



Cape Cornwall School Attendance Policy

Aim: To raise the attendance and punctuality of pupils at Cape Cornwall School in order to benefit their education and ensure excellent progress and attainment.

Targets: To improve all students' attendance levels, raising parents' attention to attendance when it falls below 95% and meeting with parents when there is no improvement.
To work towards a whole school attendance level of above 95%.
To promote the benefits of good attendance.

Staff:

- **Teaching staff** will record, electronically, the attendance and punctuality of pupils at their lessons and implement corrective feedback if appropriate.
- **Form tutors** will record the attendance and punctuality of pupils at registration and record reasons for absence where known; they will discuss attendance regularly in tutor times.
- **Form tutors** will inform the Attendance Officer if a pupil's attendance pattern is causing concern.

The Attendance Officer will:

- liaise with senior staff on all matters of attendance policy;
- record reasons for absence, in line the with government guidelines;
- where reason for absence is unknown attempt to contact parents on the first day of a pupil's absence;
- run fortnightly attendance reports and use these to generate correspondence with home;
- liaise with the Education Welfare Officer regarding pupils whose poor attendance is causing concern;
- produce a half termly attendance summary highlighting causes for concern;
- oversee the systems for: recording latecomers; issuing detentions; issuing letters to parents;
- inform parents when a child's attendance/punctuality has greatly improved;
- lead the celebration of attendance achievement and improvement.

Pupils will:

- attend school every day unless they are ill or have good reason for absence;
- arrive on time, by 0840;
- attend all lessons on their timetable unless other arrangements have been authorised;
- sign in at reception, if they are late, and out if they have to leave school early;
- acknowledge the consequences for regular lateness and attend detentions set.

Parents will:

- telephone the school on the first day of a child's absence and keep regular contact until their child returns to school;
- respond to any concerns about their child's absence levels;
- complete an 'exceptional circumstances leave of request form' **at least a week** in advance of any planned absence, and request work for completion during this period;
- be welcome to contact the school at any time to request information regarding their child's attendance.

It is important for parents / carers to note that the school will not authorise ANY leave of absence unless the school feels the circumstances are exceptional and, in line with Cornwall Council policy, an unauthorised leave of absence may be subject to a penalty notice fine of £60, increasing to £120 if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and / or custodial sentence)

Governors will:

- Monitor attendance.

Rewards:

- Attendance certificates will be presented to those with 100% attendance each term.
- House points will be awarded to those with 100% attendance each week.
- The school newsletter will be used to celebrate achievement in regards to attendance.

Review:

This policy will be reviewed on an annual basis.