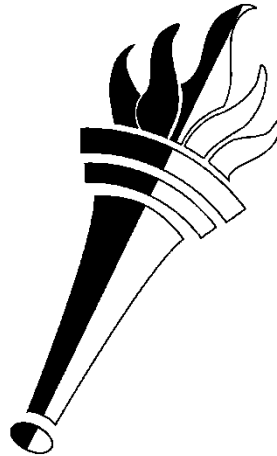


POLICY DOCUMENT NO: 3

COPELSTON HIGH SCHOOL



ATTENDANCE POLICY

History of Document:

Issue No.	Author/Owner	Date written	Comments
	Mr Andy Green	June 2012 Updated February 2013 Reviewed July 2013 Reviewed June 2015	Ratified by FGB – July 2016

COPELESTON HIGH SCHOOL

ATTENDANCE POLICY

Written by: Vice Principal in consultation with Pastoral teams, LA Attendance team and Copleston High School Attendance Office personnel

Review: Personnel Committee within 2 years

Beliefs:

Copleston High School believes that regular school attendance is a necessary contributor to ensuring the outcomes of *Every Child Matters*:

Be healthy –

- attendance at school supports children's emotional and social health and development
- the school curriculum teaches children to be healthy

Stay safe –

- schools and the LA have a statutory duty to promote the safety and welfare of children
- the best way to safeguard children is to ensure they attend school regularly

Enjoy and achieve –

- good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings

Make a positive contribution –

- membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others

Achieve economic well-being –

- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style

The school's responsibilities

1. To provide an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. High attainment depends on good attendance.
2. All staff have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the school community and look forward to coming to school every day.

Parents'/carers' responsibilities

1. The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers, who will be supported and encouraged by Copleston High School.
2. To ensure their children attend the school regularly.
3. To support their children's attendance by keeping requests for absence to a minimum.
4. Not to expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.
5. To notify the school on the first day of absence, without delay, if they are concerned about their child's school life, to ensure their child arrives punctually to work in partnership with the school to benefit their child's educational experience.

Student's aim

1. To attend school regularly and punctually and be aware of its importance.
2. To attend all lessons on time and be ready to learn.

Attendance for Learning at Copleston High School

In order to get the most from a student's time at Copleston High School they must have excellent attendance.

Any absence will result in a loss of learning and it will be very hard for them to catch up on work.

What is excellent attendance?

Students might think that 90% attendance is good.

The illustrations below show just how attendance rates impact upon learning and attainment.

A student has an attendance rate which is always 90% - they think this is pretty good!

Monday	Tuesday	Wednesday	Thursday	Friday

↑
Absent half a day every week

90% attendance means the student is:

- missing half a day every week
- missing over four weeks of school in a year
- missing half a year of school over a five year period.

Students should aim for 100% attendance – it's as simple as that.

How is high attendance rewarded at Copleston High School

Copleston High School recognises the importance of high attendance and we reward students on a weekly basis for 100% and 95-99% attendance through the automatic issuing of electronic reward points. These reward points help contribute to a student's overall total.

Students who achieve 100% attendance for the term are rewarded by the Principal through the termly Principal's Achievement Assemblies. Students gaining 100% attendance for the whole year are recognised by the Principal and the School Governors.

Can students take a holiday in term time?

The school now has a policy of not allowing holidays in term time, unless there are exceptional circumstances surrounding a situation. Where an application is made for a holiday, this will be considered by the Principal and will only be authorised in rare exceptional cases.

Where can students/parents get more information on attendance at Copleston High School?

The attendance policy is available for students and parents via the school website.