



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

2021 Attendance, Punctuality and Children Missing from Education Policy

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Reviewed by:	Jane Glendenning	Sign and Date:	
Authorised by:		Sign and Date:	

Related Documents/Policies

Reference	Title
	Behaviour for Learning Policy (2021)
	Safeguarding Policy (2021)

Jane Glendenning (DSL) is responsible for reviewing and updating this procedure.

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Aims and values

The aim of King Edward VI Handsworth School for Girls' Attendance and Punctuality Policy is to enable the School to provide a consistent practice that encourages and facilitates the regular attendance of all students. We will endeavour to provide an environment where every student can feel:

- safe;
- healthy;
- able to enjoy and achieve;
- able to contribute to future economic well-being; and
- able to make a positive contribution.

King Edward VI Handsworth School for Girls' aim is for the majority of students to achieve 97% attendance and to continue to improve towards 100%. Our aim is also to ensure that students are punctual to school and to lessons in order to prepare them appropriately for higher education and the world of work.

Statement of Principles

Regular attendance at school is key to steady student progress and enjoyment of learning, and for this reason the School is dedicated to ensuring its Attendance and Punctuality Policy is adhered to as much as is possible.

King Edward VI Handsworth School for Girls takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents/carers, students and all staff members to ensure that children are attending school as they should be. Students with frequent absences are being denied equality of opportunity, therefore we endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

We have safeguarding duties under **section 175 and section 157 of the Education Act 2002** in respect of our students and therefore we must investigate any unexplained absences. A child going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; radicalisation; mental health problems; substance abuse and becoming NEET (not in education, employment or training) later in life. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future.

The School will take disciplinary action against any students who are discovered to be persistently truanting and parents/carers will be contacted to discuss possible reasons and school support systems that could help. (See the Behaviour for Learning Policy.)

We fulfil our local and national responsibilities as laid out in the following documents:-

www.birmingham.gov.uk/CME

The Education and Inspections Act 2006

Education Act 1996 and 2011

Children Act 1989

Human Rights Act 1998

Crime and Disorder Act 1998

The Equality Act 2010 (Part 6)

Children and Families Act 2014 (Part 3)

Keeping Children Safe in Education 2021

Working Together to Safeguard Children 2018

Special Educational Needs and Disabilities (SEND) Code of Practice

Regulations 8(f) and 8(h) of the Education (Pupil Registration) (England) Regulations 2006 (Amendments 2010, 2011, 2013/16)

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007

The Education (Penalty Notices) (England) (Amendment) Regulations 2012

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

The Education and Skills Act 2008

Further details are available at: www.legislation.gov.uk

[INFORMATION FOR PARENTS](#)

[INFORMATION FOR STAFF](#)

[INFORMATION FOR PUPILS](#)

Monitoring, evaluation and review

1. Governors, the Headmistress, the DSL, Clerical Assistant (Bursaries & Attendance) and relevant pastoral staff will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.
2. A record of attendance is kept both centrally on SIMS and in student files on CPOMS.
3. The attendance data will be reported to the Governors and Governing Body termly or provided to them at any time on request.
4. Attendance data will be analysed to reflect and re-design further strategies to improve procedures.