

Childwall Abbey School

A calm, safe and welcoming place in which to work and learn.

A place where everyone supports each other to achieve.

A place we enjoy coming to each day.



Attendance Policy

Introduction

This is a successful school and your child plays their part in making it so. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for absence is unavoidable. It is very important therefore that your child attends regularly and this Policy sets out how together we will aim to achieve this.

Why regular attendance is so important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines and so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

Promoting regular attendance

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff. To help focus on this we will:-

- Give you details regarding your child's attendance regularly;
- Report to you during the school year on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment..
- Celebrate good and improving attendance by individuals and class groups through Praise assemblies and certificates.
- Reward good and improving attendance through the use of our weekly School Reward Shop.

Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents), either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical / dental appointments which unavoidably fall in school time (although we ask that these are made outside of school hours), emergencies or any other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parent and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. Members of our Pastoral Team are available at all times to give support with these issues.

Absence Procedures

- Contact us as soon as possible on the first day of absence, preferably before the start of the school day.
- Contact the school on the third day of absence to provide us with an update regarding your child's illness, and every day thereafter.
- Send a note in on the first day of your child's return with a full explanation of absence together with any medical notes you may have.

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you.
- If we have been unable to speak with you we will send you a text message asking you to contact the office to explain your child's absence.

- A home visit will be made after three days of absence if we have not had contact with you, a letter will be sent to you if contact at the home has not been made.
- Invite you in to discuss the situation with the Pastoral LSO, Deputy Head, Headteacher or Governors if the absence persists'
- Refer concerns to the Pupil Attendance and Education Welfare Officer for potential court proceedings.

Telephone Numbers

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have an up to date number. If we don't, something important may be missed.

The Education Welfare Officer (EWO)

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way the school may refer the child to the Pupil attendance & Education Welfare Officer from the Local authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use such sanctions such as Penalty Notices or prosecutions in the magistrates Court. Full details of the options open to enforce attendance at school are available from the Local Authority. Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss time with their form tutor, getting vital information and news for the day. Pupils arriving late also miss work, disrupt lessons and can cause embarrassment to the child. Lateness can also encourage absence.

How we manage lateness

The school day starts 8.45am and we expect your child to be in at that time. Registers are marked by 8.55am and your child will receive a late mark if they are not in by that time.

At 9.30am the registers will be closed - in accordance with regulations, if your child arrives after that time they will receive a mark that shows them to be present on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This means that you may face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Pastoral LSO, Deputy Headteacher, Headteacher or Governors to resolve the problem, but you can approach us at **any time** if you are having problems getting your child to school.

Holidays during term-time

Taking holidays during term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking their child on holiday during term time. Any savings you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on holiday.

All applications for leave must be made in advance and at the discretion of the school a maximum of **10 days** in any academic year may be authorised. In making a decision the school will consider the circumstances of each application individually. This will include any previous pattern of leave in term time.

It is important that you understand the circumstances when leave in term time will not be agreed by us:

- When a pupil is just starting at the school. This is very important as your child needs to settle into a new environment as quickly as possible.
- Immediately before and during examination and assessment periods.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is below 90% or will fall to or below that level as a result of taking holiday leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

School targets, projects and special initiatives

Our overall attendance target is to achieve better than **92%**, which is the rate for secondary schools in Liverpool. We are aiming for this level because that is the attendance needed for pupils to achieve the best from their schooling and we believe our pupils are amongst the best in the city.

Through the school year we monitor absences and punctuality on a daily basis to show us where improvements need to be made.

The information on any projects or initiatives that will focus on these areas will be provided on our website and we ask for your full support.

Those people responsible for attendance matters in this school are:

Headteacher, Deputy Headteacher, Pastoral LSO, Form Tutors, Form LSO's, Reception staff, EWO.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working closely with parents and carers as the best way to ensure as high a level of attendance as possible.

Supporting pupils on the autism spectrum

We use a range of multi-sensory teaching and learning styles.

We use a number of common fundamental principles that make for successful teaching of pupils on the autism spectrum.

These include:

- Intensive, structured and purposeful teaching.
- Clear, unambiguous and explicit instructions and teaching strategies.
- Use of repetition to consolidate.
- Re-teaching in different contexts and in different ways, not assuming that the pupil has understood because they have repeated or demonstrated something.
- Using a communicative form that the pupil understands and can use to convey ideas to others i.e.: visual, audio or kinaesthetic learning, giving students the opportunity for learning to be achieved through experience of the world.
- Giving opportunities for learning with a personal meaning that is interesting and motivating.
- A high level of adult support and tuition.

e-safety awareness statement

1. e-safety awareness is a whole school priority and the responsibility of all stakeholders at Childwall Abbey School.
2. e-safety awareness is part of all staff's normal teaching routine.
3. e-safety awareness is incorporated into lessons and Schemes of Work.