



Attendance & Punctuality Policy The Garibaldi School

AIMS AND PURPOSE

Regular attendance to the school is essential if students are to achieve their full potential. The Garibaldi School believes that regular attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. The Garibaldi School values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEN.

OBJECTIVES

1. To provide an effective and efficient system for monitoring attendance and punctuality.
2. To recognise the external factors which influence student attendance and work with parents and the school to address these.
3. To encourage students to take full advantage of their educational opportunities by attending school regularly.

GENERAL PRINCIPLES

Parents must ensure that children of compulsory school age receive efficient fulltime education suitable to their age, ability and aptitude, either by regular attendance at school or otherwise. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

ATTENDANCE

Students are expected to be registered twice a day for attendance (as well as during each lesson). The two attendance registers happen in the morning during ready to learn and again during period 5. Students are expected to maintain a minimum 96% attendance throughout the school year. Students who drop to or below 90% will be regarded as a persistent absentee. Within the home school agreement, it is the responsibility of the parent to ensure that the student attends the school each day and arrives on time. Students should only be absent for genuine reasons such as sickness, medical appointments, exceptional circumstances (e.g. funerals) etc. Parents must notify the school immediately if a student is absent. Although the school appreciates difficulties many parents have in arranging holiday leave during school holiday time, they are asked not to decide for holidays during term time as it will not be authorised. The Head of School can only authorise holidays in term time in exceptional circumstances and each request is taken on its merit. An extended absence for holidays will

inevitably have an adverse effect on student progress and achievement. Teachers will not set work for students on holiday in school time.

ROLE OF THE SCHOOL

Within the home school agreement, it is the responsibility of the School to work with parents in ensuring the maximum attendance possible. The School will work with parents by ensuring communication and detailed procedures which will identify problems early on. The School will support parents who may be experiencing difficulty in ensuring good attendance for the student. This support will be given in consultation with the Engagement officer and SLT. Student attendance is monitored by the:

- Mentor tutor during am study period
- Subject teacher in each lesson
- Achievement Leads
- Student Engagement Officer
- SLT

AUTHORISED AND UNAUTHORISED ABSENCE AUTHORISED ABSENCE

Authorised Absence: This is when the Head of School authorises a genuine reason for absence that has been supported by a note from the parent. Examples are:

- Illness, medical and dental appointments
- Interviews with prospective employers and colleges
- Dual registration
- Approved educational off-site activities
- Representation in sport or other areas
- Special situations and occasions (e.g. funerals)

Examples of unauthorised absence could be:

- Known truancy
- Absent with no information from parent (regardless of reason)
- Working (this must be reported to the Principal)
- Time off for birthdays, family celebrations
- Holidays
- Looking after siblings (this must be reported to the Principal)
- Errands for parents (e.g. shopping).

Attendance Policy Flow Chart

