



THE
**WALDESLADE
& GREENACRE**
SCHOOLS PARTNERSHIP

Attendance Policy

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Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

The purpose of this a policy is to promote outstanding attendance to allow students to achieve their full potential.

Principles

We are committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all. To this end, we aim to:

- Provide an environment in which all students feel safe and valued.
- Develop skills within our students including punctuality and time keeping.
- Work with parents to remove any barriers to learning.
- Work towards a goal of 100% attendance for each student.
- Work with Medway Council Attendance Advisory Services for Schools and Academies (AASSA) and to intervene where a student’s attendance falls below acceptable levels.
- Comply with all government legislation and guidance relating to school attendance.

The Walderslade & Greenacre Schools Partnership (WGSP)

Introduction

At The Walderslade & Greenacre Schools Partnership we believe that high attendance rates are a significant factor in maintaining the quality of education that we provide. If we are to ensure the continuity of education for our students, support students in reaching their potential and prepare them for the world of work, we must ensure that absenteeism is kept to an absolute minimum.

Regular attendance to school is a legal requirement. Under Section 44 of the Education Act 1996 parents and carers of a child of compulsory school age are under a legal duty to ensure the regular attendance and good punctuality of their child at the school where they are a registered student. Section 7 of the Education Act 1996 requires parents and carers to secure education of their children of compulsory age either by regular school attendance or otherwise.

The DfE guidance [Working Together to Improve School Attendance 2024](#) states that attendance to school is “essential for students to get the most out of their school experience, including their attainment, wellbeing, and wider life chances”.



At The Walderslade & Greenacre Schools Partnership, the Senior attendance champion role is fulfilled by:

Mrs L Barr: barrl113@wgsp.org.uk

The Senior Leadership Team responsible for the strategic approach to attendance to school is fulfilled by:

Mrs L Barr: barrl113@wgsp.org.uk

Mrs C Bennett: bailc197@wgsp.org.uk

What is Good Attendance?

At The Walderslade & Greenacre Schools Partnership our minimum expectation on whole school attendance is 97%.

The Walderslade & Greenacre Schools Partnership provides 190 days of education, the expectation is that students attend every single day.

Government research shows students who have less than 90% attendance (20 or more days missed in a year) achieve, on average, a whole grade lower than expected in examinations. An adult with day-to-day care has a legal responsibility to ensure that their child/ward attends school regularly. Failure to fulfil this responsibility can lead to prosecution or enforcement.

What Are the Benefits of Good Attendance to The Students?

- To develop and maintain new relationships within the school community.
- To participate in new experiences.
- To learn and excel within all subject areas.
- To build resilience and skills for adult life.
- To improve their chances of a good career.
- To develop independence, including being punctual.
- To feel safe and listened to.

How Can Home Support With Attendance?

- Tell your child/ward how important school is.
- Praise your child/ward for working hard and attending school.
- Organise non-urgent medical appointments outside of school time.
- Check that your child/ward is organised for school (with a bag to carry their belongings).
- Make sure your child/ward has a good sleep every night and wakes up in good time for the school day, arriving by 08.20 ready for Line up/Form time at 8.30am.
- Take time to talk to your child/ward about what they have achieved in school.
- Contact the school at the first opportunity if your child/ward is too ill to attend. This can be done by email us on: attendance@wgsp.org.uk.

- Alternatively, please phone on: 01634 861593 and please choose the attendance option.
- Book holidays and family day trips during holiday time, not school time.
- At the earliest opportunity, talk to someone at the school if there is a problem or reason why your child/ward finds it difficult to attend regularly.

Please see the DfE's guidance on the expectations of parents in relation to attendance:

https://assets.publishing.service.gov.uk/media/66bf301e253aee7aafdbdfea/Summary_table_of_responsibilities_for_school_attendance_-_August_2024.pdf

Aims and Principals

- To develop an ethos in which students' attendance is valued as a key component of advancing their educational achievement and progress.
- To make attendance and punctuality a priority so that students have the opportunity to make progress and achieve outstanding educational outcomes.
- To improve the overall attendance percentage of students at The Walderslade & Greenacre Schools Partnership and reduce persistent absence.
- To provide support and guidance to students and parents and carers in matters relating to attendance and punctuality.
- To provide a strategic approach to gathering, analysing and interpreting attendance and punctuality data and share this data with Heads of Year and the Senior Leadership Team.
- To provide and regularly review the system of rewards and sanctions.
- To work closely in an effective partnership with the Attendance Advisory Service for Schools and Academies (AASSA) for the Local Authority in addressing attendance/punctuality problems.
- To work in an effectively with parents/carers.
- To provide a 'first day' contact using the Arbor/phone calls and Family liaison officer system.

Practice

Any student who is absent from school for the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Definitions of these terms can be found in Appendix A. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Attendance information is shared with parents on Arbor and in reports three times per year. Attendance information is also shared via the Arbor APP and is updated in real time, so parents can see daily attendance.

'Good' attendance is any attendance figure exceeding 97%, any attendance below this figure is classified as 'poor'.



Good attendance increases a student's successful attainment outcomes. At The Walderslade & Greenacre Schools Partnership we will support students and their families in attaining and retaining good attendance.

Roles and Responsibilities

Attendance Advisory Service for School and Academies (AASSA for Medway Council)

The AASSA works closely with The Walderslade & Greenacre Schools Partnership and may arrange home visits, warning letters and Pre-Proceedings Panels to which parents and carers and students are invited, in the event of attendance problems. The AASSA may enforce the 1996 Education Act to instigate legal proceedings if required.

The AASSA has the right to consider taking legal action or the issue of a penalty notice against parents or carers who repeatedly fail to accept their responsibility for sending their child/ward's to school on a regular basis. Penalty notices are issued by the Local Authority to each parent/carer of the child/ward.

The register is taken every session. AM and PM are a legal requirement for attendance reporting.

The Governing Body

The Governing Body is responsible for ratifying and reviewing the school's Attendance Policy and reviewing the School's Attendance Action plan. As well as regularly holding Senior Leaders in charge of attendance to account on the attendance of pupils and key groups.

The Senior Leadership Attendance Champion

The Senior Leadership team member is responsible for:

- Implementing the school's Attendance Policy.
- Creating and maintaining the Schools Attendance Action Plan to develop areas for improvement.
- Championing Attendance to all staff and ensuring compliance with policy at all levels.
- Ensuring that the policy is made available to all staff appointees and to parents and carers who request it.
- Ensuring that the policy is regularly reviewed and, where necessary, revised.
- Authorising termly attendance reports to the DfE.
- Leading strategies to improve attendance.
- Responsible for regularly liaising with the Attendance Officers.
- Providing documentation regarding attendance and punctuality as required by the Headteacher to Governors.
- Working alongside the Attendance Officers at The Walderslade & Greenacre Schools Partnership.

- Working alongside Family Liaison Officers to identify trends or patterns of absence behaviour.

The Attendance Officers

The Attendance Officers are responsible for:

- Communicating with parents/carers in the event of unauthorised absence.
- Communicating with school staff to promote improved attendance.
- Support with areas of the Schools Attendance Action Plan.
- Links with Head of Year in order to seek support in monitoring attendance.
- Meeting regularly with AASSA, keeping a record of the meetings.
- Links with other outside agencies as a means of support, including the Youth Offending Team.
- Producing weekly and termly attendance figures as required.
- Producing attendance and punctuality data for the Headteacher, SLT and the Governing Body.
- Keeping data updated on a daily basis.
- Working with Family Liaison officers to identify trends or patterns of absence behaviour.
- Working with parents to support students in attending school.

Heads of Year

The Heads of Year are responsible for:

- Having knowledge of the attendance figures for their year group.
- Model good practise regarding attendance and hold Form Tutors to account on the monitoring of attendance.
- Liaising with families of students with poor attendance or Medical Conditions.
- Meeting with the Attendance Officers regularly for information, advice and guidance.
- To celebrate good and improving attendance across the year group.

Form Tutors

Form Tutors are responsible for:

- Timely and accurate completion of registers at the start of every form time.
- Checking and monitoring the attendance register of their tutor group and following through contacts with families.
- Ensuring that they report any attendance and punctuality concerns to the Attendance Officers.
- Ensuring that their form are aware of the contents of the Attendance Policy.
- Celebrating good and improving attendance.
- Taking appropriate action within current guidelines to counteract lateness to registration.
- Creating an environment where all students enjoy being in form time and therefore improving attendance and punctuality.

Teachers

Teachers are responsible for:

- Timely and accurate completion of registers at the start of every lesson.
- Notifying any attendance and punctuality concerns to Attendance Officers.
- Using Emergency alert process immediately if a student does not arrive in lesson.
- Taking appropriate action within current guidelines to counteract lateness to class e.g. detentions, phoning home etc.

Staff

All staff are responsible for

- Supporting and implementing the Attendance Policy.
- Ensuring attendance is high profile in the school.

Authorised and Unauthorised Absence

Authorised absence is where the Headteacher has either given approval in advance for a student of compulsory school age to be out of school or has accepted an explanation offered afterwards as satisfactory justification for absence. A student shall be considered for authorised absence from the school at any time when they have been prevented from attending by reason of sickness or any unavoidable cause. An unavoidable cause is an incident of a serious nature in the immediate family of the student concerned. Where something of this nature has occurred, we ask that the family contact the school at the earliest opportunity, so that the school can provide support, the length of absence from the school can be agreed and that the student can be correctly registered.

All other absences must be treated as unauthorised.

Parents and carers cannot authorise any absence, only the Headteacher can do this. However, parents and carers can provide reasons for absence for the Headteacher to consider by completing an Absence Request Form. Please note, the Headteacher does have to accept this.

Parentally condoned absence can be a problem as it means disruption to a student's education. The school does not have to accept a parental explanation for a student's absence whether written, telephoned or given in person. However, all absences, authorised or not, count against the school statistics.

Frequent/Persistent Absence Procedures

The Attendance Officers will closely monitor attendance and punctuality throughout the school in conjunction with the Head of Year and Family Liaison Officers. Home visits may be carried out at any time to see if we can support you or your child/ward in improving their attendance to school. The Family Liaison Officers will attend any attendance meetings on behalf of the school, but can be

requested to attend at any point by a parent who needs support from the school. Ongoing concerns will result in either: telephone contact, emails, letters, messages via the Arbor app, attendance meetings and/or home visits, potentially leading to attendance contracts being signed by all involved.

Parents might also be issued with a Notice to Improve letter and/or being asked to provide medical evidence for their child/ward's absences. Absences then cannot be authorised until the medical evidence has been seen by the school. Should attendance/punctuality not improve a referral will be made to the AASSA. Parents/carers may receive a penalty notice when their child/ward has incurred 10 sessions of unauthorised absence in a 10-week period. A penalty notice will be issued to each parent/carer of £160 if paid within 28 days or £80 each if paid in 21 days, from August 2024. Failure to pay the penalty notice will result in the case of non-payment being prosecuted in the Magistrates Court.

For more information on this, please see the DfE parent's guide for Working Together to Improve School's Attendance: <https://assets.childrenscommissioner.gov.uk/wpuploads/2024/07/aaa-guide-for-parents-on-school-attendance-19th-Aug-version.pdf>

Regular monitoring of the registers will be made by the Attendance Officers, to identify students with a pattern of absences that may lead to Persistent Absence (PA). The Attendance Officers will be responsible for putting in place actions and supporting interventions for each student of concern. Predominantly, the school will try to resolve any barriers to attendance with parents/carers via a range of academic and pastoral interventions.

Below is the Attendance Strategy Flow Chart for WGSP which explains each attendance thresholds and the consequences of each threshold.

<u>Percentage</u>	<u>Statement</u>
98 – 100%	<u>No risk of becoming PA.</u>
97%	<u>WGSP Attendance Threshold met</u>
95 – 96%	<u>Low risk of becoming PA</u>
93 – 94%	<u>Moderate risk of becoming PA</u>
91 – 92%	<u>High risk of becoming PA</u>
90%	<u>Government PA Threshold</u>
80 – 89%	<u>High risk of becoming SPA</u> <u>Concerns over academic and wellbeing of pupil</u>
70 – 79%	
60 – 69%	
51 - 59%	
Below 50%	<u>Severely Persistent Absentee Government</u> <u>Threshold met</u>

1	Celebrating and rewarding attendance
2	Monitoring and phone calls made (follow up letter)
3	Contact made, via the attendance team, regarding concerns with attendance. Discussion regarding support needed, interventions required and next steps.
4	Attendance overview letter sent to parents/carers. Request made for medical evidence and invited in for a meeting.
5	Support meeting and contract/interventions agreed. Discussion regarding next steps: improvement made or a referral will be made to the AASSA
6	Parents/carers sent a Notice to Improve letter regarding referral to the AASSA
7	Further local authority intervention

*Attendance team includes: FT, FLO, HoY, SLT, SENCo, Attendance Hub, AASSA

**Interventions (clear rewards and next steps) offered at every stage

Reluctant Attenders/School Refusal

You should do everything possible to encourage your child/ward to attend. However, if the reason for their reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the school at the earliest opportunity and the school will do everything possible to resolve. Colluding with your child/ward's reluctance to attend is likely to make the matter worse. School refusal/school phobia is a psychological condition that usually has been medically diagnosed. Other arrangements may be put in place for a student with genuine school phobia.

Consequences of Poor Attendance /Punctuality

For students whose attendance and/or punctuality fails to improve, after a range of interventions and support measures have been tried by the school, the ultimate consequences may be one of the following:

- It is possible that certain cases of unauthorised absence from school amounting to 10 sessions (5 days) within 10 weeks can be dealt with by way of a Penalty Notice. These penalty notices will be issued to each parent/carers of £160 if paid within 28 days or £80 each if paid in 21 days, from August 2024. Failure to pay the Penalty Notice will result in prosecution.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child/ward within 3 years of the date of issue of the first. In a case where the national threshold is met for

a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

- Schools will report poor, unexplained, attendance to the Youth Offending Team
- The Local Authority may initiate court action, under Section 444 1/1A of the Education Act 1996, which could lead to fines up to £2,500, or even imprisonment.
- In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child/ward.

Absence Procedures

First Day	<p>If a student is absent for any reason, their parent/carer is expected to contact the Attendance Office to explain the absence on the first day by 9.30am, and each subsequent day of absence (by 09.30). Upon their return to school, they should also send their child/ward with a note explaining the absence and a copy of any medical evidence if appropriate.</p> <p>If no contact with the school has been made regarding a student's absence, contact will be made with the student's primary parent/carer asking them to explain the absence. If there is no reply, the School Attendance Officers will follow up with a phone call. The absence will be recorded onto the school system.</p> <p>Email address: attendance@wgsp.org.uk Phone number: 01634 861593</p>
Third Day	<p>The Attendance Officers will continue daily to try to make contact but, if this has not been achieved a letter will be sent asking them to contact the school. From the third day of absence medical evidence will be required for the school to authorise the absence. Medical evidence can be in the form of copy of prescription, a copy of Doctor/Hospital letter or the pharmacy label on the medication.</p> <p>The school Family Liaison Officers (FLOs) may carry out an unannounced visit to the primary property to check on the student and offer support. If no contact is made this may result in a referral to Medway Children's Services.</p>
5 days	<p>If a student is absent for a period of 5 consecutive days and no contact has been made the School Attendance Officers will inform the AASSA.</p>
Persistent Absence	<p>All absences are monitored and should the absences become a concern a referral to Medway Attendance Officer will be made for them to start intervention with the possibility of court action being taken.</p>

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the student that may require further investigation, then



the notes may need to be retained for a longer period. These notes will be kept in the student's record file.

Leave of Absence During Term Time

Parents and carers must not take students out of school during term time except in exceptional circumstances. Authorisation for leave of absence in term time may only be given by the Headteacher if you can show that the reason for the leave of absence satisfies exceptional circumstances and evidence is provided. Permission sought after a leave of absence has been taken will not be granted. A formal application needs to be made in writing or by completing the Absence Request Form to the Headteacher prior to the leave of absence and handed in to the Attendance Officers. The Headteacher will advise of their decision in writing.

The school requires written medical evidence of any absence of more than 48 hours, otherwise the absence will not be authorised. If a leave of absence is taken after it was declined or if it is taken without notice, a Penalty Notice may be issued to each parent. In certain cases of unauthorised absence from school amounting to 10 sessions (5 days) can be dealt with by way of a Penalty Notice. These Penalty Notices require the recipient to pay a fine of £80 if paid within 21 days, or £160 if paid within 28 days. Failure to pay the Penalty Notice could result in prosecution.

Illness, Medical and Dental Appointments

As far as possible, medical appointments should be made outside school hours. Medical appointments count as authorised absence if evidence is provided. Students should obtain a pass from the Attendance Officers before leaving for the appointment and should sign back in with the Attendance Officers upon their return.

Medical appointments do not necessitate a full day of absence unless substantial travel is required e.g. to a London Hospital. Proof of time and place of appointment may be requested. Medical evidence will be requested by the Attendance Officers as proof of illness, this could be an appointment card, e-appointment notification, copy of prescription/prescribed medication.

If the authenticity of illness is in doubt the AASSA may in certain circumstances consult the student's GP, once parental consent has been obtained.

Days of Religious Observance

This is absence to take part in any day set aside exclusively for religious observance by the religious body to which the student belongs. Parent and carers must give advance notice of any such absences. This is recorded as an authorised absence.

Interviews with Prospective Employers / FE Provider

The Walderslade & Greenacre Schools Partnership asks for advance notice and proof of the appointment, for example a letter of invitation. This is recorded as an authorised absence.



Internal Isolation

The Walderslade & Greenacre Schools Partnership aims not to externally suspend students and will always attempt to sanction internally within isolation in preference to an external suspension. The isolation room has been developed as part of the Behaviour and Conduct Policy as a strategy to avoid the need for external suspension which are detrimental to the education of our students. We hope that parents/carers and students will appreciate that this provision has been put into place to reduce interruptions to learning.

External Isolation

The Walderslade & Greenacre Schools Partnership work with other Medway Schools to utilise their isolation units so that the student is still in school, and works in a controlled environment with supervision. Should the student be free school meals, this will still be taken at the external isolation school.

If external isolation is refused, this will result in an unauthorised absence.

Fixed Term Suspension

In situations where suspension is the only option, a student suspended for a fixed term remains on roll and the absence is recorded accordingly. Parents and carers have a duty to ensure that their child/ward is not present in a public place within school hours during the first 5 days of suspension. Under the regulations, parents and carers may be prosecuted or receive a penalty notice from the Local Authority if their child/ward is present in a public place on the specified dates without reasonable justification, as these will be recorded as unauthorised.

From the 6th day of a student's suspension until the expiry of their suspension, students will be required to attend another school provision. Arrangements for this will be made by The Walderslade & Greenacre Schools Partnership. From this 6th day of suspension attendance is shown as a 'B' meaning educated off site. Non-attendance at the alternative provision will be unauthorised.

Permanent Exclusions

Permanent exclusions are rare but during the period of appeal or review the absence is authorised.

A student's name may be removed from the school roll on the first day after the day on which:

- the independent appeal panel upholds the permanent exclusion.
- the independent appeal panel does not uphold the permanent exclusion, but does not direct the student's reinstatement.
- the prescribed period for lodging an appeal has expired and the parent has not lodged an appeal.
- the parent/carer has, before the expiry of the prescribed period advised the Clerk to the

Governors in writing that she does not intend to appeal.

Holidays During Term Time

The Walderslade & Greenacre Schools Partnership does not authorise leaves of absence during term time for holidays. Parents will be reminded of the effect that absence can have on a student's potential achievement. The Headteacher will not grant a leave of absence unless in exceptional circumstances. The application must be made in writing in advance and the Headteacher must be satisfied that there are exceptional circumstances which warrant leave. Where a leave of absence is granted the Headteacher will determine the number of days a student can be away from school. If an unauthorised leave of absence is taken, a referral will be made to the Local Authority for a Fixed Penalty Notice to be issued. Standard information provided with each Penalty Notice states that an £80 fine is payable within 21 days of the Notice being issued, rising to £160 if paid between the 21st and 28th day. If neither of these sums has been paid within these periods, the Local Authority may consider a prosecution for an offence contrary to Sec. 444(1) Education Act 1996. If a second leave of unauthorised absence is taken within 3 years, a Penalty Notice of £160 will be issued with no option to pay this early at a reduced charge. If a third leave of unauthorised absence is taken within 3 years, legal action, including prosecution, will be considered.

Parents and Carers must not take students out of school during term time except in exceptional circumstances. Authorisation for leave of absence in term time may only be given by the Headteacher. You can show that the reason for the leave of absence satisfies exceptional circumstances and evidence is required. Permission sought after a leave of absence has been taken will not be granted.

The cost of a holiday is not considered an exceptional circumstance and will not be taken into consideration in any holiday request.

Please note that the Education (Student Registration) (England) (Amendment) Regulations 2013, which came into effect on 1st September 2013, removes references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant leave of absence during term times unless there are exceptional circumstances.

Leavers and Children Who Cease to Attend Without Prior Notice (CME) Procedures

Parents must inform the school in writing if they are planning to remove their child/ward from The Walderslade & Greenacre Schools Partnership. This must include the details of the new school the child/ward is planning to attend or that they are exercising their right to educate their child/ward otherwise. All Educational information will be passed into the Inclusions Team at Medway Council, who are responsible for monitoring all children who are educated otherwise. If after ten day's continuous absence the school has been unable to ascertain the whereabouts of a student, they will refer the child/ward's details to the Local Authority, in order to perform further checks that are not available to school.

Non-Starters

Students who are allocated places but fail to start are also treated as CME. If the school has been unable to contact the family during a ten-day period after their expected arrival, they will refer the students to the Local Authority for further checks.

Rewards

We place a high importance on regular and punctual school attendance and we promote and reward good attendance for all our students. We regularly celebrate above target attendance (97%) and 100% attendance in assemblies and reward the form with the highest attendance. A termly certificate is issued and an annual prize for the highest attendance is awarded annually. In addition, we like to encourage improved attendance, rewards and recognition are awarded in the event of significant improvement.

- For every term's attendance there is the opportunity to earn a 97%+ or 100% certificates.
- Students with excellent attendance are also presented with a badge and a certificate at the end of the year.
- Heads of Year will reward, through assemblies, tutor groups with the highest attendance and most improved attendance regularly.
- Heads of Year will reward individual students who have improved their attendance.
- Communication for 100% attendance.
- Most improved attendance rewards.

Punctuality to School

All students are required to be punctual to school. Punctuality to school is a legal requirement and regular punctuality checks will be undertaken.

Morning

Students must arrive at the school by 08.30. Students who arrive after 08.30am will be marked late. Those who arrive after 09.00 will be marked as unauthorised and this will affect their attendance figure.

Any students arriving after 08.30 will be expected to explain their tardiness, and there may be a consequence for this.

If a student is persistently late or fails to attend late detentions it may be necessary for a parental meeting, or a referral be made to the AASSA.

Students attending regularly, arriving punctually will receive values points and rewards for their effort.

Heads of Year and Attendance Officers will monitor late statistics regularly, this may result in additional sanctions or meetings with parents to inform and improve student attendance to school.

All students arriving after 08.45am must report to the Attendance Hub to ensure an accurate record of arrival time. If a student attends their lesson without reporting to the Attendance Officers the time will be taken from the recorded attendance time of the lesson, in some cases this may mean that there is a delay.

Afternoon

For the legal PM session students will register in lessons at the start of the last period of the day at 14:00. Students will also be registered at 14.50 with their Form Tutor, this is an essential part of the school day and failure to attend will be marked as unauthorised.

Attendance and punctuality will be monitored and individuals causing concern will be supported by the Attendance Officers, the Family Liaison officers and Pastoral Support Team. Further issues will be reported to the AASSA.

In School Truancy

Lesson by lesson checks will be made around the school and of the electronic systems in order to identify and sanction in school truants. A list of known truants will be kept by the pastoral team who will monitor these children lesson by lesson and keep appropriate staff and parents fully informed. Heads of Year and members of the Senior Leadership Team will have meetings with parents and follow the schools' Behaviour and Conduct Policy regarding sanctions.

Reduced Timetables

The Trust regard the use of part time timetables as a last resort for a student with a medical, physical or mental health condition. All students are entitled to a fulltime education. WGSP will only consider reduced timetables in exceptional circumstances and after exhausting all other strategies. These plans are for a short period of time, with fortnightly reviews, and are intended to last no longer than six weeks, with the view that the student returns to a full timetable as soon as possible. The hours of the timetable are decided between a member or SLT, SENCO or Head of Year in conjunction with the students' parents or carer. All reduced timetables will be reports to the Local Authority.

Pregnancy

In cases where a student is pregnant the student should be advised that the Headteacher will need to be informed. If the school finds out a student is pregnant, a meeting will be arranged with the student and her parents and carers in order to set up a Risk Assessment and to discuss how her educational needs are to be met. If a female student is absent with a pregnancy related illness, this will require a medical note. Absence for ante-natal classes and if the baby is ill, should be classified as 'authorised'. Leave for maternity is treated like any other leave of absence. The DfE expects schools to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific circumstances of each case. Ultimately it is at the headteacher's discretion how much leave to grant.



Attendance Coding

Attendance will be logged using a computerised system using national codes to categorise attendance. These codes can be seen in Appendix A. Only authorised members of staff have access to attendance records and these records are backed up on a daily basis.

In Conclusion

School attendance and attainment are closely linked.

It is extremely important that all of our students attend school on a regular basis, so that they receive the education to which they're entitled. This ensures that our students have the best opportunities in later life.

Our expected attendance target is 97%.

If a student misses one day at school per week over their school life; that is 80% attendance and is the equivalent to missing two full school years by the time they reach the end of secondary education. That is a lot of missed learning!

We expect any parents or carers who are having problems with their child/ward's school attendance, to make an appointment to speak to the school so that we can provide advice and strategies to assist. Parent/carers co-operation is important. We all want the best education for our students.



Appendix A: Categorisation of Absence

Any student who is on roll but not present in the school must be recorded within one of these categories:

- Unauthorised Absence - This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.
- Authorised Absence - This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996.
- Approved Educational Activity - This covers types of supervised educational activity undertaken off site but with the approval of the school. Students recorded in this category are deemed to be present for attendance returns purposes. This would include:
 - Work experience placements.
 - Field trips and educational visits.
 - Sporting activities.
 - Link courses or approved education off site.
 - Most types of dual registration.

Attendance will be categorised using the following codes:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Attending any other approved educational activity	Approved Education Activity
C	Leave of absence or exceptional circumstance	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Suspended or Permanently excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Attending an Interview	Approved Education Activity

K	Attending education provision arranged by Local Authority	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Absent in other unknown circumstances	Unauthorised absence
P	Participating in an approved sporting activity	Approved Education Activity
Q	Unable to attend school due to lack of access arrangements	Not counted in possible attendances
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
U	Arrived after registers closed	Unauthorised absence
V	Attending an Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school-age pupil not required to attend school	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided not being available	Not counted in possible attendances
Y2	Unable to attend due to widespread disruption to travel	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted in possible attendances
Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
Y6	Unable to attend in accordance with public health guidance or law	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause	Not counted in possible attendances

Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances



Equality Impact Assessment

Who is the policy or process intended for?	Pupils	Employees	Govs/ Trustees	Volunteers	Visitors
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pupil groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Evaluation and decision making					
Summary of action taken:					
Final decision:					

