

## **ATTENDANCE AND PUNCTUALITY POLICY**

### **Rationale**

The governing body is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance. This is based on the belief that only by attending school regularly and punctually will young people be able to take full advantage of the educational opportunities available to them. High attainment thus depends on good attendance.

### **Policy**

The school will:

- ensure that this policy is consistently applied and clearly communicated to all parents and carers, students and staff;
- work actively to maximise attendance rates - both in relation to individual students and for the student body as a whole;
- support parents and carers in ensuring the regular and punctual attendance of students and promptly respond to any issue which may lead to non-attendance;
- be sensitive to the needs of individual parents and carers eg some parents and carers may have difficulty understanding written communications, need the assistance of a translator or may be reluctant to come into school.

### **Guidelines**

#### **1 Roles and Responsibilities**

The Deputy Head will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance and Punctuality Policy is consistently applied throughout the school.

The Pastoral Support Officers will monitor attendance and punctuality daily and code absences using the designated DfE codes. In preparation for the fortnightly meeting to review attendance the Data Manager will produce attendance and late data for all students. Students with attendance below 92% will be discussed with year staff, the designated PSO for the year group, the Attendance Officer from the LA and the Deputy Head and appropriate action will be taken to improve attendance.

All staff will have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

#### **2 Collection and Analysis of Data**

The Deputy Head will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the governing body. The data will inform the school's future practice to improve attendance and punctuality. Attendance is monitored by year group and by reasons for absence. It is also analysed by gender, ethnicity, student premium, students with special educational needs,

and those who are vulnerable to poor attendance. Accurate attendance returns are made to the DfE within the stipulated time frame.

### **3 Registration and Attendance Registers**

Registers are important legal documents and it is essential that they accurately record the attendance of all students.

Electronic registers are taken at the start of the day during Period 1 (between 8.40am-9.40am) and again during afternoon registration (between 1.50pm-2.10pm).

For health and safety reasons it is important that the school knows who is in the building. Students arriving late should therefore report to either north or south school office. 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 should inform staff in one of the offices and sign in.

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. The school takes this very seriously and will endeavour to ensure it does not happen. If, however, a student appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately.

In order to track students' whereabouts throughout the day, deal with any truancy that occurs after morning or afternoon registration and to ensure the safety of students, subject teachers will take a register at the beginning of every lesson to record absence and lateness. Any sudden absences that occur during the day will be picked up by subject staff and the PSO for the relevant year group. Action will then be taken to locate the missing student.

### **4 Authorising Absence and Approved Educational Activities**

The school recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a student's education as unauthorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can make children vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

Absence will be authorised in the following circumstances:

- where leave has been granted by the school in advance;
- a student is to participate in an approved performance for which a licence has been granted by the Local Authority;
- a student is involved in an exceptional special occasion – in authorising such an absence the individual circumstances of the particular case and the student's overall pattern of attendance will be considered;
- in exceptional circumstances, permission has been granted for a family holiday for which the

- parents have sought permission in advance;
- where the school is satisfied that the student is too ill to attend;
- where the student has a medical appointment (parents will be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand);
- where there is an unavoidable cause for the absence which is beyond the family's control, eg extreme weather conditions;
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong;
- in other exceptional circumstances (eg a family bereavement) and for a very limited period.

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the student is staying at home to mind the house or siblings;
- the student is shopping during school hours;
- the student is absent for unexceptional reasons, eg a birthday;
- the student is absent from school on a family holiday without prior permission;
- the student has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence

In October 2014 The Department for Education issued the following advice to schools regarding holidays in term time. This stated that Headteachers should not grant leave of absence unless there are exceptional circumstances.

The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

A Penalty Notice may be issued where a student takes a holiday during term time and the absence has not been authorised by the school. If a holiday is taken during term time, parents or carers should complete a 'Holiday Application' form and return the form to the appropriate head of year, asking permission for their son or daughter to have leave of absence. Holiday application forms are available from the student's head of year, the school website or the school office. This should be not less than two weeks before the absence is due to start.

## **5 Strategies for Managing and Improving Attendance and Punctuality**

### **Attendance**

#### **5.1 Meetings with parents or carers**

Where there is an emerging pattern to a student's absence with or without explanation, the school will invite parents or carers to a meeting to discuss the reasons for the absences. Plans are put in place with the parents and student to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

#### **5.2 Medical Evidence**

Parents or carers are asked to provide medical evidence to explain why their child is absent. Evidence could consist of a copy of an appointment card, a copy of a prescription or where there are serious concerns about levels of absence, more detailed information may be required

#### **5.3 Referral to Attendance and Inclusion Service**

If there continues to be unauthorised absence by the end of the specific time (or sooner if the student is failing to attend school at all), the matter will be referred to the Access and Inclusion Service.

#### **5.4 Fixed Penalty Notice**

Under Section 23 of the Anti-Social Behaviour Act 2003 if a student is absent from school without authorisation we may ask the local authority to issue a Fixed Penalty Notice of £60. A Penalty Notice may be issued if a student has accrued at least 10 sessions (5 days) of unauthorised absence during the previous 12 school weeks. If the Penalty Notice is not paid within 21 days of receipt of the Notice, the Notice rises to £120 if paid within 28 days. The Access and Inclusion Service may issue up to two Fixed Penalty Notices in a single school year.

#### **5.5 First Response List**

Each year team will devise and regularly update a first response list. If students on the first response list are known to be absent, and there is no supporting contact from parents or carers, the relevant PSO will contact home as soon as possible. In the event of PSO absence, a cover PSO will complete this task.

### **Punctuality**

#### **5.5 Punctuality**

Students are expected to arrive at school, and be in the correct room, on time, every day. It is very 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 absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the student to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A student who is persistently absent through lateness will be referred to the Access and Inclusion Service.

#### **5.6 Detentions**

Multiples of 3 lates per 6 week cycle will result in a 30 minute detention for every 3 lates eg:

- 3 lates per 6 week cycle = 30 minute year team detention
- 6 lates per 6 week cycle = 2 x 30 minute year team detentions

Failure to attend detentions would result in students being issued senior team detentions.

The PSOs monitor punctuality and arrange for the student to attend a detention with the year staff. Where a student has been issued with three detentions for lateness they will be referred to a Deputy Head. Students who are persistently late risk the issue of a Fixed Penalty Notice (fine).

## **6 Study Leave**

The school believes that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period and students will be expected to attend school in the usual way. Study leave will **only** be granted to years 11, 12 and 13 students during the time of the summer examination period. Should any students wish to attend school (or should their parents wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so. The school will work within the legal requirements of:

- study leave should only be granted to years 11, 12 and 13 students and never to students in years 9 and 10;
- 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 have a statistical meaning of authorised absence (it is not an 'approved educational activity' as it is unsupervised) and will be recorded as such.

## **7 The Use of Legal Action**

If a student fails to attend school regularly without a legitimate reason and attempts by the Attendance Officer and the school fail to secure that student's return to regular attendance, the Local Authority will take legal action. A complaint may be laid against the parents in the Magistrates' Court under Section 444 of the Education Act 1996, or an Education Supervision Order relating to the student under Section 36 of the Children Act 1989 will be applied for. Any exceptional mitigating circumstances relating to the student's absence will be taken into account, when considering legal action. Exceptional mitigating circumstances' will be determined by the Deputy Head and the Head of Year. If, after legal action has been taken, the student still fails to attend school regularly the Attendance Officer will keep the case open and will, if appropriate, take further legal action at a subsequent date. In cases where parents wilfully withhold a student from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the Access and Inclusion Service will promptly begin legal proceedings on the grounds that no other course of action is available.

## **8 Deleting a Student from the Register**

A student's name may not be deleted from the attendance register unless it has also been deleted from the admissions register. A student of compulsory school age shall have his/her name deleted from the admissions register when:

- the school has received written notification from the parent that they are educating the student themselves (Elective Home Education);
- the student has ceased to attend the school and no longer lives within a reasonable distance of the school;
- the student is certified by the School Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age and neither the student or the parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;
- the student will cease to be of compulsory school age before the school next meets and intends to cease to attend. (All registered students are required to remain at school until the leaving date - last Friday in June. "At school" includes for these purposes approved educational activities undertaken off site, including work experience);
- the student has been permanently excluded and the exclusion has been upheld.

The school will undertake the following actions whenever a compulsory age student leaves at non standard transfer times, before completing the school's final year or joins the school after the start of the first year. The standard transfer point is as follows: In September (start of the school year): NC Year 8 to NC year 9 (Transfer from Middle to Upper)

If a child starts or leaves outside the standard transfer points (listed above) we will notify the LA. We will (outside transfer points):

**1.** Inform the LA when we are about to delete a student's name from the admission register for the following reasons (in addition to those which they are currently required to (see above)

- Student stops attending school if it is named in a school attendance order
- Student stops attending one school while registered at two schools
- Student has not returned within 10 days after the expiry of a period of authorised absence and we do not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is (NB The school and LA will work cooperatively in investigating)
- Student has been absent from school for 20 days (continuous) without authorisation and the school does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is
- Student has died
- Student stops attending other types of school

**2.** Record details of the student's residence, the name of the person with whom they will reside, the date from which they will reside there, telephone number and the name of the destination school (where we can reasonably obtain this information)

**3.** Inform the LA of the student's destination school and home address if the student is moving to a new school

We will complete a 'Notification of Removal from School Roll' form (link below) each time we remove a student. This is now a legal duty.

<https://www.centralbedfordshire.gov.uk/officeforms/RemovalFromSchoolRoll.ofml>

We will (outside transfer points)

When a child is newly registered

- 1) Provide information to the LA when registering new students within five days, including the student's address and previous school (where we can reasonably obtain this information). We will complete a spreadsheet which can be found on the link below and return via Anycomms.

<http://www.centralbedfordshire.gov.uk/schools-portal/administration/inclusion/newly-registered-children.aspx>

Year teams have received up to date training related to the local authority CME procedures (October 2016).

Students at risk of being designated as CME are discussed in safeguarding meetings between the schools' designated safeguarding lead and the deputy DSL. These meetings take place daily.

### **Monitoring, Evaluation and Review**

The policy will be monitored annually by the Deputy Head. The policy will be evaluated and reviewed every three years by the pastoral committee and the senior leadership team.

### **Dissemination of Policy**

This policy is available on the school website, on request to parents and carers, the LA and Ofsted through the Head teacher.

### **Other policies to which this policy relates include:**

Behaviour Policy

|                            |              |
|----------------------------|--------------|
| Date approved by governors | January 2016 |
| Date for review            | January 2019 |

# REDBORNE ATTENDANCE POLICY



|  |   |
|--|---|
| <p>STAGE 1</p> <p>1-5 days absence</p>             | <ul style="list-style-type: none"> <li>• Letter 1 – this is a gentle reminder that your son/daughter has missed the equivalent of a week’s worth of lessons.</li> <li>• This is up to 25 hours of teaching and learning.</li> </ul>   |
| <p>STAGE 2</p> <p>2-7 days absence</p>             | <ul style="list-style-type: none"> <li>• Letter 2 – asks for medical evidence to explain absence.</li> <li>• Your son/daughter will have missed up to 35 hours of learning.</li> </ul>  |
| <p>STAGE 3</p> <p>3-9 days absence</p>             | <ul style="list-style-type: none"> <li>• The Pastoral Support Officer will contact home and your son/daughter will be discussed at the fortnightly attendance meeting.</li> <li>• Your son/daughter will be highlighted as a concern to the Educational Welfare Officer (EWO).</li> <li>• Your son/daughter has now missed up to 45 hours of learning.</li> </ul> |
| <p>STAGE 4</p> <p>4-11 days absence</p>            | <ul style="list-style-type: none"> <li>• There will now be a meeting with EWO, a member of the year team and your son/daughter. As a parent you will be expected to attend. Target set/monitored.</li> <li>• Your son/daughter has now missed up to 55 hours or over two weeks.</li> </ul>  |
| <p>STAGE 5</p> <p>12.5 (or above) days absence</p> | <ul style="list-style-type: none"> <li>• A member of the School’s Senior Leadership Team meets with your son/daughter and they will contact you.</li> <li>• A report will be written with targets.</li> <li>• Your son/daughter has now missed at least 60 hours of lessons.</li> </ul>   |
| <p>STAGE 6</p> <p>13 days or above</p>             | <ul style="list-style-type: none"> <li>• A referral will be made to the Educational Welfare Officer (EWO) and they will make a home visit (65 hours missed).</li> <li>• The EWO may issue a fixed penalty notice (FPN).</li> </ul>  |

## ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

| <b>CODE</b> | <b>DESCRIPTION</b>  | <b>MEANING</b>                      |
|-------------|---|-------------------------------------|
| /           | Present (AM)  | Present                             |
| \           | Present (PM)  | Present                             |
| B           | Educated off site (NOT Dual registration)                                       | Approved Education Activity         |
| C           | Other authorised circumstances (not covered by other codes or descriptions)     | Authorised absence                  |
| D           | Dual registration (i.e. present at another school)                              | Not counted in possible attendances |
| E           | Excluded (no alternative provision made)  | Authorised absence                  |
| G           | Family holiday (NOT agreed <u>or</u> days in excess of agreement)               | Unauthorised absence                |
| H           | Family holiday (agreed)   | Authorised absence                  |
| I           | Illness (NOT medical or dental etc. appointments)                               | Authorised absence                  |
| J           | Interview   | Approved Education Activity         |
| L           | Late (before registers closed)  | Present                             |
| M           | Medical/Dental appointments   | Authorised absence                  |
| N           | No reason yet provided for absence  | Unauthorised absence                |
| O           | Other unauthorised absence (not covered by other codes or descriptions)         | Unauthorised absence                |
| P           | Approved sporting activity  | Approved Education Activity         |
| R           | Day set aside exclusively for religious observance                              | Authorised absence                  |
| S           | Study leave   | Authorised absence                  |
| T           | Traveller absence   | Authorised absence                  |
| U           | Late and arrived after the registers closed                                     | Unauthorised absence                |
| V           | Educational visit or trip   | Approved Education Activity         |
| W           | Work experience (not work based training)                                       | Approved Education Activity         |
| X           | Untimetabled sessions for non-compulsory school age students                    | Not counted in possible attendances |
| Y           | Partial and forced closure  | Not counted in possible attendances |
| Z           | Student not yet on roll   | Not counted in possible attendances |
| #           | School closed to all students   | Not counted in possible attendances |
| 3           | Out of lesson with a member of staff  | Present                             |
| 4           | In isolation  | Present                             |
| 5           | Late for a lesson due to an approved reason (i.e. bus late, music lesson, exam) | Present                             |

