



Test Valley School

Pupil Attendance Policy

Rights Respecting Schools:

Article 3: The best interests of the child must be top priority in all things that affect children.

Article 28: Every child has the right to an education. Primary education must be free. Secondary education must be available to every child. Discipline in schools must respect children dignity. Richer countries must help poorer countries achieve this

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Rationale

Pupils need to have good attendance if they are to be academically successful and hence the school aims are realised. Staff and governors at Test Valley School believe that in order for pupils to be successful they need excellent attendance. Although good attendance is defined as over 96% in an academic year, Test Valley School is committed to increasing the number of pupils achieving 100% attendance. Our aspiration is that all pupils attend school all of the time.

Similarly, punctuality to school and to lessons is fundamental to academic and other successes. Pupils should therefore be in school unless they are too ill to attend, are on a pre-agreed Leave of Absence of short duration or in rare cases where family circumstances are such that they cannot attend for a short time, for example in the case of bereavement.

Objectives

1. To promote attendance and punctuality.
2. To ensure that all members of the social community understand their role in promoting good attendance and punctuality.
3. To recognise and reward good attendance and punctuality.

Strategies for Implementation

- A. A system of rewards that recognise good and improved attendance.
- B. Clear roles, consistently enacted for all individuals involved with attendance.



The categories will be as follows:

	2018-19
Excellent	100%
Very good	98 - 99.9%
Good	96.1 - 97.9%
Acceptable	96%
Below Average	94 - 95.9%
Poor	92 - 93.9%
Very poor -concerns	90.1 - 91.9%
Persistent Absence	90%

As a general rule if attendance drops below 96% for a period of time the Head of Year will contact parents for a discussion about any issues that may be affecting their child's attendance and strategies to help improve this.

If attendance falls below 94% a letter will be sent to parents stating that the school can no longer authorise absence due to illness without medical evidence. This is a legal requirement. If following the HOY talk, and strategies being put in place, your child's attendance has not improved the family will be referred to the Early Help Hub (EHH). If consent is not forthcoming then the family will be referred to the Attendance Legal panel (ALP). (Please see Appendix 3 of Attendance Policy for Persistent Absentee procedure).

If no medical evidence is given in the form of a letter from the GP or Medical Consultant and 10 sessions have been missed over a 100 session period then a Penalty Notice can be issued.

If a parent or parents decide to take their child out of school for 5 days (10 sessions) within 100 sessions this can result in a Penalty Notice being drawn up if the LOA has not been approved and the absence is unauthorised. LOA are only approved under exceptional circumstances. In the event that the LOA is not approved the LOA form will be signed and returned to the parent and serves as a Penalty Notice warning letter. A Penalty Notice can be served following LOA taken exceeding 9 sessions. The penalty of £60.00 can be served on **each** parent for each child taking LOA at the same time. Please refer to Leave of Absence Policy on the school website for further information.

The **Pupil** is responsible for:

- Attending school on time except under circumstances outlined earlier in this policy. Any absence or lateness must be with the consent of a parent.
- Bringing a written note for any absence on their return to school.
- Registering with Pupil Services if a formal registration period is missed due to an appointment, or, on the odd occasion they are unavoidably late. There must be an appointment card or a note from parents to explain this absence.
- Attending each lesson on time.
- Ensuring any work missed due to any absence is completed.



The **Parent** is responsible for: (see Appendix 1 — Absence Procedures)

- Supporting the school's positive ethos on attendance. This includes ensuring their child is not absent for key events listed in the school calendar, such as KS3 examinations and external examinations. E.g. GCSEs
- Ensuring their child arrives punctually for school.
- Contacting the school if their child is going to be absent because of medical appointments or illness and in the case of medical, dental or orthodontic appointments providing a copy of the appointment slip.
- Avoiding holidays during term-time, but where unavoidable ensuring leave of absence is requested using the appropriate Leave of Absence request form and submitted at least 3 weeks in advance of the absence. At Test Valley School Leave of Absence in term time will only be authorised in exceptional circumstances. We will consider every application individually but our policy is NOT to grant Leave of Absence during term-time. Time off school for family holidays is not considered to be an entitlement.
- Providing a written explanation for their child's absence upon their return to school.
- Attending meetings to discuss absence concerns, including meetings called by the Early Help Hub.
- Alerting the school to any concerns which might affect the pupil's attendance or punctuality.