mrs S Dee</b>

---

### **Legal Requirements**

Parents or guardians have a legal duty under the 1996 Education Act to make sure that children of compulsory age attend school. Permitting unauthorised absence from school is an offence

### **The Cotswold School Aims and Expectations**

The Cotswold School expectation is that pupils should attend school every day and aim for 100% attendance. We encourage parents and guardians to support pupils in achieving this. The Cotswold School wants 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 in our extensive extra-curricular programme. This attendance policy sets out what is expected so that this may be achieved.

The Assistant Principal Pastoral, will be the Attendance Lead and will work in collaboration with the Attendance Officer and the school's three Educational Welfare Officers (EWO). Attendance is however an absolute priority for the whole school community and we employ a whole school approach involving tutors, HOYS, HODS, SLT and pastoral staff.

## **Absences from School**

### **Holidays**

Holiday absence in term time will not be authorised except in exceptional circumstances. Absence from school disrupts learning in lessons for both the absent pupil and others in the class, particularly where group work is involved. It has been proven to lead to poorer attainment and exam results and causes difficulties in establishing strong relationships with peers and staff.

In exceptional circumstances a request for absence form can be found [here](#) and should be completed and returned to the Attendance Officer. This should be done at least 2 weeks before the required absence in order for a decision to be made by the Attendance Lead.

### **Illness**

If a pupil is genuinely too ill to attend school parents/guardians should contact school on the first day of absence by 9.20am. This can be done by telephone 01451 820554 (option 1), by parentmail or by emailing [attendance@thecotswoldschool.co.uk](mailto:attendance@thecotswoldschool.co.uk)

Please follow this procedure for every day that the illness continues.

### **Lateness**

Lateness after Registers close at 9.20am, unless unavoidable for example due to a late bus, will count as an absent mark for that session. Parents are expected to ensure that pupils arrive on time for registration in their tutor room at 8.45am. Lateness without good reason is counted as unauthorised absence.

Pupils who arrive late will need to sign in at the Attendance Office and provide a reason for their lateness.

## Medical Appointments

We understand that parents sometimes have no choice as to the timing of medical appointments. Wherever possible however all routine dental, medical and eye appointments should be made outside the school day or in the holidays. Where a child does have an appointment in school time we would not authorise an absence for the whole day and would expect them in school before/after the appointment.

Pupils who arrive late/leave early for an appointment should sign in/out at the Attendance Office and bring a note or preferably appointment letter or card with details.

## Serious or Long term Illness

Where a pupil has a diagnosed medical condition necessitating a long term or frequent absence we will work closely with parents and all involved outside agencies to provide appropriate educational provision, within the limits of the school's staffing and funding.

## **Attendance Personnel**

### Attendance Officer

The School's Attendance Officer is responsible for monitoring attendance both daily and cumulatively. They will log all calls and emails from parents regarding absence and update the registers accordingly. They will then contact any parent from whom we have not heard by 10.30am.

The Attendance Officer will also liaise with Tutors, Heads of Year, EWO's and Attendance Lead about pupils whose attendance is becoming a concern and where further intervention is required.

The Attendance Officer will also provide regular reports to Tutors, HOYS and SLT as needed.

### EWO

The school employs three part time Educational Welfare Officers. If a pupil's attendance is becoming a concern one of the EWO's may be asked to make a home visit to discuss the issue with parents and help the pupil formulate a plan to improve. EWO's will also attend Attendance Improvement Meetings (AIM) which will be called in school if an Attendance issue persists.

## **Rewards for Excellent Attendance**

We love to celebrate excellent attendance and the benefits it brings to our pupils and our school.

We have set the bar high with a Gold Standard Attendance of 98%. Pupils who achieve this each term will be rewarded with a badge on their school record and entry into a prize draw. A winner from each year group is randomly selected and receives a £10 voucher as a prize during end of term assemblies.

The best attending Tutor Group in each year will receive a prize each term as well as being featured on the Attendance Notice Board at Pupil Reception.

Best Attending tutor groups, Year groups and Houses are always read out and congratulated by the Principal at end of term assemblies.

Education Inclusion Service will be involved, as their role is to support the school on all issues relating to attendance.

## **Cotswold School Attendance Strategy**

### **Levels of Intervention**

#### **Tutor 95% - 97.9**

At this level the tutor will be having conversations with individual students, making a phone call to parents and logging any action on My Concern.

Tutors will use tutor time to regularly promote good attendance and to review levels of their tutees. If a concern persists and attendance worsens they should refer the pupil to HOY.

#### **Head of Year 93% - 94.9%**

At this level the HOY will be seeing individual students and implementing interventions to remove any barriers that are preventing attendance. HOY can also set targets for improving attendance with a four week review period. Parents of these pupils will be seen by SLT at parent's evenings to discuss attendance and medical evidence may be requested to authorise further absence.

A home visit will be undertaken by EWO.

Letter/email to go home and logged on My Concern along with any action taken.

### Attendance Officer/EWO/Attendance Lead below 93%

Attendance Improvement Meeting (AIM). Parents and pupil are invited and it should be made clear that the meeting will go ahead even if parents do not attend. The meeting will be attended by combination of Attendance Lead, EWO and Attendance Officer. An Attendance target and a timeframe of no longer than 6 weeks will be agreed upon. During this time there should be frequent contact between home and school, and further visits by EWO to support encourage and identify/remove barriers to attendance. Support from outside agencies for example the Education Inclusion Service may be sought. Review AIM meeting to be held no later than six weeks after AIM. Copy of record of meeting and actions to go to parents and onto My Concern along with any evidence collated during this time.

### Attendance Lead, EWO, Attendance Officer, Local Authority Support

AIM review meeting. Parents and pupil invited. Meeting will go ahead even if parents do not attend. If the attendance target is not met or sufficiently improved all evidence to be collated and Local Authority invited to review and proceed to prosecution under Section 444 of the 1996 Education Act if appropriate.

\_\_\_\_\_ (12/10/2020)

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

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.

