



Filey School

Filey School

Attendance Policy 2024/2025



AIM OF THE POLICY

To significantly improve student attendance to ensure that all students have 97% attendance or better.

OBJECTIVES OF THE POLICY

- To meet the government attendance targets.
- To create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- To ensure pupils are in school for the maximum number of days to maximise their chances of success in school and their future lives.

ATTENDANCE

At Filey School there is the right to:

- Learn in an encouraging environment
- Feel safe and cared for at school
- Achieve the best qualifications possible
- Enjoy time at school
- Know that any member of staff at Filey School can be approached for help, advice or guidance.
- For students to gain the greatest benefit from their education it is vital that they accept our minimum expectations which are to : attend the school regularly, be punctual and to have the correct equipment and attitude to learning

SCHOOL RESPONSIBILITIES

- To clearly communicate the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Filey School staff will work collaboratively with parents/ guardians and students to remove any barriers to attendance by building strong and trusting relationships.
- Have appropriate registration processes in place.
- To follow up absences and lateness if parents/carers have not communicated with the school: initially contact will be made with a first day absence telephone call and home visits for vulnerable children or children who have not contacted school regarding their absence
- If home visits are undertaken and there is no answer at the home address, a letter will be posted through the door stating that the school has tried to visit. Additional services will be contacted if the child is deemed to be vulnerable. Further visits will take place the next day if the child is still absent from school.
- Inform parents/carers of what constitutes authorised and unauthorised absences
- To have systematic and consistent daily records which chart absence and



lateness.

- To promote and reward good attendance.
- Where there are concerns around attendance, staff will log this onto CPOMs and alert the Attendance Officer.

PARENTAL RESPONSIBILITIES

- Ensure your child is punctual and within the school premises by 8:35am, ready for teaching at 8:40am.
- Encourage full attendance.
- To inform the attendance officer every day of any absence **before 9:00am**. Contact can be made with the Attendance Officer by ringing **01723512354** and choosing **option 1**. Contact can also be made directly to the Attendance officer by emailing m.herring@fi.coastandvale.academy. Or alternatively contact can be made regarding absence by leaving a message via the My Child at School App.
- To work with the school to improve lateness and attendance. Registers close at 9:10am therefore your child will be marked as unauthorised if they arrive at school after this time.
- Monitor your child's attendance. Students are provided their attendance weekly, via their form tutor, which is recorded in your child's planner.
- To avoid medical and dental appointments during the school day.
- To avoid holidays being taken in term time. These will not be authorised and will result in a fine.
- If parents, guardians, or carers are worried about their child's attendance at school they should contact the school to seek support regarding your child's attendance.

key contacts:

- Attendance Officer- Miss Herring-
m.herring@fi.coastandvale.academy
- Designated Safeguarding Lead- Mrs Pickering-
a.pickering@fi.coastandvale.academy
- Deputy Designated Safeguarding Lead- Mrs Emmerson-
j.emmerson@fi.coastandvale.academy

PUNCTUALITY

All Students are expected to arrive on time to Filey School, ready to learn. Students should arrive at school before 8:35 am, in order for them to be punctual to their first lesson which begins at 8:40am. Any student who arrives after 8:35 am will need to sign in at Filey School reception and will be marked as late and will receive a C4 30 minute lunch time detention. If a student arrives 30 minutes late or more, students will be marked as unauthorised.

PERSISTENT ABSENTEE

According to the Department for Education, "a pupil enrolment is identified as persistently absent if 10% or more of possible sessions are missed, and severely absent if more than 50% of possible sessions are missed." (Pupil absence in schools in



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England 2022-23). Therefore, in line with UK Law, students at Filey School with attendance of 90% or less are classed as persistent absentees (PA).

Children with over 90% attendance are more likely to gain 5 or more grade 4+ GCSE'S or equivalent qualifications.

An attendance record of 90% is equal to 1 day missed per fortnight. If this continues from Years 7 to 11, a total of six month's education will be lost.

An attendance record of 80% is equal to 1 day missed per week. If this continues from Years 7 to 11, a total of one year's education will be lost.

Where attendance is below 90% or where there is a history of low attendance, medical evidence will be required for an absence to be authorised.

The attendance team will then follow up this absence with phone communication and where necessary, home visits.

For safeguarding reasons, we operate a 2-day visual policy during absences, for students who are refusing to attend, are within our vulnerable cohort or when no contact is made to Filey School. After this timescale, a student must be visually seen by a member of Filey School staff. Home visits may also be conducted on day 5 of absence if contact has been made daily by a parent/ guardian. Home visits may be more frequent, at the discretion of the Head of the School and the safeguarding team. For safeguarding reasons, it may be necessary to request Police welfare home visits and / or social care support.

THE PROCESS FOR MONITORING ATTENDANCE

The school Attendance Officer will log instances of absence and lateness and discuss absences with the Learning Managers, Safeguarding team and Senior Leadership Team at Filey School. Where issues persist the following will be initiated:

Stage 1: Verbal or written communication with parents/ guardians outlining concerns.

Stage 2: Invitation to meeting in school

Stage 3: Agreed Plan in place for notice of intended improvement of attendance

Stage 4: Fines by North Yorkshire Council

Stage 5: Formal proceedings towards prosecution

ABSENCE DURING TERM TIME (EG HOLIDAYS)

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an



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application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

All requests should be made on an Application for Leave of Absence for Annual Holiday, which is available from reception at Filey School, and should be submitted no later than **21 days before the start of the holiday.**

It is the policy of Filey School not to authorise any absence other than proven illness or exceptional circumstances. Unauthorised absences may result in prosecution proceedings including a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate notice would be issued to each separate child, for each parent.

NATIONAL FRAMEWORK FOR PENALTY NOTICES, **IMPLEMENTATION DATE 19TH AUGUST 2024**

Penalty Notice Fines will be issued for Term Time Leave of 10 sessions or more (consecutive or cumulative). **A Penalty Notice may be considered/issued when a pupil has had 10 sessions of unauthorised absence in a 10- week (school weeks) period.** Penalty notices can be issued per parents/per child. A parent includes any person who is not a parent but who has parental responsibility for the child or who has care of the child, as set out in **section 576 of the Education Act 1996.**

First Offence: The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at **£160 per parent, per child if paid within 28 days of issue, reducing to £80 if paid within 21 days.**

Second Offence: (within 3 years of the First Offence Penalty Notice) Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at: **£160 if paid within 28 days (no reduced fee for paying early). Unpaid Penalty Notice's after 28 days may result in a parental prosecution.**

Third Offence: (within 3 years of the First Offence Penalty Notice) On the third time that an offence is committed for either a Term Time Holiday and / or Irregular Attendance a Penalty Notice will not be issued, the case may proceed straight to **Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000.** Where a penalty notice is not suitable, cases can proceed straight to parental prosecution.

SICKNESS ABSENCE DURING TERM TIME

- Filey School **must** be notified of your child's absence **before 9:00am** each day of absence. **It is a parent's responsibility to notify Filey School of absences.** Contact can be made by ringing **01723512354** and choosing **option 1** and leaving a voicemail detailing your child's name, form group and reason for



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absence. Alternatively parents/ guardians can email the Attendance Officer Miss Herring m.herring@fi.coastandvale.academy regarding your child's attendance. Additionally, contact can be made via the My Child at School App. Filey School may contact parents and guardians regarding reported absences.

- If the Filey School is not informed of absence before 9:00am, we will call parents/ guardians. At this point all absences will be marked as unauthorised.
- If your child has the same illness more than once in a term, we will request a doctor's/consultant's letter. The absence will be listed as unauthorised until this letter is produced.
- Any child with absence below 90% will have their absence marked as unauthorised unless a doctor/medical note is produced as proof of absence.
- For minor illnesses that require medication, we can administer medication for you at school. Medication must be brought to the reception and a form must be completed by the student's parent/guardian. This is important so learning is not missed unnecessarily.

PROMOTING GOOD ATTENDANCE

We celebrate good attendance throughout our school by:

- Weekly assembly to promote attendance and punctuality.
- Termly attendance prizes for children achieving 100% attendance for the term.
- Attendance and punctuality to be an essential part of our school climate for learning.
- Awards for students who achieve 100% attendance for the full academic year.
- Awards for students who are effectively demonstrating improving attendance.
- Attendance leaderboards.

THE ROLE OF THE EDUCATION WELFARE SERVICE

The Education Welfare Service has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states, "If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence."

The Education Welfare Service, may issue Fixed Penalty Notices or prosecute parents when children do not attend school regularly.

A Fixed Penalty Notice when requested by a Headteacher can be issued as long as



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the following criteria apply: 10 Sessions of Unauthorised Absence in a 10 Week Period: A Penalty Notice may be considered/issued when a pupil has had 10 sessions of unauthorised absence in a 10-week (school weeks) period.

Filey School will always pursue enforcement when a child has reached the triggers for penalty fines and/or prosecution.

Filey School reserves the right to either pursue enforcement through either Penalty Notices of prosecution. There is not set order for enforcement.

CHILDREN MISSING EDUCATION

Position Statement – national definition of children who are not receiving a suitable education:

“A compulsory school age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home” (Revised statutory guidance for local authorities in England to identify children not receiving a suitable education January 2009)

North Yorkshire Council Missing from Education protocol is designed to support professionals across CYPS, partners and stakeholders in their combined efforts to safeguard children who are missing from education. Its aim is to identify the practical steps to be taken by professionals to locate and track children and young people missing from education. Please refer to the North Yorkshire Council's Protocols.

SUMMARY

Filey School has a legal duty to publish its absence figures to parents/ guardians and to promote attendance. Parents/ guardians have a duty to ensure that their child attends school regularly.