

	<p><b>The Duston School</b></p> <p><b>Policy</b></p>	
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<b>Policy Title</b>	Attendance & Punctuality	<b>Version No</b>	3
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<p><b>1. Policy Statement</b></p>	<p>1.1 The Duston School is a 4-19 mixed, all-through School, with designated Specialist College status in Business &amp; Enterprise, and Science.</p> <p>It is the legal responsibility for the parents of all registered students to secure regular attendance of their children, under Section 39 of the Education Act 1944.</p> <p>It is the legal responsibility of the school to register attendance &amp; to help secure regular attendance of its students.</p> <p>The Duston School commits to:</p> <ul style="list-style-type: none"> <li>• Promoting good attendance and reducing absence, including persistent absence.</li> <li>• Ensuring every pupil has access to full-time education to which they are entitled.</li> <li>• Acting early to address patterns of absence.</li> </ul>
<p><b>2. Principles</b></p>	<p>2.1 This policy is operated in accordance with School attendance Guidance for maintained schools, academies, independent schools and local authorities (July, 2019) and refers to refers to the DfE’s statutory guidance on School attendance parental responsibility measures.</p> <p>2.2 Students are expected to attend regularly when The Duston School is in session and to be punctual at all times. Parents/guardians are encouraged to commit their children to regular attendance and to the ethos of The Duston School through signing the Home School Agreement (see TDS website).</p> <p>2.3 The target for whole school attendance is set by the NCC &amp; the Governing Body, which is a minimum target of 96%.</p> <p>2.4 It is important to instil the habit of good punctuality in order to promote the smooth running of the school, maximise students’ chances of educational success and prepare students for the requirements of post-school experience.</p>

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<b>3. Procedures</b>	<b>3.1 Attendance Register</b> The Duston School is required to record in the attendance register at the beginning of the morning session and once in the afternoon whether each student is present, absent, engaged in an approved, supervised educational activity off-site, or unable to attend due to exceptional circumstances.
	<b>3.2 Punctuality</b> Punctuality will be encouraged by all staff through reminders in registration, assemblies & lessons. Students will be marked as late if they arrive after 8:40am. Primary Phase students arriving after 9.00 am should sign in at the primary phase office. At afternoon registration, students arriving late will be recorded as such.  <b>Consequences for Lateness (Secondary Phase only)</b> Any student that has been late to school that day will be issued with a 20 minute after school detention that same day. Non-attendance will result in further sanctions as per the school behaviour policy.
	<b>3.3 Unplanned absence</b> Parents/guardians must notify the school on each day of absence. If the school does not receive contact regarding absence, the school will endeavour to send follow up messages via 'In Touch' the school based messaging service. This service will send a text message and email to the first contact on the school system. If the school remains unable to make contact, the absence will be coded as unauthorised. On the third day of absence the school may conduct a home visit to ascertain reasons for absence. For absences relating to illness of five days or more, the school may request medical evidence to confirm the absence.
	<b>3.4 Medical appointments</b> Non-urgent medical appointments should be made out of school hours where possible. If this is not possible appointments should be arranged either first thing in the morning or later in the afternoon, with a written confirmation provided in advance. Supporting evidence may be required at a later date. The school will only authorise a half day absence for a medical appointment on production of a medical appointment card and any absences without this evidence will remain on the students records as unauthorised. At the schools discretion the absence will be authorised after the reason has been given.
	<b>3.5 Authorised absence</b> Valid reasons for authorised absence may include: <ul style="list-style-type: none"><li>• Illness and medical/dental appointments</li><li>• Religious observance</li><li>• Traveller students travelling for occupational purposes</li></ul> All authorised absences remain at the schools' discretion.

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	<p><b>3.6 Term time holidays</b>          From the 1st September 2013 changes to the law give no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances (agreed at the discretion of the Principal) and parents can be fined by the Local Authority for taking their child on holiday without the consent of the school. The initial Fixed Penalty Notice of £60.00 is issued to each parent/guardian for each child (e.g. two parents, two children = £240.00).</p>
	<p><b>3.6 Legal Sanctions</b>          The Duston School takes cases of persistent absence very seriously. Persistent absence is defined as missing 10 per cent of sessions (equivalent to 28 sessions) a year.          It is a parent/guardian’s legal duty to make sure their child attends school and it is committing an offence if the parent/guardian fails to ensure their child attends regularly. If concerns regarding attendance continue the school will complete a ‘Parenting Contract’, the first legal steps which could lead to prosecution from the local authority. This could then result in a PACE interview being held under caution in accordance with the Police and Criminal Evidence Act 1984. If convicted of an offence of failing to ensure regular attendance of their child at school under Section 444, 1/1A Education Act 1996, the parent/guardian could be fined up to £2,500 and/or receive a term of imprisonment not exceeding 3 months</p>

<b>Staff Responsible</b>	NMO		
<b>Date approved by GB:</b>	03/12/19	<b>Review Date</b>	December 2021