



BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY
Headteacher: Mathew Harper BA Hons, NPQH



Attendance Policy

School Policy/Procedure No: 07

Last Reviewed: November 2018 Last Amended: November 2018 Next Review: November 2019

PRINCIPLES

- Every child has a fundamental right to be educated.
- Parents, teachers and students have a duty to ensure maximum attendance at school.

AIMS

- To enable maximum student attendance through valuing high attendance rates.
- To encourage students to take full advantage of their educational opportunity by attending regularly.
- To recognise the external factors which influence student attendance and work in partnership with parents and the Missing Education and Child Employment Service (MECES) when difficulties arise.
- To meet our current attendance target as agreed by the Governing Body in the Strategic Development Plan.

OBJECTIVES

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
- To provide an effective and efficient system for the monitoring of attendance.
- To maintain first day contact.

SCHOOL POLICY

1. Beauchamps High School will require parents to phone in, send a note or email for every absence.
2. Student Reception staff will inform the Heads of Year and SLT staff if unexplained absence continues.
3. Student Reception staff will contact parents on the first day of absence, with follow-up calls if necessary.
4. Heads of Year and MECES will monitor attendance and agree action plans for unexplained absence and regular periods of explained absence.
5. The Headteacher will consider applications for holidays during term time, using statutory guidelines, and only approve the absence under exceptional circumstances. The Headteacher may request the issue of a Penalty Notice to parents who take their children on unauthorised term time holidays. A penalty notice of £60 to each parent will be issued for each child taken on an unauthorised holiday. If not paid within 21 days this rises to £120.
6. Registers will be taken on a lesson-by-lesson basis by Tutors and Teachers.
7. Office staff will keep letters of absence for at least six months.

8. Regular, but random, truancy checks will be made.
9. Students will be rewarded with a certificate, letter home and a picture in the Newsletter for 100% attendance: bronze (1 term), silver (2 terms), gold (3 terms). Gold attenders will also receive an additional award.
10. Students will be rewarded with a certificate on a termly basis for 100% punctuality: bronze (1 term), silver (2 terms), gold (3 terms).
11. The school will use the U code (unauthorised late) for students who arrive after 9.15 am without an appropriate reason. This constitutes an unauthorised absence.
12. The school may request intervention from MECES for students who have regular unauthorised absence where they meet referral criteria. This could be a Legal Action Warning letter, a School Attendance Meeting (SAM) or the issue of a Penalty Notice.

Persistent Absence (PA): students who have less than 90% attendance

In line with the Local Authority's monitoring of Persistent Absence, Beauchamps High School will do the following:

- aim to exceed our PA target as agreed by the Governing Body in the Strategic Development Plan;
- monitor and support students with less than 90% attendance for the previous academic year (role of Head of Year)
- analyse PA on a half-termly basis to identify students who have improved and students who have less than 90% attendance but were not previously monitored, and instigate an intervention plan led by the Head of Year.
- write to parents to congratulate students who improve their attendance;
- write to parents to indicate concern about students whose attendance is below 90%.

PPG students:

- The school will work to close the gap in attendance for PPG students
- Where funds allow a PPG Attendance Officer will be employed by the school to work closely with the students and their parents/guardians

Children Missing from Education (CME):

In line with the LA policy for CME, Beauchamps High School will do the following:

- Notify the LA if a student is deleted from or added to the admission register.
- Notify the LA of any student who has been absent for ten continuous school days and where contact cannot be made to establish the reason for absence and the absence has not been reported.

In order to effectively safeguard children the school will follow LA guidance set out in 'The role of the Education Access – Children Missing Education and Elective Home Education Team (CME and EHE Team)'. A copy of this document can be found in the safeguarding section and the attendance policy section of our website.

Note: All data on Attendance stored in school is only shared in accordance with the school's Privacy Notice (eg other educational establishments, Local Authority, DfE)