



## **The Nottingham Free School – Attendance Policy**

### **1. Introduction**

Nottingham Free School recognises the importance of regular attendance at school. It is important that student attendance is closely monitored to ensure appropriate intervention is put in place to overcome barriers to school attendance. The school will endeavour to recognise high levels of student attendance and to challenge and support students where attendance issues are identified.

### **2. Management of Attendance**

The School uses the SIMS and PARs systems to manage pupil attendance. Registration sessions occur every morning and afternoon, with registers closing after period 1 (9.15 am) and at 1.30 pm (during period 6). Students who arrive at school after this time are registered with Student Welfare. Attendance is overseen by the Head of Year and Head of School with support from Student Welfare. The Head of Year is responsible for tracking attendance issues and for initiating concern referrals to the Head of School. Tutors are responsible for monitoring day to day attendance and acting as the initial liaison point with home. Relevant staff meet on a weekly basis to review attendance issues.

### **3. Identifying and Improving attendance**

Where attendance is a concern pro-active action will follow, informing parents of the emerging issues and engaging in dialogue to ensure improvement. The school uses trigger points to help prioritise cases, although each individual case will be managed according to circumstances. Attendance reports for students are used to monitor and provide short term goals and rewards.

#### **a) Stage One : 96% & below**

Formal discussion and a written concern letter to parents. Students will be placed on attendance report with immediate follow up phone-call. Attendance will be reviewed on a weekly basis by the Head of Year.

#### **b) Stage 2: Below 92%**

A warning letter is sent outlining the school procedures if attendance continues to fall to 90%. Medical evidence will be requested for any further absences.

#### **c) Stage 3: 90% & Below**

Attendance panel meeting in school and a 'stage 3' warning letter issued. Medical evidence must be provided for all further absences. Referral to Education Welfare Service to consider legal action.

### **4. Term-Time Holidays**

Any request for term-time holidays should be submitted in writing at least 4 weeks in advance. All requests will be treated on a case by case basis, however all holiday requests for the following reasons will be refused:-

- Availability of cheap holidays.
- Availability of the desired accommodation.
- Poor weather experienced in school holiday periods.
- Overlap with the beginning or end of term.

Term time holidays are not usually granted and will be classed as unauthorised. Fines for taking students out of school for term time holidays may be issued. Nottingham Free School adheres to Nottingham City Council's Code of Conduct for penalty notices.

#### **5. Rewarding good attendance**

Our policy recognises the importance of recognising good attendance. The Head of Year will recognise high levels of attendance through displays, celebration assemblies and use of the rewards system.

#### **6. Children Missing Education**

Our attendance policy supports the Children Who Go Missing From, Home, Care Or Education Protocol.

After **10 days** of non-school attendance and after the school has been unable to contact parents, the school will refer to the Education Welfare Officer. They will work closely with the school to try to identify the child's current whereabouts/destination.

After four weeks of non-attendance and efforts to find the child prove unsuccessful (ie the child is no longer believed to be residing at their address), the child will be deemed as missing. The Education Welfare Officer will then refer the child as missing to the CME Officer, and the Education Welfare Officer will advise the school when or whether to remove their name from the school roll. The school should create a 'lost pupil' record on the national Lost Pupil's Database School to School (s2s) to assist Children Missing in Education Officers to identify and locate children.

When a child is located the Children Missing Education Officer will ensure that the child's previous school is informed and the child's file is sent to their new school. Until this time the local authority should maintain a record of their details.

#### **Contact Details:**

Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG. Tel: 0115 9155555 (or through the Children's Information Service).

#### **Equality Duty**

*This policy has been reviewed in the context of Equality Impact and assessed as: Neutral*

*This policy was last reviewed in: November 2015*

*Name of reviewer: Mrs Kay Gray*

## Attendance Pathway

