



Isle of Wight  
Education Federation

The Governing Body for the  
Isle of Wight Education Federation

## Attendance Policy

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| Author           | M Barnes            |
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## Aims and targets

At Carisbrooke College and Medina College each pupil is important to, and valued by us. We have a commitment to providing the best possible education for each student and that cannot be achieved if attendance is poor.

Carisbrooke College and Medina College expect the highest attendance from all students at all times. Absences from school lead to lost learning and affects academic achievement. Carisbrooke College and Medina College supports students and their families to ensure that excellent attendance is achieved.

The Federation attendance target for 2019 - 2020 is 100%

Students are informed of school, year group and tutor group attendance achievements on a weekly basis. Families and students are informed of individual attendance achievements at least three times a year during assessment periods and parent teacher consultation evenings.

## **Rights and responsibilities for attendance**

The Legal Framework for Attendance

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law. There are legal obligations on:

- The parents to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register.
- The school to register attendance and notify the Local Authority of prolonged absence and unauthorised absence from school.
- The Local Authority to provide education and the school to enforce attendance.

**Parents are expected to:**

- Ensure their children attend school and arrive on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Not arrange medical and dental appointments in school time whenever possible and when needed provide appointment card/letter to support these absences.
- Telephone to inform the school every day of absence for their child.
- Provide a written explanation of absence, including dates of absences as soon as their child returns to school and if requested provide supporting medical evidence.
- Provide supporting medical evidence for all absences of 5 consecutive days or more.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

### **Students are expected to:**

- Attend school every day and on time
- Arrive in full school uniform and properly equipped for learning
- To attend all timetabled lessons punctually
- To ensure all absence notes from parents/carers are handed in to their tutor
- Tell a member of staff about any issues or worry that may be having an impact on achieving good attendance

### **School is expected to:**

- Provide an education suitable to the child's age, aptitude, ability and any special educational needs.
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.
- Take a formal student register twice a day. This is done at 8:45am and 13:10pm
- Wherever possible inform parents of a child's absence if the parent has failed to inform the school, by phone call/text or letter.
- Inform parents of attendance concerns for their child.
- Establish good working practice with the Education Welfare Services, based on clear expectations.
- Work with student and their families where attendance is a concern, identifying any barriers to good attendance and working to overcome these.
- Inform the Education Welfare Services of students who persist with poor attendance and work with the Education Welfare Officers and families to improve this.

### **The Local Authority, through the Education Welfare Service is expected to:**

- Negotiate with the school attendance targets.
- Support the school in improving attendance, through whole school initiatives and individual student's interventions.
- Work with families and other agencies to remove barriers to good attendance.
- Ensure that parents are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance and unauthorised absence.

The Federation has two an allocated Education Welfare Officer who supports the school and students with the most difficult attendance issues. This is achieved through:

- Weekly meetings between the Attendance Officer, monitoring attendance and referring new cases as and when necessary.
- Supporting school attendance meetings with the Attendance Officer/individual families and students.
- Home visits for students with attendance concerns.
- One to one support discussions with students when attendance becomes a concern.

## Reporting a student absent

Parents must contact the school on each day of absence. They must phone or email the attendance office before 9am leaving a message stating the child's name, year, and the reason for absence including their expected day of return.

### Examples of Reasonable illnesses

- Mumps
- Chicken Pox
- Whooping Cough
- Measles and German Measles
- Diarrhoea and or Vomiting
- Impetigo
- Flu or high temperature
- Scarlet fever

### Illness which do not require time off from school

- Headache – pain relief to be given then sent into school when pain eases
- Head Lice – to be treated then sent to school, No time off required
- Conjunctivitis – to be treated then sent to school, No time off required
- Sore throat /mild cough – pain relief should be given then sent to school when pain eases
- Period Pains – pain relief should be given then sent to school
- ONLY exceptional circumstances and unavoidable medical appointments will be authorised.
- **PLEASE be aware that if a student is absent from school for five consecutive days, medical evidence will need to be provided (e.g. prescription, evidence of medication, signed GP medical absence form)**

Please report all absences daily by contacting the relevant attendance team on:

Attendance absence line:

**Carisbrooke College:** 01983 550036

**Medina College:** 01983 538055 [attendance@medina.iow.sch.uk](mailto:attendance@medina.iow.sch.uk)

Children are sometimes reluctant to attend school. Any problems with regular attendance are best discussed between the school, the parents/carers and the child. If your child is reluctant to attend, please do not cover up their absence or to give in to pressure to excuse them from attending.

This gives the impression that attendance does not matter and may make things worse. Contact your child's Tutor, Assistant Head of Year, Head of Year or the Attendance Officer immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem and remove any barriers to good attendance.

## Strategies for promoting excellent attendance

### **Attendance Reports**

Tutors will liaise with students and families over attendance. They will also monitor any patterns in absences and amend tutor registers, accordingly, with medical notes and appointment cards. Tutors will also place students on attendance report, whose attendance falls below 97%.

### **Incentives and rewards**

Certificates are presented each half term to reward those who achieve excellent attendance. Students are placed into prize draws, in order to win prizes for excellent attendance.

### **Sharing Attendance data**

Students are informed on a weekly basis of their individual attendance, by their form tutor. Assemblies share information on the top tutor groups in each year and the highest achieving year group. Year group attendance information is also displayed on school notice boards. This develops healthy competition between tutor and year groups to improve attendance. It also engages form tutors in conversation with their tutor groups about attendance.

### **Home Visits**

It may be necessary for the Attendance Officer and/or the Education Welfare Officer to make home visits to support families and students where attendance is a concern, Identifying barriers to good attendance and working to overcome these. Visits may also be made if concerns are raised about absences where the school has been unable to make contact with the parent/carer.

### **Holidays during Term Time**

The Federation will not grant authorised absence during term time unless there are exceptional circumstances. However, we understand there will be family circumstances and emergency cases which require exception and the school and its Governors have sympathy and understanding when these arise. It is our clear understanding that it is in our remit to serve the education of your children to the best of our ability. To do this, we need them to be in school. Please be aware that the Education Welfare Services will be made aware of all unauthorised absence. Parents/Carers that remove their children from school during term time may face fixed penalty fines.