



# **ARTSED DAY SCHOOL AND SIXTH FORM ATTENDANCE AND PUNCTUALITY POLICY**

## **STATEMENT OF INTENT**

### **A. Aims**

1. The 1966 Education Act states that all parents have a legal responsibility to ensure that their child attends school regularly. Regular school attendance is crucial if ArtsEd pupils are to achieve their potential and maximise their life chances.

ArtsEd aims to meet its obligations with regards to school attendance by:

- i. Promoting good attendance and reducing absence, including persistent absence
- ii. Ensuring every pupil has access to full-time education to which they are entitled
- iii. Acting early to address patterns of absence

2. This policy meets the requirements of the from the Department for Education (DfE).

### **B. Parental Responsibility**

3. At ArtsEd we believe that regular school attendance enables children both to maximise the educational opportunities available to them and to become responsible, organised and motivated adults. Failing to attend this school on a regular basis will be considered as a safeguarding matter. Your child may be at risk of harm if they do not attend school regularly.

4. Parents are expected to promote excellent levels of attendance and punctuality for their child. On rare occasions a pupil may be reluctant to attend school. Permitting absence from school without a good reason is an offence by the parent/carer.

5. It is the parent's responsibility to follow school procedures relating to all aspects concerning attendance, absence and punctuality as outlined within the School policy. Parents are expected to support the school and attend meetings to discuss and resolve any issues related to attendance and punctuality.

6. Parents are expected to support staff within the school in regard to any reasonable sanction given relating to poor attendance and poor punctuality.

### **C. Registration**

7. Registration is taken at 08.25am and 12.55pm every day. Class registers are taken on iSAMS and are considered legal documents and are treated as such. The form/tutor class teacher will ensure that the registration period is orderly and calm, and that the registers are called promptly and accurately

every morning and every afternoon. Registration should be taken at the same time to ensure consistency in identifying latecomers. Failure of staff to take registers will be considered a failure to meet teacher standards and is a key safeguarding issue, and this could result in disciplinary procedures where this becomes a persistent issue.

#### **D. Authorised and Unauthorised Absence**

8. Authorised absence is where the School accepts there is a good reason for absence. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

9. Authorised absence requires communication from the parent/carer, which is recorded by the School's Attendance Officers.

10. An unauthorised absence is where the School does not consider the absence reasonable or where no reason has been given. The School has a zero tolerance approach to unauthorised absence.

#### **E. Absent Procedures**

11. Whenever a pupil is absent for any reason, the School should be informed by telephone (before 9.00am) on the first day of absence. When illness necessitates frequent or long periods of absence, a doctor's certificate should be obtained and sent to School. The School will follow up any absences to ascertain the reason and ensure proper safeguarding action is taken where necessary.

12. If your child is absent, we will:

- i. Telephone you on the first day of absence if we have not heard from you.
- ii. If no contact can be made with the family via phone or none answered, the absence concern will be forwarded to a member of the Safeguarding Team.
- iii. If the child who is absent from school is deemed to be vulnerable, the School may decide to ring the Hounslow CME officer or the police.
- iv. If a long absence occurs of 5 or more days, we may invite a parent in to discuss the situation with our Heads of Year.
- v. Refer the matter where necessary, reporting to the local authority pupils who are missing from school for more than 10 school days (continuous) without permission.

13. The Attendance Officer:

- i. Monitors attendance data at the school and individual pupil level.
- ii. Reports concerns about attendance to the Deputy Headteacher.
- iii. Reports concerns about incomplete registers to the Headteacher.
- iv. Arranges calls and meetings with parents to discuss attendance issues.

#### **F. Lateness**

- **Day School**

**13.** Pupils should aim to arrive at school at least 10 minutes before the start of the day i.e. by 8.15am. The discipline of punctuality is one that the School strongly encourages, and pupils who arrive late for school will need to report to the School Office and sign a Late Book and

receive a late stamp in their record books. If a pupil is late due to a dental or medical appointment, they will need to produce a letter from their parent(s) in order to get an authorised late stamp from the School's Attendance Officer. The purpose of the stamps are for both parents and tutors to monitor punctuality and to raise concerns when necessary.

- **Sixth Form**

15. The Sixth Form students have all read and signed the **BTEC Professional Etiquette and Practice Policy** which provides the procedures that students must follow for absences and lateness.

#### **G. Medical appointments**

16. If a pupil needs to leave school for a medical or dental appointment; the parent/carer will need to supply the School with a letter/email prior to their child's leaving which needs to be shown to their form tutor and the School's Attendance Officer in order to obtain an exeat. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

#### **H. Leave in term time**

17. With dates of school holidays published in the calendar, we do ask that holidays during term time be avoided; they cause disruption to academic teaching, GCSE assignments and internal performance rehearsal schedules. Should any parent wish to take a pupil on holiday during school time, they must seek the permission of the Headteacher, in writing, prior to arranging such a period of absence. Failure to ask permission will result in an 'unauthorised absence'.

18. External performance opportunities: It is always our preference that pupils are in school engaging in the curriculum that is carefully planned for the number of lessons, days and weeks in any particular half-term of study. However, we recognise that there are occasions when an external performance opportunity or sporting event might take place that would enhance the learning of a pupil and complement the work that we do here at the school. The School has clear procedures which must be adhered to should a parent wish their child to be absent for the above reasons. No professional auditions or paid professional work may be undertaken during school hours without the School's written consent, requests for which must be made in writing 7 days before the absence is due to take place; an ArtsEd Performance Form must be completed. Please note that each application is considered in relation to the following criteria;

- i. The merit of the project and the benefits to the pupil that the performance opportunity represents.
- ii. The potential impact on learning time, progress or outcomes.

19. Please contact **the schools admissions secretaries** for more information regarding permission to take part in external performances.

If a pupil is unable to dance for medical reasons, a letter must be given to the Head of Dance before the school day begins.

#### **I. Children missing education procedures and off-rolling on-rolling**

20. All staff are aware that children going missing, particularly repeatedly, is a potential indicator of a range of safeguarding issues such as: neglect, sexual abuse or exploitation, child criminal exploitation, mental health problems, substance abuse, travelling to conflict zones, female genital mutilation or forced marriage. The School has clear procedures in place for following up on unexplained absences and, where necessary, reporting to the local authority pupils who are missing from school for more than 10 school days (continuous). The procedure includes the requirement to record any incident, the action taken, and the reasons given by the pupil for being missing.

21. The School has a legal duty to inform the Local Authority if a pupil is to be removed from the roll at a non-standard transition point; i.e., where a compulsory school-aged child leaves the school before completing the school's final year. When this notification is made, the following information has to be provided by the School: full name of the pupil; name, address and telephone number of the parent the pupil lives with; details of any new address for the child and parent; the name of the pupil's destination school and expected start date; and the reason why the pupil is leaving the school.

22. The School is also legally required to notify the Local Authority within five days of adding a pupil's name to the admissions register at a non-standard transition point. The notification includes all the details contained in the admissions register for the new pupil; specifically, their full name; sex; name and address known to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility); address of new or additional places of residence; at least one contact telephone numbers at which the parent can be contacted in an emergency\*; date of birth; name and address of last school attended (if any); and details of whether they were a boarder or a day pupil.

*\*Note: In line with KCSIE 2022, it is the School's policy to hold a minimum of two emergency contact numbers for each pupil.*

#### **J. Recording information in the School's admission register**

- Change of Address

23. If a family are moving to a new address, parents/carers must provide the School with their new address and contact numbers. If the family are moving overseas, parents/carers must provide travel documents and a forwarding address. Failure to do this will result in a referral to the 'Children Missing Education' officer.

- Telephone numbers/email

24. There are times when we need to contact parents/carers. In order to avoid missing important information when it is disseminated; parents must provide the school with TWO up-to-date numbers/email addresses. There will be checks made on telephone numbers/email addresses and contact details throughout the academic year.

- Transferring to another school

25. As part of our T&Cs, the School requires one term's notice before a pupil/student can be removed from the school. Parents/carers must notify the School immediately if they are removing their child to start at another school. The parents/carers must provide the name of the new school. If a family are moving to a new address which requires the child to attend a new school but the child is not yet

registered, then parents/carers must provide the School with their new address. Occasionally, children may move away from the School without notifying us. We make every reasonable effort to locate the child and their family. Removal from roll may be backdated if we subsequently receive proof of dates of attendance at a new school. If we are unable to make communication with the family, the child is kept on roll until we receive confirmation from the new school and we will notify Hounslow's CME Officer.

#### **K. Monitoring Attendance and Punctuality**

26. Gabriela Duda is the Day School's Attendance Officer and Jessica McCrow is the Sixth Form Attendance Officer. Their role is to check the registers after morning and afternoon registration to ensure that they are completed and that all pupils/students are accounted for.

27. The Heads of Key Safeguarding and Heads of Year 13/12 check the registers weekly for outstanding unauthorised absences. Parents/carers are contacted to explain the reason for absence. Only the school may authorise this absence. Attendance is discussed at weekly SLT meetings.

28. Rewards: At ArtsEd we encourage all pupils to aim for full attendance and certificates for excellent attendance are awarded at the end of every term. Absence figures are given on the written reports and via the Parent Portal.

### **APPENDIX 1 Annual review provided as part of attendance**

#### **Example Attendance and Punctuality Table (used to report to DSSF Sub-Committee)**

Measure			AY	AY	AY
Overall absence (%)					
Unauthorised absence (%)					
Persistent absence (%)					
Lateness (%)					
Number of pupils reported to LA as 'missing from education'					

## Commentary

### Indicative content

- Comparison of school data with national data
- Year on year comparisons - is attendance improving or deteriorating?
- Trends in unauthorised absence and persistent absence
- For the current year, are particular sub-groups of the school roll inflating the absence data e.g. Year groups, boys versus girls, SEND or vulnerable pupils etc
- Are parents following notification procedures?
- Effectiveness of interventions
- Commentary on LA notifications (if any)
- Recommendations

### Review of Attendance and Punctuality Policy

Document Title	Attendance and Punctuality Policy
Maintained By	Admissions and Attendance Secretary
Owned By	DSSF
Approving Committee / Ratifying Body	Board of Trustees
Last Reviewed on	September 22
Review on	September 23
Current Version	Version 1
Location of master document	
Web location	