

ATTENDANCE AND TRUANCY POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Chris Sanderson – Director of Compliance and Policy

Policy approved by: Robert Berry – Chief Operating Officer

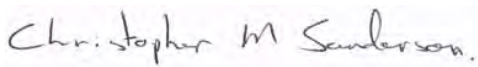
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Reviewer's Signature: 

Approver's Signature: 

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

School Attendance

Going to school regularly is important to your child's future. Children who miss school frequently can fall behind with their work and do less well in exams.

Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

The Law

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Absence

Authorised Absence

If your child is ill or unable to attend school for some reason, you should contact the school by phone or email to notify them. Depending on the reasons for absence, the Headmaster will decide whether the absence can be authorised or not. Where absence is sickness related, schools may require medical certification, particularly where the absence lasts a few days.

Unauthorised Absence

Absence from school is likely to be recorded as unauthorised absence when:

- there is no parental explanation
- the school is not satisfied with the explanation for an absence.

Heads are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances. This includes where parents decide to take their children out of school for a family holiday during term time. If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Headmaster.

Repeated Absence

Schools have to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission.

Schools also have a safeguarding duty, under section 175 Education Act 2002, to investigate absences.

Support from School

Your child's school is the first place to go to discuss any attendance problems. If your child starts missing school, there may be a problem you are not aware of. Ask your child first, then approach his or her form tutor.

The school should try to agree a plan with you to improve your child's attendance. If you don't follow the plan and things don't improve, the school will take further action.

Children Missing Education

The DfE guidance 'Children Missing Education' (2016) defines a child missing in education as a child of compulsory school age who is not registered at a school and not receiving suitable education otherwise. The guidance notes that children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. The guidance sets out the school's obligations to identify and report children who are missing in education. The school must report to its local authority all pupils of compulsory school age who are added to the admissions register and all pupils who are removed from the register, if they leave the school other than at standard transition points (ie at all times except the end of the final year of education normally provided by the school). Where a pupil lives in a local authority which is different from the location of the school, the school's reporting responsibility is to the local authority in which the school is situated. In accordance with its safeguarding duties, as set out in 'Keeping Children Safe in Education', the school recognises children missing in education as a potential safeguarding issue and follows its safeguarding procedures, as set out in its safeguarding policy. The school has a duty to make reasonable enquiries as to the whereabouts of a child who is missing, in conjunction with its local authority, and cannot remove a missing child from its admissions register until it has agreed with the local authority that all reasonable endeavours to locate the child have been exhausted.

Interpretation

In this policy, the term "senior manager" means a School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Chief Operating Officer at the above address.

