



# **The Complete Works Policies**

## **Attendance Policy**

**Updated January 2020**

## Introduction

The Complete Works attendance policy follows guidelines and regulations from the Department of Education. Further details of which can be found here: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

## Policy Statement

Every child of compulsory school age (5-16 inclusive) is required, by law, to attend 190 days of education per year. As a school, we are required to record every student's daily attendance; each day is made up of two sessions: AM and PM. The Complete Works Independent School aims to promote awareness for the requirement of regular and prompt attendance.

### 1. General Practice

- 1.1 If a child is absent from school, for any reason, the student's parent or carer must notify their centre or notify the Head Office as soon as possible.
- 1.2 The student will receive an Unauthorised Absence mark if the school is not satisfied with the reason given for a student's absence.
- 1.3 The teacher will notify parents/carers if their child has not arrived for school. If they are unable to reach the parent/carers they will leave a message. This absence will go down as unauthorised until the student arrives or a reason is provided.
- 1.4 All attendance matters will be monitored by the Attendance Officer every day in conjunction with the Designated Safeguarding Lead.

### 2. Lateness

- 2.1 The register will remain open for 30 minutes at the beginning of each session.
- 2.2 If a child after the start of registration, they will be marked as Late. The number of minutes a student is late by will also be recorded.
- 2.3 If a student arrives at school after registration has closed, they must see the teacher or an available member of staff for their attendance to be recorded.
- 2.4 Where lateness becomes a concern, the punctuality will be monitored and parents/carers contacted.

### **3. Illness**

3.1 If a student is unwell and cannot attend school, the parent/carer must notify the school by either contacting the school directly or The Complete Works Head Office.

3.2 A doctor's note or appointment card/letter may be required upon the student's return to school if they have been off school for 3 or more days.

3.3 If a parent/carer is unable to provide proof of a child's illness, so they are therefore absent, it may be recorded as unauthorised.

3.4 If a student wishes to leave school during the day due to feeling unwell, the teacher will contact a parent/carer before allowing a child to make arrangements to leave the premises.

### **4. Request for Term-time absence**

4.1 Students are not permitted to take any leave of absence during term-time except in an exceptional circumstance.

4.2 Students may be permitted an authorised absence from school for grievances, funerals and travel due to a funeral being a long distance away. This is at the discretion of the Headteacher on a case-by-case basis.

4.3 The expectation that students will not take holidays in term time, and therefore not miss school, is a national expectation rather than that of the school.

4.4 Any absences from school during term time that have not been authorised by the school or referring borough/school will be recorded as an unauthorised absence.

4.5 Student's are permitted to take leave of school when they are attending meetings with other schools, educational professionals, health and mental health appointments and court appearances.

4.6 Any student who provides their reason for an absence, as being attending a Youth Offending Team meeting, will be marked with an unauthorised absence. The Youth Offending Team specifically arrange their meetings with students to happen outside of school hours unless organised with the school in advance and is unavoidable.

**5. Persistent Non-Attendance**

5.1 Parents/carers commit an offence if their child is unauthorised from school regularly.

5.2 The Complete Works will warn parents/carers of their child's persistent absences in writing to their home address if their child is absent for more than 3 days, without just reason in a term.

5.3 If, following the above warning, a child's attendance does not improve and unauthorised absences continue, The Complete Works will notify the appropriate Local Education Authority.

5.4 The Complete Works will conduct a home visit to the student's residential address to ensure that the child is alive and well and to ascertain a reason as to why the student is not attending. The DSL will be informed of any concerns relating to non-attendance in the weekly safeguarding meetings.

5.5 From February 2004, Section 23 of the Anti Social Behaviour Act gives powers to the Local Education Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

5.6 Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996. A Penalty Notice is an alternative to prosecution and the parent/carer is not required in Court.

5.7 Payment within 21 days of receipt of a Notice is £60 per child and £120 if paid after this but within 28 days.

**6. Cover procedure**

6.1 Parents/carers will be informed if a teacher is unable to attend the lesson

6.2 A cover teacher will be offered for this session. If this cover is denied the lesson will be marked as unauthorised

6.3 In the rare circumstance that a cover teacher is not available the lesson will be marked as an authorised absence or a "no session offered"

6.4 If it is not appropriate for a student to receive cover, such as a student having high anxiety or major difficulties with new adults. A cover procedure will be discussed with parent/carer and all professionals involved. This may mean a member of TCW visiting the student or parent/carer to ensure their safety and drop off academic work. This will be discussed during the student's initial meeting.

