




# Attendance and Punctuality Policy

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## ***Vision Statement***

### ***Believe Strive Succeed***

***Our vision is to provide an outstanding, inclusive and aspirational education for local children. We believe that everyone in our community is capable of achieving beyond their expectations by living each day in all its fullness, spiritually, physically, intellectually, emotionally and morally. We are underpinned by deep rooted values of respect, consideration, loyalty, responsibility and success.***

***1 Corinthians 12:12 'the body is one and has many members, and all the members of the body, though many, are one body'***

## **Introduction**

We as a school believe that central to raising standards in education and ensuring all students can fulfil their potential is an assumption that students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

## **Aims**

The aim of this policy is to improve overall attendance rates and punctuality rates for pupils to ensure that all pupils receive the highest quality education and that through this they are able to develop the skills necessary for future employment.

This school aims to:-

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every student has access to full-time education to which they are entitled.
- Act early to address patterns of absence.
- Support parents to perform their legal duty to ensure their children attend regularly,
- Ensure all pupils attend school and their lesson punctuality.

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

## **Roles and Responsibilities**

### **Governing Body**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

### **Headteacher**

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

### **Attendance Lead**

- Work with the Headteacher to agree the attendance targets.
- Ensure that there is a clear attendance policy.
- Ensure that all staff are aware that attendance is their responsibility.
- Ensure that accurate attendance returns are made to the DfE within the stipulated time frame.
- Ensure that attendance data is accurate, analysed and reported on a regular basis.
- Encourage a positive and proactive ethos within the school, by which attendance is prioritised, promoted and embedded in school policies, plans practices and processes.
- Ensure that the school has a range of strategies that are applied consistently to promote whole school attendance.
- Liaise with the Educational Welfare Officer whenever necessary.
- Monitor attendance weekly.
- Supervise the Attendance Officer and ensure that the required action is taken at each level.
- Meet pupils and parents/carers to discuss attendance and punctuality issues and devise effective strategies to improve attendance and punctuality.

### **Attendance Officer**

- Ensure administrative system is effective, organised and accurate.
- Follow the school's procedures for first day calling.
- Seek explanations from parents/carers for absence.
- Issue attendance letters where and when required.
- Hold regular discussions with the Attendance Lead. Ensure the system works. Come up with suggestions to improve it.
- Inform the Head of Year/Attendance Lead if a Form tutor is failing to maintain their registers correctly.
- Assist the Attendance Lead/Headteacher and others in collating data necessary for documents such as reports or attendance returns.
- Check and file all absence notes that are received, and ensure that details are reflected appropriately through categorisation of absence in the registers.
- Liaise with the Educational Welfare Officer whenever necessary

- Attend attendance meetings with Heads of Year/Attendance Lead and Educational Welfare Officer.
- Pass messages from parents/carers to appropriate staff.
- Attend meetings with parents/carers if required by Attendance Lead and /or Year Curriculum Coordinator.

### **Head of Year**

- Promote the ethos of the attendance and punctuality policy through assemblies and rewards.
- Ensure that tutors are following school's procedures in dealing with absences and lateness.
- Meet with Attendance Officer to discuss specific pupils and intervention strategies to be used and to provide feedback on interventions.
- Analyse attendance data for the year group, and co-ordinate the responses and interventions with form tutors and Attendance Officer.
- Make a personal connection with parents/carers and students who have regular unauthorised absence, or patterns of irregular attendance.
- Ensure the Attendance Lead is informed of your concerns over the attendance/punctuality of specific pupils.
- Ensure pupils who are absent for any length of time are provided with appropriate academic work, that it is completed, returned and marked.
- Ensure form tutors in their year team are recording attendance accurately and discuss any issues with the recording of registers with the form tutor in the first instance. If issues persist to liaise with the Attendance Lead.
- Ensure that all casual entrants are familiar with the school's expectations on attendance and punctuality.

### **Pastoral Support Officers**

- Assist the Head of Year in monitoring the attendance of the year group
- Assist the Head of Year with meetings with the Educational Welfare Officer
- Assist in the analysis of attendance data for the year group, and co-ordinate the responses and interventions with form tutors.
- Make a personal connection with parents/carers and students who have regular unauthorised absence, or patterns of irregular attendance.
- Ensure the Head of Year is informed of your concerns over the attendance/punctuality of specific pupils. Ensure pupils who are absent for any length of time are provided with appropriate academic work, that it is completed, returned and marked.
- Ensure that that all correspondence with parental stakeholders is taking place regularly, is monitored and recorded in line with the school's protocol.

### **Form Tutor**

- Ensure accurate electronic registration takes place between 8.30-8.55am and 3.00pm.
- Ensure that registers are completed and the correct code is used. Never leave blank spaces.
- If it is not possible to complete electronic register - e.g. if at assembly, to complete a paper register and ensure it is taken to the main office by 9.00am.
- Look carefully at attendance data for their tutor group. Spot patterns of absence and overall levels of attendance of individuals.
- Use attendance and punctuality data as part of learning conversations with pupils and parents/carers.
- Ensure that the Head of Year is kept informed about concerns over attendance, as well as the interventions taken by the form tutor.

- Promote the ethos of the attendance and punctuality policy through registration periods, make 100% the expectation.
- Provide a positive welcome to students with poor attendance and support the student in catching up with missed work.

### **Special Needs Coordinator**

- To monitor attendance of all pupils on the SEND Register and refer to the appropriate member of staff any concerns about attendance and/or punctuality.

### **Subject Teachers**

- Do not accept poor attendance. Make 100% attendance the expectation.
- Ensure that registers are completed accurately and at the start of the lesson.
- Follow up absence/truancy.
- Liaise with Head of Department and Head of Year regarding students with poor attendance/poor punctuality.
- Ensure appropriate and challenging work is provided for students who are absent for any length of time.
- Provide a positive welcome to students with poor attendance and support the student in catching up with missed work.

### **Parents/Carers**

- To ensure that their child attends school every day, unless there is a valid reason not to e.g. illness, work experience.
- Ensure that their child arrives to school on time.
- To contact the school by telephoning our attendance line 0208 216 1772 on the first day of absence, stating the reason for their child's absence and the date they are expected to return to school.
- To write a note when their child returns to school explaining the absence.
- Make medical appointments outside of school time.
- Ensure that no request for holiday leave during term time is made.
- To seek help from the school if requiring assistance in improving their child's attendance or punctuality.
- Support the school and the Educational Welfare Officer in strategies to improve the attendance and punctuality levels of their child, including attending meetings and engaging with outside agencies.

### **Students**

- To ensure that they attend school regularly and on time unless there is a valid reason not to.
- To inform their form tutor and bring in note from home to explain any absences.
- To inform their classroom teachers if an absence is known in advance and to make sure they ask for work to complete, and they do complete the work.
- To catch up on missed work on return.
- If they are late to school to go to the main office to receive their mark before going to their lesson.

## Understanding types of absence

Every half day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED.

Examples of Authorised Absence are:

- Illness which results in the student being unable to attend school.
- Family bereavement.
- Homelessness.
- An interview with a prospective employer, higher education institution or at another school.
- Study leave granted by the Headteacher.
- Exclusion.
- School trip. Participation in an approved activity or work experience. □ A day set aside exclusively for religious observance.

Examples of Unauthorised Absence are:

- No explanation being provided by the parent/carer.
- The school is dissatisfied with the explanation.
- Staying at home to mind the house, await deliveries or look after sibling/siblings or other family members.
- The school follow up procedures show that the student truanted and the parent/carer was unaware of the absence until informed by the school.
- Students who arrive at school after registration is closed.
- Day trips or a family holiday during term time which has not been agreed.
- Translating for a family member.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved between the school, the parents and the child.

**If a child is absent parents/carers must:-**

**Contact school as soon as possible on 0208 216 1772**

## Registration Practice

All students are registered electronically; on occasions when the network is unavailable a written register is taken and made available immediately to our Attendance Officer.

All students are expected to arrive at school no later than 8.30 am each morning. Any student arriving after this time will be expected to serve a lunchtime detention that afternoon.

- Students are registered by Form Tutors at 8.30 am students arriving to their form room 5 minutes or more after that time will be marked late.
- Any student arriving after 8.55 am must report to the Attendance Officer in the main school office. **Registers are closed at 9.30 am each day, any student arriving after that time without a written note will be recorded as an unauthorised absence.**



- Afternoon registration takes place at 3.00 pm. Students who are not present at registration at that time will be marked as late. Students who fail to attend afternoon registration will be marked as absent.
- It is the responsibility of parents/carers to telephone the school to explain absence on the first day of absence. When a student returns to school following a period of absence parents must provide a signed and dated note to cover the whole period of absence. This note should be given to the Form Tutor. The Attendance Officer will record the reason for absence onto the school system. It is the responsibility of parents/carers to prove that their child is unfit for school it is the school's decision as to whether the reason given for absence will be authorised or not.

The Attendance Officer records any telephone messages received on the first day of absence.

Form Tutors should draw to the attention of the Head of Year any unusual reason or regularly repeated reason for absence or lateness.

Each half day (each session) of absence must be classified as either authorised or unauthorised. The school reserves the right to ask for further details and/or supporting evidence, for absence which would normally be authorised, where overall attendance is a cause for concern or where a pattern of non-attendance is emerging.

Practice to follow up absence

- Parents are requested to telephone the Attendance Officer when a student is absent.
- The Attendance Officer makes a 'first-day absence' phone call and may also generate a SMS text message to inform of absence
- Written notification as mentioned above and parental notes are recorded.
- The Attendance Officer maintains a list of students who are known to have truanted and/or have a poor attendance record and makes these the priority for first day absence calling.
- The Attendance Officer will contact as many families identified by the Heads of Year and EWO on the first day of absence as time permits.
- If a student is seen leaving the premises during a school session or is not in a lesson having registered for a session, the Attendance Officer will contact parents once it is clear the student is not on the premises.

If an explanation for absence is not received and unexplained absence continues, the following staged procedure is followed:-

- The Form Tutor asks for a note to explain an absence.
- The Form Tutor asks a second time for a note to explain and absence and writes the dates of the unexplained absence in the student's planner with a note requesting an explanation.
- If no explanation is received the Attendance Officer will generate a text message requesting an explanation for the absence to be sent home to parents.
- Absences which have not been explained will remain unauthorised; this may trigger a referral to the Education Welfare Officer.

## **Guidance on Children Missing Education**

Bishop Stopford's School fully embraces the requirements of the DFE Children Missing Education Guidance in relation to our attendance policy.

Where pupils are missing from school parents or carers are immediately contacted (morning of the first day of absence). If no satisfactory response is forthcoming, the absence is reported to the school's Safer Schools Officer and Targeted Youth Worker. This is also the case where pupils are missing during the school day.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without school permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

the full name of the parent with whom the pupil will live;  
the new address; and  
the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

the name of the new school; and  
the date on which the pupil first attended or is due to start attending that school.

The Designated Teacher and/or Deputy Designated Teacher is also informed of these types of absence so that effective monitoring and action may be put in place.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences.

**All staff should also note that in exceptional circumstances, such as in emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to children's social care for the relevant borough.**

## **Working with the Educational Welfare Officer**

The local authority has a statutory responsibility under the Education Act 1996 to enforce regular attendance of registered students at school, which is carried out by the EWO working in the school

The Research and Data Team collect data on attendance termly and it is the responsibility of the EWO and school to audit students who fall below target levels. The work of the Borough's Principal EWO can be broadly divided into three categories.

### **Strategic Policy**

- Analysing borough-wide data and identifying trends and areas of action and need.
- Developing policy initiative.
- Liaising with the DFE and other external bodies to ensure that government initiatives and best practice exemplars are communicated to schools.
- Developing a strategic role that encourages a consistent approach between nursery, primary and secondary levels.

### **School Action**

- Working closely with schools to analyse school level data and trends.
- Devising Action Plans with the Assistant Headteacher and attendance officer, to meet the specific needs of the school.
- Monitoring action taken by the school to improve attendance and reviewing the schools targets at half termly intervals.
- Ensuring effective and regular liaison between the EWS, school management teams and other key agencies or organisations".

### **Direct intervention with students and/or parent and carers**

- The Education Welfare Officer (EWO) undertakes preventative (clinic) work and caseload (formally referred) work with and on behalf of the school.
- Provide direct intervention with students who fall below targets of attendance and devise strategies to improve their attendance in partnership with schools.
- Ensuring that borough and school policies on attendance are implemented appropriately in each individual case, including the use of legal action against parents where they are failing to fulfil their child's regular school attendance.
- Working closely with schools at transition stages to ensure that identified vulnerable children are provided with all possible support to reduce the likelihood of increased non-attendance, where necessary working and liaising with partner agencies"..
- EWO will try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, the Education Welfare Officer can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court on the advice of the Headteacher.

### **Persistent Absenteeism (PA)**

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. We monitor the absence of persistent absentee students thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that level is given priority and parents will be informed by the school's Attendance Officer of any absence from school (First Day Call). A medical certificate may then be requested (copy of prescription or medication could be sufficient) and in these circumstances work will be set and provided for the student by the school for any long term absence. PA pupils will be tracked and monitored carefully through our pastoral system and monitored by the Lead Attendance member of staff.

## Holidays in Term Time

1. Leave of absence during term time is not normally granted unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if the leave is granted. As advised from the Local Authority evidence will be needed e.g. a Death Certificate.
2. Parents will be informed that any absence taken without permission will be unauthorised and that this could be used by the Local Authority to strengthen a case for penalty notice/prosecution where overall attendance is unsatisfactory.

## Exceptional circumstances and special considerations

The Local Authority recommends a number of situations that it would be normal for a school to authorise. The schools have married these with its already existing examples of absence that would be authorised.

Examples of authorised absence could include:

- Illness, resulting in the student being unable to attend school.
- A day set aside exclusively for religious observance up to a maximum of three days in any academic year.
- Family bereavement.
- An interview with a prospective employer, further or higher education institution or at another school.
- Participation in an approved public performance only if the student has a performance licence granted by the Local Authority.
- Study leave granted by the School.
- Exclusion.
- The student being dual registered with the LA and attending a session at another educational site.
- School trip, participation in an approved activity or work experience.
- Sudden loss of housing through eviction or domestic violence, up to a maximum of three days.
- Teenage parents responsible for the care of their own child, up to three days by which alternative provision must have been organised.

Examples of unauthorised absence would be:

- No explanation being forthcoming from the parent.
- The school is dissatisfied with the explanation.
- Staying at home to mind the house, await deliveries or look after a sibling[s] or other family members.
- Shopping during school hours, taking a pet to the vet or any sundry excursion that could be undertaken out of school hours.
- The student takes a term time holiday.
- The school follow-up procedures show that the student truanted and the parent was unaware of the absence until informed by the school.
- Pilgrimages. These are rare but can result in children being away from school for significant periods of time and they are not regarded as unavoidable absences.
- Prison visits, as most prisons now allow visits during weekends and holidays.
- Serious illness of a close relative even if a visit to the close relative requires a visit overseas.
- Weddings of parents and siblings as weddings can be arranged at weekends and during holidays.

**WITH THE LOCAL AUTHORITY AGREEMENT SCHOOLS MAY DELETE FROM THE ROLL A STUDENT WHO FAILS TO RETURN ON AN AGREED RETURN DATE.**

## Legal action to enforce school attendance (DFE)

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Where all support options are unsuccessful or are not appropriate the local authority should liaise with school and all professionals (where applicable) to take forward attendance legal intervention.

All local authorities are therefore expected to:

- Understand and make use of formal support options including attendance contracts
- Set out clearly for pupils, parents, and schools when and how attendance legal intervention will be used when absences were not authorised, and support has not been engaged with and/or been successful.
- Issue Notices to Improve and penalty notices in line with the National Framework where absence was unauthorised, and support has been provided but has not worked or been engaged with or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).
- Take forward attendance prosecution as a last resort where all other routes have been exhausted or deemed inappropriate.

From autumn term 2024 if issued with a fine, or penalty notice, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

Penalty notices can be issued by the Headteacher, local authority officer or the police.

The payment must be made directly to the local authority.

The decision on whether to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. Other possible action includes:

## **Emergency Procedures**

In the event of a fire an attendance list is taken out of the building and circulated to Form Tutors and Heads of Year to ensure a full emergency registration takes place. In addition to the practice of student presence being noted by the Attendance Officer in the event of lateness, all students must sign out and in if leaving the school premises during the day for whatever reason. Such signing out is undertaken by reception staff upon receipt of a dated and signed parental note verified by a Form Tutor or Head of Year's signature or a note from the Head of Year indicating that the appointment has been verified by telephone if the student has forgotten a note. Students who are unwell report to Main School Office where they are assessed. Students who are unwell and need to leave school will have arrangements made by the designated office staff including contacting parents, and ensuring students have appropriate transport arrangements. Only designated staff make a decision to send a student home for sickness. If a student leaves school without the permission of the designated staff even if collected by a parent, the absence will not be authorised. If the member of staff has decided that a student should be sent home, the time at which they are collected by parents and leave the premises is noted in the same book at reception.

For students on a reduced, work-related timetable the Attendance Officer holds their timetables centrally for checking in the event of a school evacuation. Fire procedures for staff/adult visitors are dealt with separately.

## **Monitoring arrangements**

This policy will be reviewed as guidance from the LA or Department for Education is updated by the Deputy Headteacher in charge of school attendance.

## **Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: pupil absence codes

The following codes are taken from the DfE's guidance on school attendance.

Academy 21 is a Code C from September 2024

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
K	Off-site educational activity	Attending education provision arranged by the local authority - ASU/SWERRL/AP
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		

<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>C1</b>	Authorised leave of absence	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
<b>C2</b>	Authorised leave of absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveler absence	Pupil from a Traveler community is travelling, as agreed with the school



**Authorized Absent - unable to attend school because of unavoidable cause**

The pupil is unable to attend the school because a local authority has a duty to make access arrangements to enable the pupil's attendance at school and have failed to do so.

<b>Q</b>	Unavoidable cause	Unable to attend the school because of a lack of access arrangements
<b>Y1</b>	Unavoidable cause (Sub-sections)	Unable to attend due to transport normally provided not being available
<b>Y2</b>	Unavoidable cause (Sub-sections)	Unable to attend due to widespread disruption to travel
<b>Y3</b>	Unavoidable cause (Sub-sections)	Unable to attend due to part of the school premises being closed
<b>Y4</b>	Unavoidable cause (Sub-sections)	Unable to attend due to the whole school site being unexpectedly closed
<b>Y5</b>	Unavoidable cause (Sub-sections)	Unable to attend as pupil is in criminal justice detention
<b>Y6</b>	Unavoidable cause (Sub-sections)	Unable to attend in accordance with public health guidance or law
<b>Y7</b>	Unavoidable cause (Sub-sections)	Unable to attend because of any other unavoidable cause

<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence

<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed
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<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Schools should also continue to use code X to record when a pupil not of compulsory school age is not expected to attend

## Appendix 2: Attendance Process for all Stakeholders

### Stakeholder Responsibilities

<u>Stakeholders</u>	<u>Responsibilities</u>
Headteacher	<p>The Headteacher is responsible for:</p> <ul style="list-style-type: none"> <li>• Implementation of this policy at the school</li> <li>• Monitoring school-level absence data and reporting it to governors.</li> <li>• Supporting staff with monitoring the attendance of individual pupils</li> <li>• Issuing fixed-penalty notices, where necessary</li> </ul>
Attendance Lead	<ul style="list-style-type: none"> <li>• Work with the Headteacher to agree the attendance targets.</li> <li>• Ensure that there is a clear attendance policy.</li> <li>• Ensure that all staff are aware that attendance is their responsibility.</li> <li>• Ensure that accurate attendance returns are made to the DfE within the stipulated time frame.</li> <li>• Ensure that attendance data is accurate, analysed and reported on a regular basis.</li> <li>• Encourage a positive and proactive ethos within the school, by which attendance is prioritised, promoted and embedded in school policies, plans practices and processes.</li> <li>• Ensure that the school has a range of strategies that are applied consistently to promote whole school attendance.</li> <li>• Liaise with the Educational Welfare Officer whenever necessary.</li> <li>• Monitor attendance weekly.</li> <li>• Supervise the Attendance Officer and ensure that the required action is taken at each level.</li> <li>• Meet pupils and parents/carers to discuss attendance and punctuality issues and devise effective strategies to improve attendance and punctuality.</li> </ul>
Attendance Officer	<ul style="list-style-type: none"> <li>• Ensure administrative system is effective, organised and accurate.</li> <li>• Follow the school's procedures for first day calling.</li> <li>• Seek explanations from parents/carers for absence.</li> <li>• Issue attendance letters where and when required.</li> <li>• Hold regular discussions with the Attendance Lead. Ensure the system works. Come up with suggestions to improve it.</li> <li>• Inform the Head of Year/Attendance Lead if a Form tutor is failing to maintain their registers correctly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the Attendance Lead/Headteacher and others in collating data necessary for documents such as reports, or attendance returns.</li> <li>• Check and file all absence notes that are received and ensure that details are reflected appropriately through categorisation of absence in the registers.</li> <li>• Liaise with the Educational Welfare Officer whenever necessary.</li> <li>• Attend attendance meetings with Heads of Year/Attendance Lead and Educational Welfare Officer.</li> <li>• Pass messages from parents/carers to appropriate staff.</li> <li>• Attend meetings with parents/carers if required by Attendance Lead and /or Year Curriculum Coordinator.</li> </ul>
HOY	<ul style="list-style-type: none"> <li>• Promote the ethos of the attendance and punctuality policy through assemblies and rewards.</li> <li>• Ensure that tutors are following school's procedures in dealing with absences and lateness.</li> <li>• Meet with Attendance Officer to discuss specific pupils and intervention strategies to be used and to provide feedback on interventions.</li> <li>• Analyse attendance data for the year group, and co-ordinate the responses and interventions with form tutors and Attendance Officer.</li> <li>• Make a personal connection with parents/carers and students who have regular unauthorised absence, or patterns of irregular attendance.</li> <li>• Ensure the Attendance Lead is informed of your concerns over the attendance/punctuality of specific pupils.</li> <li>• Ensure pupils who are absent for any length of time are provided with appropriate academic work, that it is completed, returned, and marked.</li> <li>• Ensure form tutors in their year team are recording attendance accurately and discuss any issues with the recording of registers with the form tutor in the first instance. If issues persist to liaise with the Attendance Lead.</li> <li>• Ensure that all casual entrants are familiar with the school's expectations on attendance and punctuality.</li> </ul>

Form Tutor	<ul style="list-style-type: none"> <li>• Ensure accurate electronic registration takes place between 8.30-8.55am and 3.00pm.</li> <li>• Ensure that registers are completed and the correct code is used. Never leave blank spaces.</li> <li>• If it is not possible to complete electronic register - e.g. if at assembly, to complete a paper register  and ensure it is taken to the main office by 9.00am.</li> <li>• Look carefully at attendance data for their tutor group. Spot patterns of absence and overall levels of attendance of individuals.</li> <li>• Use attendance and punctuality data as part of learning conversations with pupils and parents/carers.</li> <li>• Ensure that the Head of Year is kept informed about concerns over attendance, as well as the interventions taken by the form tutor.</li> </ul>
PSO's	<ul style="list-style-type: none"> <li>• • Assist the Head of Year in monitoring the attendance of the year group.</li> <li>• • Assist the Head of Year with meetings with the Educational Welfare Officer</li> <li>• • Assist in the analysis of attendance data for the year group, and co-ordinate the responses and  interventions with form tutors.</li> <li>• • Make a personal connection with parents/carers and students who have regular unauthorised absence, or patterns of irregular attendance.</li> <li>• Ensure the Head of Year is informed of your concerns over the attendance/punctuality of specific pupils. Ensure pupils who are absent for any length of time are provided with appropriate academic work, that it is completed, returned, and marked.</li> <li>• Ensure that that all correspondence with parental stakeholders is taking place regularly, is monitored and recorded in line with the school's protocol.</li> </ul>
SEND Coordinator	To monitor attendance of all pupils on the SEND Register and refer to the appropriate member of staff any concerns about attendance and/or punctuality.

### Attendance Action Flow Chart

**Half Term** – Steps to be taken every half term by the relevant stakeholders.

- HOY's and Attendance officer to analyse attendance from previous Half Term and identify the student with attendance lower than 92% and any student who has persistent attendance.
- Once students have been identified, HOY's and Attendance officer to send out warning letters to parents regarding student attendance and punctuality to school, the importance of attending school and outlining that their child attendance will be monitored for this Half Term.

- HOYs to identify a further 5 names from this list, the criteria for these 5 students will be where their attendance is lower than 88% for the previous HT.
- HOYs to provide this list to PSO's. PSO's need to complete morning check ins during AM registration. If student is not in PSO's to follow up with phone calls to parents regarding reason.
- Students on this list will be placed on an Attendance and punctuality report for the half term and this will be monitored daily by PSO's.

**Stage 1 – Students with 100% attendance**

- HOYs and Form tutors to monitor attendance.
- Celebrate student success in assemblies.

**Stage 2 – Student with 95% to 99% attendance**

- Form tutors to monitor student attendance.
- Positive reinforcement.
- Form Tutor to highlight the importance of attendance during form time weekly.

**Stage 3 – Students with 92% to under 95% attendance/ meet the Attendance Threshold.**

- Form tutor report (minimum 2 weeks)
- HOY/Attendance officer to issue letter 1 to parents.
- Form tutor to contact parents regarding attendance and punctuality.
- All communication to be documented on bromcom and a follow up email to parents regarding communication.

**Stage 4 – Students with 90% to under 92% attendance/ meet the Attendance Threshold.**

- HOY/Attendance officer to issue letter 2 to parents.
- Form tutor & HOY to continue to monitor (Student to maintain on report)
- Form tutors to arrange parent meeting to discuss attendance.
- All communication to be documented on bromcom and a follow up email to parents regarding communication.

**Stage 5 – Students with 88% to under 90% attendance/ meet the Attendance Threshold.**

- HOY/Attendance to issue letter 3 to parents
- HOY to notify EWO of student attendance and make written referral to EWO.
- HOY and Attendance officer to organise parent meeting to discuss student attendance.
- HOY & Attendance lead to organise EWO attendance clinic for students within this attendance bracket.
- HOY to make referral to inclusion panel to further explore support to improve student attendance into school.

**Stage 6 – Students with 85% to under 88% attendance/ meet the Attendance Threshold.**

- HOY/Attendance to issue letter 4 to parents.
- A Home visit by Attendance officer, EWO or HOY, records keep of the visits and how many visits have taken place.

**EWO involvement at Stage 6**

Once written referral and attendance clinic has taken place. EWO will take responsibility.

After this procedure and an agreed monitoring period, if no significant improvement is made, guidance should be sought from line managers and a possible decision may be made to send a court-warning letter. Thereafter, a school attendance panel meeting should be arranged.

### Stage 7 – No Improvement in Attendance

- Attendance Panel – HOY, EWO, Attendance Lead, Parent & Student (Safeguarding lead, EAL, SEND coordinator or external agencies if necessary)
- Attendance contract to be agreed and signed by parent and student.
- If parents do not attend attendance panel. A Home visit by Attendance officer, EWO or HOY, records keep of the visits and how many visits have taken place.

### Stage 8 – No Improvement in attendance

- A fixed penalty warning may be issued to the family depending on circumstances.
- A fixed penalty warning may be issued if families take an unauthorised holiday or severe poor attendance to school.
- The Local Authority must consider every aspect of a student's wellbeing before considering whether a Penalty Notice would be appropriate. This must include discussions with the Headteacher or the Deputy Headteacher, the EWO and any other significant person who are involved with or knowledge of the student/family.
- The EWO will type the recommendation letter after the meeting and provide a copy to line manager.

### EWO steps to process referrals.

- Referral received.
- On the initial home visit, it is important that all family details are checked, and it is vital that names of any siblings and their schools are noted. Parental responsibility must also be confirmed.
- At least two home visits to be made and/or a school-based meeting.
- If no improvement, warning letter, then a file opened.
- If no improvement a SACM (School Attendance Consultative Meeting) will be held.
- Meeting held and recommendations made.

### Following the school attendance consultative meeting

The EWO must check recommendation letter and sign. The EWO will also be responsible for distributing copies. Should the case be referred to court, the EWO will submit an application to court and a Section 9 witness statement. Prior to the court date, a Certificate of Attendance must be completed and signed by the Headteacher or the Deputy Headteacher.

At any stage in the procedures, a further meeting may be held (with agreement by the EWS) to consider any changed circumstances.

### Persistent Absence Threshold

	<b>Letter 1</b>	<b>Letter 2</b>	<b>Letter 3</b>	<b>PA threshold</b>
up to 7 weeks <b>(HT1)</b>	2 sessions missed	4 sessions missed	6 sessions missed	7
up to 14 weeks <b>(HT2)</b>	8 sessions missed	10 sessions missed	12 sessions missed	15
up to 21 weeks <b>(HT3)</b>	14 sessions missed	16 sessions missed	18 sessions missed	19
up to 28 weeks <b>(HT4)</b>	20 sessions missed	22 sessions missed	24 sessions missed	25
up to 35 weeks <b>(HT5)</b>	26 sessions missed	28 sessions missed	30 sessions missed	31

up to 42 weeks <b>(HT6)</b>	32 sessions missed	34 sessions missed	36 sessions missed	38
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### **Student Absence**

Once a student is absent from school the following needs to happen Days off Monitored by Action

1 <sup>st</sup> day of absent	Attendance Officer	First day of absence Attendance Officer makes call home after 9:30 am. Texts are sent via Bromcom. Continues to try and make contact throughout the day until contact is made.
2 <sup>nd</sup> day of absent	Attendance Officer HOY Form tutor	If contact not made from day 1, attendance officer continues to contact home.  At the end of this day if contact still not made HOY and form tutors are informed and asked to contact home until contact is made. Phone call, texts and emails are utilised until contact is made
10 <sup>th</sup> day of absent	HOY EWO Attendance Officer	If there is still no response at 10 days a continuous day's report will be run.  At this stage a proposed home visit to ascertain the home address of the student

### **Returning student from Absence**

Once a student has returned from absence the following actions needs to happen

#### **Form tutor**

- Request a note explaining absence of student
- Once note has been given, pass it on to the attendance officer so copies can be made and stored
- If student doesn't have a note, then they are supplied with a return to school letter that indicates the information needed for the attendance officer to complete registers accurately.

#### **Attendance Officer**

- Contact home is made via text and or email, where the return to school letter is sent home
- Notes are recorded and stored, and registers updated once information has been sent into school
- Monitoring the attendance email
- Update HOYs on missing attendance gaps for their year groups.

### **Medical Appointments**

Wherever possible medical appointments should be made outside of the school day. If this cannot happen then the following needs to happen.

- All medical appointment cards need to be presented to the attendance officer before the event wherever possible.
- Contact can be made in person, via the phone or the attendance email address
- If this cannot be done before the event, then contact needs to be made on the day for the student to be allowed to leave the school during the school day.
- After the event if the school still doesn't have the evidence of the medical appointment the HOY and form tutor will chase and supply the attendance officer with the information.



### **Pupils absent from school due to mental or physical ill health or their special educational needs**

- Many children will experience emotions that make them nervous about attending school. It is important to note that these pupils are still expected to attend school regularly. In many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it.
- Some pupils face more complex barriers to attendance. This can include pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as it is for any other pupil, but additional support may be needed.

More than 15 days illness the school may explore a Section 19. SEND support /ASU / Medical tuition.

### **Part-time timetables**

- In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.
- The LA and all professionals working with that pupil should be consulted and they need to be a signed document submitted on all cases where is pupil is not in full time education

### **Students with 50% or under in attendance**

- For complex cases where the pupil is categorised as severe absence (under 50%) a proposed Multi-Disciplinary Support (MDS) panel will be implemented.
- These meetings will help provide support and advice to the network, who in turn will be able to work with the family to improve the child's school attendance by removing the barriers inhibiting them.

## Appendix 3: Punctuality Action Flow Chart

### Stage One

- Letter 1 sent out in line with the threshold in table below.
- This will be reviewed continuously over a half termly period.
- Form tutors to contact home.
- Recording of this information to be on the Bromcom

### Stage Two

- Letter 2 sent out in line with the threshold in table below.
- This will be reviewed continuously over a half termly period.
- PSO contact home to discuss the importance of punctuality and the impact this has on their child's education and outcomes.
- If punctuality improves, HOY continues to monitor on tracker sheet and contact home to inform that attendance has improved.

### Stage Three

- Letter 3 sent out in line with the threshold in table below.
- This will be reviewed continuously over a half termly period.
- Form tutors to contact home weekly to give an update of their punctuality.
- HOY puts student on a punctuality report.
- Recording of this information to be on Bromcom

### Late to School

	No. of Lates	Action and by Who
Letter 1	6 (per half term)	Letter sent out by tutor
Letter 2	9 (per half term)	Letter sent out by HOY/PSO
Letter 3	12 (per half term)	Letter sent out by HOY, student is placed on report

### Late to Lessons

	No. of Lates	Action and by Who
Letter 1	3 (per half term)	Letter sent out by tutor
Letter 2	6 (per half term)	Letter sent out by HOY/PSO
Letter 3	9 (per half term)	Letter sent out by HOY, student is placed on report

## **Appendix 4: The Education Welfare Service, Managing Response to Continued Non-Attendance**

### **Formal Procedures**

At the initial stage, the school has responsibility for monitoring attendance through rigorous registration and follow-up procedures.

This may be by (i) first day contact, (ii) followed by a number of letters at least 2, preferably 3. If no improvement in attendance were shown, the school attendance officer would be expected to consult with the EWO.

At the regular consultation meeting between teachers/or nominated person and the EWO a decision will be undertaken as to whether the EWO should become involved.

### **STAGE 2 — EWO Takes Responsibility**

Assistant Headteacher or Heads of Years make verbal referral to EWO. In the main (unless in exceptional circumstances) all absences should be confirmed as unauthorised. The reason for this is that if schools are authorising they are in effect consenting and/or accepting the absences and the EWO's role is to question and explore such decisions. The EWO will undertake a home visit within 10 working days, preferably unannounced. If no reply, a calling card is left requesting contact. If no further response, the EWO can either offer an appointment for a subsequent home visit or for a school-based meeting.

After this procedure and an agreed monitoring period, if no significant improvement is made, guidance should be sought from line managers and a possible decision may be made to send a court-warning letter. Thereafter, a school attendance panel meeting should be arranged.

The EWO will agree a date with the Assistant Headteacher, book the room and send out necessary invitations to all parties, i.e. parents, school, other agencies such as social services, health, YOT, to be present at the meeting. The EWO will produce a brief report to present at the meeting with a chronology of events. At the school attendance panel meeting consideration will be given to educational, social, emotional, medical and psychological factors that may be contributing to the poor attendance. The meeting would consider alternative forms of education/action and make recommendations for referral to other agencies/court or a review date may be set.

### **Circumstances where a Fixed Penalty Notice may be Issued**

A Fixed Penalty Notice can only be issued in cases of leave of absence (holiday taken without permission). In cases where families contain more than one poor-attending student multiple issues may occur but this will be the subject of careful consideration and co-ordination. There will be no restriction on the number of times a parent/carer may receive a formal warning of an issue of a Penalty Notice.

The deliberate taking of a holiday in term time may result in the loss of roll status.

The Local Authority must consider every aspect of a student's wellbeing before considering whether a Penalty Notice would be appropriate. This must include discussions with the Headteacher or the Deputy Headteacher, the EWO and any other significant person who have involvement with or knowledge of the student/family.

The EWO will type the recommendation letter after the meeting and provide a copy to line manager.

### **EWO steps to process referrals**

- Referral received.
- On the initial home visit it is important that all family details are checked and it is vital that names of any siblings and their schools are noted. Parental responsibility must also be confirmed.
- At least two home visits to be made and/or a school based meeting.
- If no improvement, warning letter, then a file opened.
- If no improvement a SACM (School Attendance Consultative Meeting) will be held.
- Meeting held and recommendations made.

### **Following the school attendance consultative meeting**

The EWO must check recommendation letter and sign. The EWO will also be responsible for distributing copies. Should the case be referred to court, the EWO will submit an application to court and a Section 9 witness statement. Prior to the court date, a Certificate of Attendance must be completed and signed by the Headteacher or the Deputy Headteacher.

At any stage in the procedures, a further meeting may be held (with agreement by the EWS) to take into account any changed circumstances.

## Appendix 5 – Attendance Letters

### Letter 1

Dear Parents/Guardians,

I am writing to you because your child has had at least 10 sessions absent from school for illness so far this year. If this pattern should continue it could mean that they would fallen below the 92% attendance.)

Please note that each day is made up of two sessions, which are recorded at the morning and afternoon tutor sessions.

Since our previous communication, your child’s attendance has not improved. **I am therefore informing you that the school will not be able to authorise any future absences for illness**, unless medical evidence such as a prescription slip or appointment confirmation is provided.

The school has a duty to provide you with this information in order to promote improvement in rates of attendance, so that where possible, your child is able to reach the 95% attendance target set by the Department of Education at the end of the academic year.

All guidance is in our `attendance policy` is accessible through our website, including the next steps that will be taken if attendance drops further, which could include a Penalty Notice being issued, or being referred to the Legal Intervention Team. The school website also has other information which you might find helpful, in supporting your child’s attendance.

To ensure as a school we are putting in supportive measures to actively help to improve attendance, the following will happen:

- Registration Certificate included with this letter, which shows their current attendance percentage.
- Your son or daughter will be placed on a two-week attendance report to their form tutor.
- Your son or daughter form tutor will be in contact to arrange a parental meeting to discuss their attendance

Yours sincerely,

**Mrs T Day, BA(Hons), NPQH**  
**Headteacher**

## Letter 2

Dear Parents/Guardians,

I am writing to you because **[Student's name]** has had at least **[Number]** sessions absent from school for illness so far this year. If this pattern should continue it could mean that they would fallen below the 92% attendance. Your child current attendance is **(Insert current attendance)**

Please note that each day is made up of two sessions, which are recorded at the morning and afternoon tutor sessions.

Since our previous communication **[Insert Student's name]** attendance has not improved. **I am therefore informing you that the school will not be able to authorise any future absences for illness**, unless medical evidence such as a prescription slip or appointment confirmation is provided.

The school has a duty to provide you with this information in order to promote improvement in rates of attendance, so that where possible, your child is able to reach the 95% attendance target set by the Department of Education at the end of the academic year.

All guidance in our attendance policy is accessible through our website, including the next steps that will be taken if attendance drops further, which could include a Penalty Notice being issued, or being referred to the Legal Intervention Team. The school website also has other information which you might find helpful, in supporting your child's attendance.

To ensure as a school we are putting it supportive measure to actively support in improving attendance, the following will happen:

- Registration Certificate included with this letter, which shows their current attendance percentage.
- Your son or daughter will be placed on a two-week attendance report to their form tutor.
- Your son or daughter form tutor will be in contact to arrange a parental meeting to discuss their attendance

Yours sincerely,

**Mrs T Day, BA(Hons), NPQH**  
**Headteacher**

### Letter 3

#### **PENALTY NOTICE WARNING**

Date

Address

Dear

**Name of student:**                      **DOB:**

This letter is a **Penalty Notice Warning** and is being sent to you because **(insert student name)** has low school attendance (90%) and no acceptable reason had been provided to the school to cover the absences hence they are unauthorised.

This warning is notification that a Penalty Notice will be sent to you if school attendance does not improve immediately and is sustained.

You are expected to follow the school attendance procedures and contact the school to advise of any reason for absence and give an expected return date. Medical evidence to support absences will be required by the school and unless this is submitted absences will be unauthorised.

Please be aware that it is your duty to ensure that your child receives efficient full-time education either by regular attendance at school or otherwise.

Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 or the Education Act 1996.

In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty. Payment of a Penalty notice is £80 if paid within 21 days or £160 if paid after 21 days but within 28 days; per parent per child.

Please note you may also be at risk of losing your child's registered school place and you may not be able to find another school place immediately on your return.

There is no statutory right of appeal against the issuing of a Penalty Notice and it may only be withdrawn in the following circumstances.

1. If you can prove that it is a case of mistaken identity.
2. If the Penalty Notice contains material errors
3. Or where evidence from a parent/carer depicts a genuine rationale for the non-payment, i.e. death/or a tragedy.

To ensure as a school we are putting in supportive measure to actively support in improving attendance, the following will happen:

1. Parents to be issued with letter 3 and registration of certificate.
2. Head of Year will notify the educational welfare officer and make a written referral to EWO team.
3. Head of Year and Attendance officer to organise meeting with parents
4. Head of Year & Attendance officer to organise attendance clinic for student
5. Head of Year to make referral to inclusion panel

Yours sincerely

**Mrs T Day, BA(Hons), NPQH**  
**Headteacher**

## Letter 4

Dear Parents/Guardians,

This letter is following up from the school previous communication regarding the warning letter.

I am writing to you because **[insert Student's name]** has had at least **[insert Number of sessions]** sessions absent from and/or where they have been late to school which are unauthorised and coded L, U, or O. Your child current attendance **(Insert attendance)**

Parents will receive a Penalty Notice Warning letter due to the following:

- Persistent amount of unauthorised absence which has now led to your child attendance being below 88%
- Persistently late (coded U) for 8 or more half day sessions after the register has closed; our registration closes at 09:00
- Persistently late (coded L) for 8 or more half day sessions before the register has closed: so after 08:35 but before 09:00.

To ensure as a school we are putting in supportive measure to actively support in improving attendance, the following will happen:

- Registration Certificate included with this letter, which shows their current attendance percentage.
- Your son or daughter attendance will be monitor very closely.
- A referral will now be made to the educational welfare team, EWO involvement to begin.
- Home visit from the educational welfare or the attendance team may occur if your child is not in school.

I would like to take this opportunity to point out that if your child attendance does not improve then an attendance panel meeting will be called to discuss your child attendance in person and this will include the educational welfare officer, attendance lead, Head of Year and any other services deemed necessary.

Please be aware that if the attendance does not improve then a fixed penalty warning may be issued.

Yours sincerely,

**Mrs T Day, BA(Hons) NPQH**  
**Headteacher**