



## THE NELSON THOMLINSON SCHOOL

### ATTENDANCE POLICY

Signed by Headmaster:

Signed by Chair of Governors:

Reviewed by Behaviour, Safeguarding and Wellbeing Committee:

19 November 2020

Next review date:

November 2021

## **The Nelson Thomlinson School Attendance Policy**

We believe that high levels of attendance are a pre-requisite for academic success and for making the most of the opportunities afforded by school.

### **Aims of the Policy**

- To encourage all pupils to achieve their maximum potential.
- To monitor and track pupils' attendance and punctuality through effective systems.
- To encourage parents/carers to play the vital role of supporting the school by encouraging their child to achieve good attendance and punctuality.
- To work in partnership with parents and pupils to ensure they succeed.
- To promote good attendance, by recognising and rewarding good and improved attendance by individuals and groups of pupils.

### **The Nelson Thomlinson School expects that our pupils will:**

- Attend school regularly and punctually, fully prepared and equipped for the day. We encourage all pupils to strive to achieve a minimum of 96% attendance.
- Arrive on time and be appropriately prepared for the school day.
- Carry out any work provided by the school during an authorised absence.

### **The Nelson Thomlinson School expects that parents/carers will:**

- Ensure that their children do not miss school except when they are too ill to attend or for other equally pressing or unavoidable reasons.
- Keep health appointments out of school hours wherever possible.
- Contact the school by telephone on each day of the child's absence.
- Seek permission from school for any leave of absence. The Head has the right to refuse authorised absence in accordance with Local Authority guidelines.

### **Parents/carers can expect the following from the school:**

- Regular, efficient and accessible recording of attendance
- Early contact when a pupil is absent without explanation
- Action on any attendance problem notified to the school
- Referral of specific attendance issues to supporting agencies where appropriate

### **The Schools response to non-attendance:**

- Contact parents/carers via the School Attendance Officer as soon as possible by telephone if no reason has been received
- The School Attendance Officer carefully monitors attendance patterns AND targets pupils whose attendance patterns are a cause for concern. Such pupils will be contacted on the first day of any absence
- If parents/carers have not contacted school after three days of a student absence then the School Attendance Officer will contact them via a formal letter

- Where a pattern of non-attendance is emerging the parents/carers will be invited into school to work with the school staff to resolve any difficulties
- Where there is no response to school intervention and where the absence patterns or pattern of absence has persisted, the school will refer to the Local Authority Inclusion Officer, once the pattern of absence meets the referral criteria

### **Holiday Absence**

Here at The Nelson Thomlinson School we do not allow pupils to take leave of absence in term time. In the past it was possible for Head Teachers to authorise up to ten school days for holidays but this is no longer the case. Parents must be aware that taking their children on holiday during term time can damage their academic futures – a possibility that must outweigh the financial savings made on cheaper term time holidays.

Parents who take their children on an unauthorised holiday in term time could be issued with a Fixed Penalty Notice under Section 444A or 444B of the Education Act 1996 by Cumbria County Council. The amount of the fine is £60.00 per parent, if paid within 21 days and £120 if paid between 21 and 28 days.

Occasionally, however, other factors are involved – where, for example, a parent's job makes it impossible to take family holidays that are not in term time. In such cases, parents should write to the Head, well in advance to explain the situation. If the Head considers it to be justified, he will grant up to 5 days holiday leave for special cases.