



Ralph Thoresby School Attendance Policy – 2021-2022

Regular school attendance is essential for children to achieve their full potential, and is a matter for the whole school community. In order for the school's Attendance Policy to be successful, every member of staff must make attendance a priority and convey this to the students. Our Attendance Policy should not be viewed in isolation; it runs through all aspects of school improvement, supported by our policies on Safeguarding, Anti-Bullying and Behaviour.

We will reward excellent attendance and work with families to identify the reasons for poor attendance, try to resolve any difficulties and provide support to improve attendance.

Students in Year 8-11 are expected to be in school, outside the classroom of their first lesson at 8.30am, registers are taken as a priority at the start of this lesson. Students in Year 7 are expected to be in school, outside the classroom of their first lesson at 8.50am, registers are taken as a priority at the start of this lesson. Registers for all students will close at 9.30am, late arrival after that time will result in the 'U' code being used. The afternoon mark is taken from registers in Lesson 4, at 12.10pm.

Our Expectations

We expect that all students will:

- Attend school regularly and punctually
- Attend school appropriately prepared for the day
- Strive to achieve and exceed their attendance target of 97%
- Discuss promptly with their Mentor/ Coach or Year Manager any reason which might deter them from attending

We recognise the key role of parents/carers in supporting their children's learning and in continually encouraging students to achieve the highest standards of attendance.

We expect that all parents/carers will:

- Be familiar with the attendance and punctuality statements in the student planner
- Encourage excellent attendance and be aware of their legal responsibilities.
- As a matter of safeguarding, ensure that they contact school as early as possible on the morning of every day of absence, by telephoning 0113 3979911 and selecting the student absence line, or messaging school via the 'Arbor' app.

We expect that all staff will encourage excellent attendance by:

- Ensuring that attendance is prioritised within the school community
- Providing a warm, welcoming and safe learning environment for the students
- As a matter of safeguarding, investigate absences
- Hold accurate attendance records
- Reward excellent attendance and use initiatives to improve student attendance
- Promoting prompt attendance to lessons
- Acting quickly and effectively in response to any student's concerns
- Monitor and share concern for declining student attendance
- Refer for support internally and externally, to help students and families improve their attendance

Requests for Leave

Requests for leave during term time must be made in writing by completing a form available from Reception, the Headteacher will review each request on an individual basis and will be responded to in writing. The Headteacher has the right to decline the request for leave during term time if circumstances are not considered to be exceptional, unauthorised leave could result in a request for Leeds City Council to issue a Fixed Penalty Notice Fine to parents/ carers.

Further information on Requests for Leave during term time can be found on Leeds City Council's website.

Children Missing Education

Children missing education are children of compulsory school age who are not registered pupils at a school and/ or are not accessing suitable education otherwise than at a school.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

If a student does not attend school and their whereabouts cannot be established, school will undertake necessary investigations. School must notify the Local Authority before a pupil is removed from role. School will notify the Local Authority:

- If a student has left the country
- There is reasonable evidence to indicate a student has left the Local Authority Area Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days, and reasonable enquiries have failed to establish the whereabouts of a child and the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021-22 academic year

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test. If a pupil tests positive, they should continue to self-isolate in line with public health guidance.

If a pupil tests negative on the PCR test and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then their absence will not be coded as covid related absence so.

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate, unless they are contacted by NHS Track and Trace and are directed to do so. People who live in the same household as someone with COVID-19 can also take a PCR test, as they are at higher risk of being infected even if they do not have symptoms. We would encourage all individuals to take a PCR test if advised to do

Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

The government advises schools to follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the

unauthorised absence codes, in line with the school attendance: guidance for schools.