



**GREATFIELDS SCHOOL**

# **Attendance Policy**

**Approved by SLT:**

**Date:**

**Approved by Local Governing Board:**

**Date: September**

**Next Review Date: September 2026**



Partnership Learning



# GREATFIELDS SCHOOL

## **Attendance Policy**

At Greatfields School we want every student to attend school every day. Regular attendance is a crucial factor in students' educational development and ability to achieve their full potential.

Much of the work persistent absentees miss when they are off school is never made up, leaving these students at a considerable disadvantage for the remainder of their school career.

There is also clear evidence of a link between poor attendance at school and low levels of achievement:

Of pupils who miss more than 50 per cent of school, only three per cent manage to achieve five 8 to 4s including English and maths.

Of pupils who miss between 10 per cent and 20 per cent of school, only 35 per cent manage to achieve five 8 to 4 GCSEs including English and maths.

Of pupils who miss less than five per cent of school, 73 per cent achieve five 8 to 4s including English and maths.

Not only does irregular attendance lead to educational disadvantage and underachievement, it also places children at risk. Every student at Greatfields School is set a target of 100% attendance. Absence of 5% or more is considered unsatisfactory. It is the equivalent to a day's absence every four weeks over the course of an academic year.

At Greatfields School we work in partnership with parents/carers and students to ensure outstanding attendance.

It is the parents/carers' responsibility in law to ensure their child attends school regularly and remains on site for the duration of the school day.

Effective systems and procedures ensure regular attendance and high levels of punctuality.

We closely monitor the attendance and punctuality of individuals and groups and intervene promptly when any issues arise.

Our interventions include first day calling, home visits when a parent fails to notify the school of an absence or when the reason given for an absence appears suspect, and meetings with students and parents should attendance continues to decline.

Students at risk are supported to achieve regular attendance through an escalating range of interventions, including being placed on report, meetings with parents/carers, involvement of the Family Liaison Officer, the use of the Attendance Improvement Plan, and the use of penalty notices for persistent non-attendance and unauthorised absence from school.

We support parents/carers with non-attendance and take seriously the issues which may lead to it.





# GREATFIELDS SCHOOL

## **Responsibilities of Students**

Students are expected to:

- attend school every day it is in session to meet the school target of 97.5% attendance
- arrive to school on time, arriving to 8:40 line up each day.
- arrive punctually to lessons.
- remain on site throughout the school day

## **Responsibilities of Parents/Carers:**

Parents/Carers are expected to:

- ensure that their child attends school every day and support them in meeting the school target of 97.5% attendance
- advise their child's Head of Year if there are any concerns with issues in school that could create a barrier for good school attendance.
- limit their child's absences to cases of genuine illness
- book holidays outside of term time.
- no student will be permitted to take a holiday during term time.
- make appointments for medical appointments outside of school hours
- contact the school by telephone, by 8.15 a.m. on each and every day of absence
- provide a medical evidence or prescription for an absence relating to an illness
- attend any meetings with either the Pastoral Team or Family Liaison Officer to discuss attendance
- review the attendance on the school report and discuss any concerns.
- Below 92% attendance attend a formal meeting with the Family Liaison Officer

Should a circumstance arise where a parent/carer believes it is imperative that their child needs to be taken out of school they must contact Mr Paul – Head Teacher to request permission.

Where the decision is taken to refuse permission, and should the parent ignore this, the absence will remain unauthorised. In addition, it is likely that the school will issue a penalty fine.





# GREATFIELDS SCHOOL

## **Responsibilities of Form Tutors**

Form tutors are expected to:

- take the register during the first five minutes of morning and afternoon registration
- maintain an accurate register

## **Responsibilities of Subject Teachers**

Subject teachers are expected to:

- take the register within the first five minutes of each lesson
- follow up with appropriate consequences any late arrivals to lessons
- support students in getting up to date with learning missed due to absence
- provide appropriate independent learning for any student who has a long-term absence, coordinated by the Head of Year

## **Responsibilities of Heads of Year**

Heads of Year are expected to:

- monitor the attendance and punctuality of year group constantly and carefully
- contact parent/carer on the first day of absence.
- at 95% send absence concern letter or medical evidence request letter
- at 92% meet students and parents/carers to discuss attendance and barriers to learning or good school attendance.
- at 92% and below raise referrals to the Family Liaison Officer in a timely manner
- feedback on attendance issues to the Assistant Headteacher (Personal Development and Behaviour) via line management meetings
- implement strategies for students whose attendance is a cause for concern
- coordinate independent learning for any student who has a long-term absence
- lead assemblies on the importance of excellent attendance and punctuality

## **Child Missing in Education (CME)**

A child falls under a CME referral where a child has 10 consecutive days of unauthorised absence and Greatfields is both unaware of the child's whereabouts and has been unable to contact the parent including a home visit. A CME referral is not where a child has extended unauthorised absence related to truancy or refusal to attend school and the school is in communication with the parent/carer and/or is aware of their whereabouts.

## **Elective Home Education**

You have the right to teach your child at home instead of sending them to school. This is called elective home education, home education or home schooling.





# GREATFIELDS SCHOOL

If you choose to teach your child at home, you will take on full responsibility for giving them a suitable full-time education.

Department for Education (DfE) has guidance on Elective Home Education [https://assets.publishing.service.gov.uk/media/5ca21e22e5274a77d9d26feb/EHE\\_guidance\\_for\\_parentsafterconsultationv2.2.pdf](https://assets.publishing.service.gov.uk/media/5ca21e22e5274a77d9d26feb/EHE_guidance_for_parentsafterconsultationv2.2.pdf)

Things to consider:

If you decide to educate your child at home, you will be responsible for all costs, including:

- books and other materials
- educational trips and visits
- private tutors
- computers or laptops
- exam fees

Teaching your child at home takes a lot of time, effort and commitment.

