

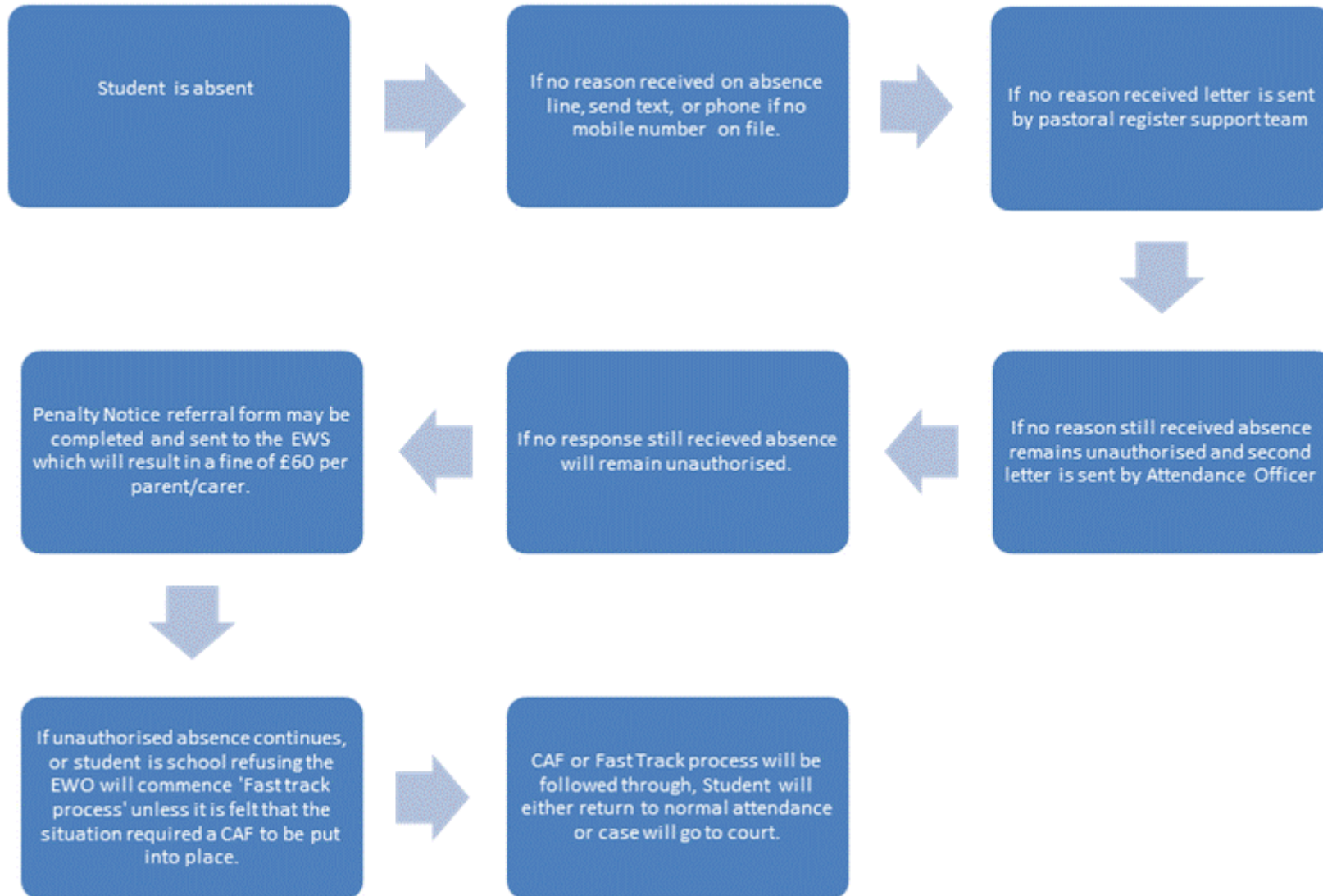
11. School Appendix

Farlingaye High School



- 1.) **FHS – Attendance Matters Website Pages** - <http://www.farlingaye.suffolk.sch.uk/ATTENDANCE-MATTERS/>
- 2.) **FHS – Key Attendance documents** - <http://www.farlingaye.suffolk.sch.uk/FHS-Attendance-Forms-and-Letters/>
- 3.) **FHS – Daily Absence Procedure can be found on page 2**
- 4.) **FHS – Strategies for Promoting Attendance**
- 5.) **FHS – Any other key Attendance Information**

3. Absence Procedure



4.) FHS – Strategies for Promoting Attendance

Each term FHS launches an Attendance Matters drive across the school community, including all information being shared with families. Details of each launch can be found below:

- Takes place during week 2-3 of each new term
- Reception Display
- Tutor Poster and Activities – Hints & Tips
- Attendance lead undertakes full school assemblies
- Student Postcard
- Desktop Backgrounds – 3 weeks
- ePostcard and Letter home
- Attendance Ladder on all reporting data sent home

4.1 Attendance has a very high profile at Farlingaye High School. Good attendance is recognised and is regularly discussed at assemblies and in tutor groups. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment. There are certificates every term for 100% attendance and prizes at the end of the year.

4.2 Farlingaye High School has procedures for dealing with unexplained absences through phone calls and letters sent home and followed up.

4.3 Absence calling

Farlingaye High School has in place a system of texting (or calling where no mobile number is available) for every day of absence without explanation to establish a reason for the absence. This helps to identify at an early stage, students who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with parents on the first day of absence, the school will send a letter to them by first class post. It is essential that parents provide accurate information for this purpose.

4.4 Family Liaison Officer

Farlingaye High School has a dedicated Family Liaison Officer (FLO) who will work with a case load of identified Pupil Premium students. The role of the FLO will be to engage with families, work with young people, develop a support network to enable improvements around each student's attendance. The FLO's caseload will continually change based on situation and circumstances.

4.5 Referral to the Education Welfare Service

- Where a student has been identified for the first time as having unauthorised absence either from an unauthorised holiday, or another unauthorised reason, a Penalty Notice referral may be made (see para. 7).
- Where a student has an attendance rate below 85%, and some unauthorised absence a 'Fast Track' case may be opened. Details of this process can be seen on the County Website.

4.6 Lateness and punctuality

Students are expected to arrive at school, and be in the correct room for registration, on time every day. It is disruptive to their own education, and that of others in their class, if they are late. Students who arrive after the register closes will be marked accordingly. A student who is persistently late will be

dealt with in the same way as other students with an emerging pattern of absence (see para. 4.3). If the matter is not resolved quickly, it will be referred to the Education Welfare Service.

- 4.7 For health and safety reasons it is important that the school knows who is in the building. Students arriving after 9.20 am should therefore report to the School Office. **It is important that all students arriving late follow this procedure.**
- 4.8 For the same reason it is important that students leaving the premises legitimately (eg. for a medical appointment), or returning to school later in the day, sign in and out at the School Office.
- 4.9 Post-registration truancy
Post-registration truancy occurs when a student goes missing from school having previously registered for the session. This behaviour not only means the student will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Farlingaye High School takes this very seriously and will endeavour to ensure it does not happen and follow it up once aware of it. If, however, a student appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately.
- 4.10 Exam Preparation Time (for Years 7-11)
Farlingaye High School believes that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave for Years 7, 8, 9 and 10 will be granted during this period, therefore, and students will be expected to attend school in the usual way. Students, during the time of the GCSE examination period, will have an examination preparation period with a combination of lesson time and revision classes. Students are welcome to attend school on the days and at times when they are not sitting examinations. The school will aim to work within the legal requirements of:
- exam leave will only be granted to Year 11 students;
 - it should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, ie not before the beginning of that period;
 - it should always be granted sparingly taking account of an individual student's ability to manage and benefit from unsupervised study;
 - any student has the right to attend school during study leave and a parent has the right to insist he/she does so;
 - any sessions given to students as study leave has a statistical meaning of authorised absence (it is not an 'approved educational activity' as it is unsupervised) and should be recorded and reported on by the school as such.

5.) FHS – Any other key Attendance Information

- 5.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Farlingaye High School.
- 5.2 Farlingaye High School expects parents/carers will:
- ensure their children attend the school regularly;
 - ensure they have provided accurate phone contact numbers;
 - support their children's attendance by keeping requests for absence to a minimum;
 - not expect the school to automatically agree to any requests for absence, and not condone any unjustified absence from school.

Parents will also be expected to:

- notify Farlingaye High School on every day of absence, using the dedicated phone number;
- ensure their children arrive at school on time, properly dressed and with the right equipment or the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries when asked to do so, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives. Farlingaye High School will endeavour to support parents to address their concerns.

- 5.3 All students should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their Form Tutor or Year Co-ordinator.
- 5.4 Students should attend all their lessons on time, ready to learn. If they have been absent from school, they should give their class teacher or form tutor a note from their parents to explain the absence. Students also have a responsibility for following school procedures if they arrive late.
- 5.5 The governing body ensures that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are students at the school.