



iBOS Attendance Policy

The aims of our school are

- A school where teachers, staff, and students are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at iBOS.
- iBOS aims to develop students to become well-rounded individuals. We aim to empower our students with the best tools and resources, making them capable in following and achieving their dreams, to become valued members of our global societies, and to allow them to make a positive difference to the world, wherever they choose to progress to.
- Students leave iBOS prepared for university. They are confident, contributing and caring members of the global community and they have embraced the challenge of our specialised education. They will have gained the values that equip them to make a positive contribution

Responsibility of: The Principal

Date Ratified: 05 May 2023

Review Date: 05 May 2024

iBOS ATTENDANCE POLICY

Introduction

iBOS places great importance on attendance. We consider instilling behaviours such as being on time and attending school every day as a key to future success in life at school and in our students' chosen further studies. It is to ensure students can access the full curriculum and achieve continued academic success.

Our aims within the attendance policy are:

- Raise the level of attendance by students
- Ensure punctuality is kept at iBOS
- Promote the whole school vision of excellence

Background

Students are always at the heart of iBOS. The attendance team work closely with all students and in particular those who have poor attendance and punctuality. The Attendance Team will identify potential barriers to attendance and punctuality, and then develop a range of strategies and interventions to support students and families to overcome them. Good attendance is 96% - 100%. The school has a legal duty to report to the authorities any student whose attendance falls below 90%.

Aims

The vision for the Attendance Team is to:

- Reduce any barriers to non-attendance
- Raise the level of whole school attendance
- Raise the level of punctuality in school
- Ensure students receive the optimum support at the right time, in the right way and for the right length of time
- See that students' individual needs are met by a professional team who have experience and expertise
- Ensure there is a whole school vision of excellence that includes high standards of attendance and punctuality
- Provide comprehensive support for families.
- Ensure all students have equal access to opportunities enjoyed by all others in the school

REWARDS

As well as achieving academic and social success by maintaining high levels of attendance and punctuality, the school also wishes to recognise the commitment of those students who do attend regularly on time.

- Students meeting and exceeding attendance targets will receive rewards

- Tutors and Attendance Officers are responsible for ensuring that parents are notified of improved attendance by individual students e.g. congratulation postcards.
- Tutors are responsible for ensuring that students are rewarded for high levels of attendance and punctuality
- Those with 100% attendance and punctuality for a year receive a special certificate at the end-of-year assembly
- Termly celebrations are hosted for students with 100% attendance and punctuality

ROLES AND RESPONSIBILITIES

Responsibilities of students

- Students must be signed in to their online portal each day by 7.15 am for a briefing with their form tutors or assemblies.
- Students must have all necessary equipment for the lesson i.e. notebooks, pens, any learning material
- Students must attend the lessons with a positive attitude which is conducive to learning

Responsibilities of Parents/Carers

- When a student is absent from school due to illness the parent should contact the school on the first day, and then update the school daily. This should be done by 7 am if possible; by leaving a message on the student absence voice mail or e-mail the attendance email address which can be found below.
- On return from absence the parent should provide evidence of the absence (e.g. doctor's note).
- Reason for lateness phone calls must be made before 7 am. Relevance and consequence of reason to be decided by the Attendance Officer.
- It is unacceptable for students to be late or leave early for any reason.
- Medical, Optician, Dental and non-emergency GP appointments should be made outside of school hours or during holiday times.
- Parents must provide the school with contact details for two or more people who can be contacted if a student does not attend school.
- The school advises parents not to seek a leave of absence or holiday period for their child. Where it is unavoidable, parents have to obtain permission from the Principal. The Principal will only give permission in exceptional circumstances. Parents must ensure that the student completes all missed work. Parents taking leave without permission may be fined.
- Parents will be fined by the school if their child is persistently late to lessons or absent. The degree of fine will be decided by the Principal.

Responsibilities of teachers

- Attendance will be taken at the start of every day
- Students who arrive late to class will be flagged and late attendance will be added to the weekly report on the online portal
- All absences must be noted for inclusion in the weekly report
- The percentage of attendance and level of punctuality will be reported to parents in the weekly report
- Analysts will search for any emerging patterns or absence or lateness so this may be tackled before it becomes a significant issue

Responsibilities of tutors

The register is a legal document and is used in court proceedings. The tutor must complete it accurately ENGAGE. There is a paper backup to use if the system fails. All students registered with an N must be revisited within three weeks and the code altered to an appropriate code reflecting the reason for absence. It is the tutor's responsibility to check back for N entries and amend them as appropriate.

THE LAW

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend school regularly, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

Responsibilities of Leadership Group

- Monitor attendance and punctuality data for particular year groups.
- Discuss data on attendance and punctuality, including high-risk students with Tutors fortnightly at line management meetings.
- Write reports for governors as appropriate.
- Recommend students for Governors' Attendance/Punctuality Panel.

Governors

- Review attendance policy annually.
- Attend Governors Attendance and Punctuality Panels as appropriate.

Contact Details

If your child is unable to attend school please send an email to admin@ibos.education Non-attendance call **(+44)203 907 6464**. We will inform the teaching staff of your child's absence. Where possible please let us know an expected date of return to school.

Any unexplained absences will be followed up via email to the parent/carer. Please respond as soon as possible to the email so we may make a note on our systems of any reasons why students are not attending lessons.

Table of action to be taken if non-attendance or persistent lateness

	Tutor	Attendance team	Head of Year	iBOS/Authorities
Level 1 Non-attendance	Speak to the student on return – check for absence note	Text Daily admin – to include entering registers, signing late students in, updating information on absent students, sending 1st day absence text. Missing registers reports		
Level 2 No response to Stage 1 Unclear or Cause for concern message	Form tutor follows up with the individual student and Parents / Carer if an N in register and amends on Engage	Phone call unless known for acceptable reasons. Letter home – Morning briefing meeting with year teams to discuss N reports, collect absence notes, etc	Follow up phone call Interventions with students/parents	
Level 3 – no response to above/ 3 separate periods of absence/ Previous concerns		Below 95% lists scanned for each year group, intervention discussed and put in place Referral to HOY/ Attendance Officer Close monitoring of students with proven medical issues	Referral to Inclusion meeting – referral to other agencies both internal & external No further absence without Dr note (if applicable) Attendance Officer to contact parents and letter to be sent home to confirm. Communication with parents by Attendance Officer/ HOY if no improvement. Attendance Support Plan agreed. If no contact is possible with home at any of the above stages – a home visit	
Level 4 – No improvement despite previous intervention/ Below 85%			HOY takes names to inclusion and further action is discussed. Governors attendance panel Penalty warning letter if no improvement Referral to additional support agencies	School Penalty Fine Issued - £250

Extended Holiday/Leave

<u>First</u>	<u>AGREED</u> - Principal authorises- Engage Updated- Request Filed <u>DECLINED</u> - Principal turns down the authorization- warning letter- Engage updated, request filed
<u>Second</u>	Principal turns down the request- Engage updated- request filed- request for Penalty Fine sent to the Chair of Governors Governors attendance panel as appropriate.

Children Missing from Education

We have a statutory duty to:

- ensure details of the pupil are on the admission register when the child first registers at the school.
- monitor pupil attendance through daily attendance records.
- carry out reasonable enquiries about the child's whereabouts if the child fails to attend.
- notify the authorities where:
 - a pupil's name is added to the school roll outside of the normal transition points (notification to be sent to the Admissions team) where:
 - a pupil does not attend for 10 school days or more without permission (notification to be sent to the authorities)
 - the school is about to remove the pupil's name from the roll on any of the grounds listed in the letter from the Principal
- Notifications that a pupil's name has been added to the school roll must be sent to the Admissions team within 5 days of adding the pupil's name to the register and should contain all the personal information contained on the school's admissions register. Notification is not required where children are moving schools during normal transition periods such as primary to secondary school. Removing the child's name from the school roll If by day 20 and following reasonable enquires by the school and other authorities the child's whereabouts have not been established or there is no reason to believe the child cannot attend because of illness or other cause, the school should formally notify parents and the authorities that the child's name will be removed from the roll under Regulation 8(1)(h) (child has not attended for more than 20 days).

Removing the child's name from the school roll

If by day 20 and following reasonable enquires by the school and other authorities the child's whereabouts have not been established or there is no reason to believe the child cannot attend because of illness or other cause, the school should formally notify the parents that the child's name will be removed from the roll under Regulation 8(1)(h) (child has not attended for more than 20 days).