



Attendance (Students) and Registration Policy

Last Review: Sept 2022

Committee: SLT

Date Ratified: 7/09/2022

1. Rationale

1.1. Oldfield School regards regular attendance by students as essential if they are to benefit fully from the curriculum. It is also a legal requirement for those of compulsory school age. Responsibility for achieving excellent attendance is shared between parents and the school.

1.2. Oldfield School's expectation is that a student will achieve 100% attendance. Research shows that students with good attendance are three times more likely to achieve Grade 5 or above in their GCSE qualifications than those who miss 10% of lessons. We expect our students to attend all day, every day unless they are prevented from doing so by illness or unavoidable cause.

1.3. Parents must ensure that their child attends regularly and punctually and stays at school. Section 444 further states that: *"The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law."* Section 7 of the Education Act 1996 also states that: *"The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability."* Although there is no legal framework for Post 16 attendance and punctuality it is expected that all Oldfield students will have an exemplary record of attendance in order to support their learning.

1.4. The School we will take seriously problems which may lead to non-attendance, and we must publish our rates for absence. We will work with parents and students to maximise attendance. This helps to foster positive relationships, high self-esteem, continuity of study and high achievement.

1.5. This policy should be read in conjunction with the following policies:

- Safeguarding and Child Protection
- Anti-bullying
- Behaviour for Learning
- Special Educational Needs
- Teaching and Learning

2. Procedures and Implementation

- 2.1 Attendance is monitored twice daily, by the tutor at the start of the school day during registration and again during period 4 by the subject teacher. Subject teachers register students in their lessons using Lesson Monitor on SIMS and raise any concerns with Reception who alerts the Attendance team.
- 2.2 For students who are persistently absent from school, the head of year will monitor and co-ordinate support to improve attendance. They may refer the case to the School's Education Welfare Officer (EWO) for support. The school may also refer the case to the Local Authority.

3. Expectations of attendance

- 3.1. The Home School Agreement states the school's commitment to monitor carefully each student's attendance and give parents early warning of problems.
- 3.2. In accepting the school's Agreement, parents demonstrate their commitment to ensure that their child attends regularly and punctually in accordance with the school's attendance policy and authorise his/her absence only when absolutely necessary.
- 3.3. The school will inform parents that they are legally responsible for ensuring that their child attends and stays at school.
- 3.4. Parents are advised that they should inform school of the reason for their child's absence daily except where it is known that absence will be for a prearranged amount of time (e.g., an operation).
- 3.5. When the child is ill, they should inform the school of the nature of the illness and the likely duration of the absence. School will continue to monitor this absence until the child returns to school. Written confirmation of absence will be sought where possible.

4. Authorising Absence

- 4.1 Every half-day absence from school is recorded by staff at the school as either **Authorised** or **Unauthorised**.
- **Authorised absences** are mornings or afternoons away from school for a good reason e.g., illness or other unavoidable causes (doctor's authorisation may be required).
 - **Unauthorised absences** are those which are not considered reasonable or for which no "leave" has been given. These are an offence by the parent and include:
 - keeping children off school without a good reason
 - truancy from a whole session
 - children who arrive after registration has closed
 - taking unauthorised holidays
 - absences that have not been properly explained
- 4.2 Parents are expected to contact school and to work with the school in resolving any problems together. If difficulties remain, the school may offer parents a formal meeting to discuss their

child's attendance with the school's Education Welfare Officer. The school may then refer the case to the Local Authority via the Children Missing Education Service (CMES).

4.3 BY LAW ONLY THE SCHOOL CAN AUTHORISE ABSENCE, NOT PARENTS.

5. Holidays during Term Time

5.1 Time off school for family holidays is not a right. Oldfield School can only grant a leave of absence for family holidays during term time in **extremely exceptional circumstances**.

5.2 The school has discretion to allow up to 10 days in the school year for a family holiday if it believes that the circumstances warrant it. The school may agree up to 10 days "holiday leave" in special circumstances.

5.3 Holidays agreed by the school are recorded as authorised absences and shown by code H in the register.

5.4 Holidays will not be authorised if:

- They are on the grounds of the availability of cheaper holidays.
- They are on the grounds of poor weather experienced during school holiday periods.
- The holiday arrangements overlap with the beginning or end of term.
- The student has a sibling at another school that has different holiday dates.
- The student already has poor attendance and/or the AWO/CEMO is involved.
- The student already has unauthorised absence.
- The student will miss public examinations (GCSEs, A2 Levels).
- The student's educational progress will be affected by any disruption at the time.

5.5 In all circumstances of holiday leave, a written application must be made by the parent with whom the student normally resides at least 5 working days before the holiday and a date for the students' return to school agreed. The decision to authorise the absence rests entirely with the school. In responding to requests the school will underline the importance of regular attendance to the child's learning. Parents will be informed in writing of the school's decision.

5.6 Holidays not agreed by the school, but taken, are unauthorised absences and shown in the register by code G in the register.

5.7 Where holiday absence which is unauthorised amounts to 10 sessions (this is equivalent to 5 school days; this could be continuous or aggregated unauthorised absence) or more within the last 100 sessions, the school's Education Welfare Officer will inform the Local Authority of this absence. Following the school's request, the Local Authority will issue a Penalty Notice to the parents for each child. The Penalty Notice imposes a fine of up to £120 per parent per child if paid within 28 days. This shall be reduced to £60 if paid within 21 days.

5.8 Where a request for a leave of absence has been made by a parent with whom the child resides, any estranged parent with parental responsibility will be advised of the request for leave. The school will not become involved in disputes between parents over permissions surrounding the request. If the parent on receipt of the notification does not agree with the absence, then he/she may put in writing to the Headteacher notification to that effect. This will be given consideration should a Penalty Notice be requested for the absence.

6. Monitoring of low attenders

6.1 The Attendance Administrator will alert parents twice daily of their child's absence and seek reasons for absence through our Truancy Call system. This system sends a text message to the parent named as first priority on SIMS to alert them of their child's absence from school.

7. Sanctions for unauthorised absence

7.1 Cases of non-attendance are dealt with by the Head of Year in accordance with our attendance procedures. School procedures for non-attendance include - letters home, meetings with parents, detentions held on Friday after school for lateness and truancy.

7.2 Persistent non-attendance can lead to a referral to the school's Education Welfare Officer and attendance at a school attendance meeting. Persistent non-attendance could also resort in the school informing the Local Authority which may then lead to legal action.

7.3 The school will inform the local authority (CMES) of any pupil who has been absent without the school's permission for a continuous period of 10 days or more and where all attempts to contact the parents/carers for information has failed.

8. Fixed Penalty Notices

8.1 **What is a Penalty Notice?** Under existing legislation, parents/carers commit an offence if a child fails to attend regularly, and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996. If convicted parents will be liable to a fine of up to £2500/and or a prison sentence of up to 3 months. Magistrates may also impose a Parenting Order.

8.2 The Anti-Social Behaviour Act 2003 introduced the Penalty Notice as an alternative to prosecution. A Penalty Notice does not require an appearance in Court but still aims to secure an improvement in attendance. A penalty notice may be considered when a pupil has had 10 or more unauthorised absences in the last 100 sessions prior to the penalty notice being issued.

8.3 If following an unauthorised holiday, a penalty notice may be issued once a student's attendance has reached 10 unauthorised sessions within the last 100 sessions.

8.4 **How much will it be?** The fixed Penalty Notice will be £60 – if payment is made within 21 days. £120 – if paid after this but within 28 days. They are issued by post, to the parents /carers home address. Penalty Notices may be issued to any or all parents/carers as defined by section 5 of the Education Act 1996. Failures to pay may result in prosecution where on conviction you would be liable to a fine of up to £2500.

8.5 Parents/carers will not be issued with more than 2 separate Penalty Notices per child in any twelve-month period.

8.6 Oldfield School does not take the decision to instigate legal action lightly and would prefer to

work with parents/carers to improve attendance without having to resort to its enforcement powers. Attendance is of such importance to all of us however that these powers will be used if this will help in securing a child's education. The Headteacher will be informed if this action is taken.

9. Registration of Attendance

9.1 Registration is taken twice daily. Registration is taken in the morning during tutor time. Any student arriving after this is required to sign using the School's Inventory system located in Reception.

9.2 The morning register closes at 9.30am. In accordance with the regulations governing absence, if the student arrives after that time, they will receive a mark that shows them to be on site, but this will not count as a present mark and will mean they have an unauthorised absence (U).

- L -before 9.30 am for morning registration
- U - after 9.30 am for morning registration

9.3 Registration is also taken at the start of period 4 by the subject teacher.

9.4 Tutors keep track of individual attendance rates of their tutor group, monitor reasons for absence and notify Heads of Year when attendance causes concern.

9.5 The school's Inventory system maintains a record of late arrivals and those leaving school during the day. This is monitored by the Attendance Administrator who updates Lesson Monitor on SIMS.

9.6 To detect truancy, Lesson Monitor on SIMS is used by teachers/support staff, who refer any queries to the main office who then alerts the Attendance team. The Attendance team will notify the parent/guardian if a student's absence to a lesson is unexplained (see **Appendix 3**).

9.7 Once an absence has been marked as authorised in the register, it cannot be changed without a comment attached providing justification, this is important because it can be used, for example, in evidence to a court. Refer to **Appendix 5** for the register codes.

9.8 The blue register wallet must be returned at the end of morning registration to the main office every day.

9.9 Registers and monitoring of attendance is the responsibility of the tutors in the first instance. Tutors will ask students within their tutor group for reasons for absence and look for patterns of absence or poor attendance. They will alert their Head of Year and the Attendance team of any barriers individual students have towards school attendance.

10. Encouraging good attendance

10.1 The importance of good attendance and punctuality is emphasised in the newsletter and in the tutorial/assembly programme through regular feedback on attendance, and recognition for good attendance in the form of awards from the Head of Year.

- A board to celebrate attendance is updated termly.
- Parents are informed of % attendance via reporting system.

- Students with 98% attendance or above for the year will have an Excellent Attendance Certificate presented at their end of year celebration assembly.
- Students who have achieved targets set at Attendance meetings may receive rewards for improved attendance.

10.2 Students are able to self-check their attendance at regular intervals throughout the year, including within fortnightly attendance mornings held during tutor time.

11. Discouraging avoidable absence

11.1 At the beginning of the academic year, attendance information from the previous year for each year group is reviewed.

11.2 Students are taught that every absence requires a valid reason, and rigorous monitoring takes place. The tutor and attendance team ensure that evidence supporting the authorisation of absence is recorded, and refer cases causing concern to Heads of Year.

11.3 Refer to **Appendix 2** for the stepped approach for discouraging avoidable absence.

11.4 All attendance Levels are regularly reviewed, and students can move up and down levels accordingly. Intervention and support will be considered on an individual basis, within the framework in Appendix 2.

12. Sixth Form Attendance

12.1 While students over the age of 16 are not included in the school's statutory responsibilities, the school recognises a need to support older students in achieving good attendance. Registration and internal monitoring systems mirror those for the compulsory school-age group. Parents are notified when tutor or teacher has a concern about attendance.

12.2 **Appendix 6** outlines the procedures undertaken in relation to absence and punctuality in the Sixth Form.

13. Study Leave

13.1 Study leave will only ever be granted to students who are about to sit public examinations as the school recognises that all students have different requirements and preferences when preparing for examinations. However, there will always be alternative provision in school for those students who want to continue to come into school to revise.

13.2 Students who are granted study leave should be marked on the attendance register as authorised absence using code S. No other attendance code is suitable for the purpose of study leave. Students who are 16 years old are of compulsory school age (up to the last Friday in June) and must be marked on the attendance register accordingly.

14. Child Performers

14.1 The amendments made to regulation 7 of the Education (Pupil Registration) Regulations 2006 on leave of absence do not affect the section that allows the parent of a child performer to seek leave of absence from school for their child to take part in a performance. Section 2 of Regulation

7 still enables a Head teacher to grant leave of absence for a student to undertake employment during school hours for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963.

14.2 Parents of a child performer must first obtain a local authority licence before a child can take part in a performance.

14.3 Requests for absence for a child performer which has the support of a local authority licence will be individually assessed by the Head teacher and will be supported if this will not have a negative effect on the student's education.

15. Requests for absence to participate in sporting/musical activities

15.1 The school can authorise absence for students who are participating in an approved sporting/musical activity.

15.2 Any requests for absence must be made by the parent in advance of the event in writing.

15.3 Any student whose attendance is below 96% at the time the request for absence is made will not have their absence authorised. All requests for absence are made at the school's discretion.

16. Monitoring

16.1 The school's attendance measures are monitored in the following ways:

- Registers are completed electronically on SIMS giving prompt access to attendance statistics.
- Truancy Call is used to inform parents twice daily of student absence. A text message is sent home around 9.45am and again at 1pm.
- The Inventory system is used to monitor student lateness each day.
- A member of staff may make a telephone call to check on absence.
- Staff responsibilities regarding attendance are outlined in Appendix 1.
- The policy is monitored through the systematic review of procedures and the publishing of attendance figures annually.
- The school attendance is monitored by the DfE, three times a year by means of a census.

17. Evaluation

17.1 The school evaluates attendance in the following ways:

- All Heads of Year discuss matters relating to students' attendance with their SLT link fortnightly.
- The Deputy Headteacher: Pastoral and all Heads of Year meet with the Education Welfare Officer fortnightly.
- The Deputy Headteacher: Pastoral, with the Heads of Year, agree targets for school attendance which are annually reviewed.
- An annual evaluation exercise is undertaken to compare outcomes with those for previous years and with national data. It also assesses our success in different year groups.
- The Governing Body receives, as part of the Headteacher's Report to Governors, data regarding attendance for their evaluation

Appendix 1 Monitoring levels of attendance and evaluating performance

Roles and Responsibilities:

Students are required to;

- attend school every day, all day unless they are ill or have an authorised absence;
- arrive at school on time;
- be punctual to all lessons;
- sign in at Reception if they are late;
- sign out at Reception if they leave during the school day due to illness or authorised absence.

Parents are required to;

- ensure that their child/ren attend school every day, in accordance with their legal obligations;
- ensure their child arrives to school on time;
- ring school to inform school for each day of their child's absence;
- provide evidence to cover any known absence if requested by the Attendance team;
- take holidays outside of term time;
- attend School Attendance meetings as organised by the school and/or Children Missing Education Service (CMES);
- inform the school in advance if seeking authorisation for absence and make any request for leave of absence in writing.

Tutors will;

- ensure that register information is completed accurately;
- be a positive role model by meeting students for tutorial time at 8.25am;
- take the register each morning at 8.30am;
- mark students late (L) if they arrive after 8.30am;
- forward any absence notes and requests received from parents to the Attendance Administrator;
- raise the profile of excellent attendance by making students aware of their attendance and punctuality records on a fortnightly basis;
- welcome back students after a significant absence;
- investigate cases of unexplained absence from registration or lessons, contacting parents as agreed with Head of Year;
- regularly monitor attendance rates and punctuality of individuals in group, notifying Head of Year if any students causing concern;
- Monitor students whose attendance falls between 94 - 97%, contacting home and recording communication on CPOMS.

Teaching staff will;

- be responsible for the accurate official registration of students at the beginning of each lesson using SIMS Monitor;
- be legally responsible for completing afternoon registration at the start of Period 4 each day
- inform the Attendance team (via Reception) of the names of students who are absent from their lesson without notification at the start of the lesson;
- immediately report all students who leave their lesson without permission;
- welcome any student with long term absence back into the classroom without question;
- provide 'catch up' work for students who have been absent from school for extended periods;
- support students who are on reduced timetables to access the curriculum content by providing appropriate work if necessary;

- provide the Attendance Administrator with the attendance lists for school trips prior to the trip leaving the school site.

Head of Year will;

- oversee overall year attendance;
- identify poor attenders (below the target of 97%) and take remedial action, in consultation with the Education Welfare Officer and Assistant Headteacher; Inclusion;
- promote excellent attendance within their year group through regular assemblies, updates on year group noticeboards and rewards;
- meet with the Education Welfare Officer fortnightly;
- take action regarding truancy and punctuality;
- maintain an attendance intervention spreadsheet where all interventions logged.

Deputy Headteacher: Pastoral will:

- take responsibility for monitoring the overall levels of attendance in relation to local and national averages, and reviewing strategies for achieving good attendance;
- Liaise with the Heads of Year when analysing the tutor group attendance breakdown, who in turn speaks with the tutor if there is a significant drop in levels, who in turn investigates and reports back to the Head of Year;
- review the data on whole-school attendance collected termly, and agree annual targets for attendance;
- manage the school's Education Welfare Officer, meeting fortnightly to oversee interventions of persistent absentees;
- identify those students who are low attenders at primary school before their arrival into Year 7. These students are monitored regularly by tutor and Head of Year 7 and attendance problems addressed promptly. Those identified as requiring further support are referred to the Attendance team;
- deals with issues of inadequate registering and arrange appropriate training for staff;
- determines (in collaboration with the Headteacher and Head of Year) whether to authorise any proposed absences;
- initiates with appropriate staff, strategies to improve attendance;
- ensure all stakeholders are aware of this policy and understand their role within it;
- work with the SENCO and Heads of Year to improve the attendance of vulnerable groups;
- make periodic checks of the registers to monitor student absence;
- Liaise with the Local Authority and police when they wish to exercise their powers to enforce truants to return to school.

Attendance Officer will:

- identify students whose attendance is causing concern by monitoring data and inspecting registers;
- hold fortnightly timetabled meetings with Heads of Year and the Deputy Headteacher: Pastoral;
- agree with the Heads of Year action plans to improve attendance of identified students, and contribute to the delivery of these by interviewing students, making home visits or giving formal written warnings to parents, and participating in school attendance meetings in conjunction with the Heads of Year;
- act on referrals made by the school;
- take special interest in the attendance of vulnerable groups;
- be the Lead Professional for high tariff students by advising the school as to its legal obligations and complete appropriate paperwork for any legal proceedings (e.g. Fixed Penalty Notices / LASIs);
- work with parents to ensure good school attendance;
- support the Assistant Headteacher: Inclusion in promoting excellent attendance and punctuality.

Attendance Administrator will:

- listen to the student absence line and record absence accurately on SIMS using Lesson Monitor daily;
- be responsible for Truancy Call and informing parents of unexplained student absence daily;
- maintain accurate attendance registers on SIMS;
- send reminders to teaching staff who have failed to accurately record students' attendance to lessons;
- prepare letters and communication to parents as directed by the Education Welfare Officer;
- forward any relevant information from parents to the Heads of Year and/or DHT: Pastoral
- update SIMS registers of students who have signed in using the Inventory system;
- Support the Education Welfare Officer & DHT: Pastoral in promoting good attendance.

The SENCO will;

- support students on the SEN register who have regular patterns of non-attendance;
- ensure systems are in place to register students who are working with the SEND team during morning tutor time and all lessons;
- be involved in any reintegration programme of SEND students where necessary.
- Review SEND students accessing a reduced timetable on a fortnightly basis.

The School Nurse will;

- support students whose medical needs led to their absence falling below 96% through the creation of medical action plans.

The Headteacher will;

- set attendance targets as part of the development plan and target-setting process;
- authorise leave of absent in exceptional circumstances, determining the number of days a student can be away from school;
- monitor progress via fortnightly meetings with Assistant Headteacher: Inclusion.

The Governing Body will;

- monitor the implementation of the Attendance Policy;
- monitor progress against school targets and national expectations;
- monitor for issues of Equal Opportunity

Additional support that may be used;

- Pastoral Support Worker
- School Nursing Service
- Off the Record
- Referral to outside agencies e.g. CAHMS, Social Services, counselling services, Parenting Support, Young Carers, SARI, Black Families Support.

Appendix 2 – Attendance Intervention Stepped Approach

LEVEL 0 – Tutor Based Monitoring (All students)

All students and parents are reminded of the school's expectations on attendance and the impact that attendance has on attainment at the start of the Academic Year.

- All students review their attendance with their tutor as part of the tutor programme.
- Students with attendance below 97% will be escalated to the relevant Level described below.

LEVEL 1 – Tutor Based Intervention (Attendance between 94%-96.9%)

Students whose attendance falls below 97% are identified and monitored. At this stage the tutor will attempt to address any poor attendance. For individual students identified the tutor will;

- discuss with their tutee reasons for absence;
- contact home to discuss reasons for absence and record communication on CPOMS;
- monitor student attendance and look for patterns and trends – share this with the Head of Year when appropriate. If the absences are authorised and medical, it may be appropriate for a medical action plan will be put in place.

LEVEL 2 – Head of Year Intervention (Attendance between 90.1% and 93.9%)

If a student's attendance falls below 94% and above 90%, the Head of Year will begin to monitor their attendance. The student is added to the Attendance Intervention Spreadsheet for monitoring.

The Head of Year advises the Attendance Administrator to send a letter home informing parents that their child has persistently low attendance/there has been no improvement/that attendance has dropped from Level 1.

The Head of Year may undertake the following interventions:

- Absences will no longer be authorised without medical evidence (e.g., appointment card, letter from hospital etc);
- A School Attendance Meeting convened with the Head of Year, the student and parents. This will give all parties the opportunity to discuss any issues relating to poor attendance;
- Medical Action Plan if authorised absence due to medical needs;
- Fixed Penalty Notice Warning Letter sent;
- Request consent to contact the GP;
- Discussion with student and/or with parents barriers towards attendance – referral to other agencies if appropriate to provide pastoral support (e.g. school nursing service, Off the Record, CAMHS).
- Involve the attendance team to support student attendance.

The Head of Year reviews the student's attendance fortnightly with the Education Welfare Officer. The following outcomes may happen.

- Attendance has improved significantly, then the Level 2 can be removed, or

- Attendance has improved, then Level 2 can be extended, or
- Attendance has not improved, the student may move to Level 3.

Escalation to Level 3 may be introduced at any point during the review period if attendance drops significantly.

LEVEL 3 – Referral to the school’s Education Welfare Officer (Attendance is 90% or below)

Each student is considered on an individual basis. However, the general criteria for a referral would be:

- Attendance has fallen below 90%.
- Unexplained absences of 5 consecutive days.
- The student has received more than 5 sessions of unauthorised absence in the last 100 days.
- The school has not been able to contact parents.
- Attendance is persistently below 93% for a sustained period (no improvement even though Level 1 & 2 interventions).
- The school have concerns that the student’s absences may be due to illegal child employment.
- The student is considered vulnerable i.e., those with special educational needs, children in care, students from minority ethnic groups, students with a social worker, students of traveller families, students in receipt of Pupil Premium, young carers, pregnant schoolgirls and teenage parents.
- The student is refusing to attend school.
- The student’s absence may be due to emotional or medical difficulties.
- The school have concerns that the absence may be condoned by parents/carers

A referral will be made to the school’s Educational Welfare Officer (EWO) by the Head of Year. They will now act as the Lead Professional and will support the Head of Year to monitor the student’s attendance. The student’s attendance continues to be tracked through the Attendance Spreadsheet.

At this stage the EWO will call a School Attendance Meeting with the child and their parents/carers. The request for this meeting will be made in writing at least 5 days prior to the meeting date.

The School Attendance Meeting gives all parties the opportunity to discuss the reasons for absence and how these will be addressed. Targets will be set to improve the student’s attendance and a review date is set. These meetings are recorded on the student file and a copy sent to all parents/carers with parental responsibility, the tutor and Head of Year.

(Note : the meeting goes ahead in the absence of parents/carers)

Following the attendance review period, the Education Welfare Officer will review the case and report directly to the DHT: Pastoral on the impact of their work. The following outcomes may happen next:

- Attendance has improved significantly and the Level 3 can be lowered to Level 2, or
- Attendance has improved and the Level 3 can be extended, new targets are set and another review date made with child/parents/carers, or
- Attendance has not improved and is still a significant concern. If this is the case, the school and EWO will refer the case to the Children Missing Education Service to consider legal action, which could include:

- A Fixed Penalty Notice (refer to Section 8 of this policy)
- LASI (Local Authority Statutory Interview) – Under the Education Act 1996 this may lead to prosecution in the Magistrates Court where, on conviction you could be liable to a fine of up to £2500 and/or three months imprisonment.

Appendix 3 - Students Out of Lessons

Truancy

- Students who truant from lessons and/or school are marked as an unauthorised absence.
- A student is deemed to be truanting when they are not where they are expected to be, as shown by their timetable, and does not have permission to be elsewhere.
- Parents are informed by phone if a student is found to be truant.
- The student will be sanctioned for this truancy following the school's Behaviour for Learning policy.

Punctuality

- It is important to make the distinction between a late that occurs during the official registration period and a late that occurs after the official registration period. The registration period covers the time between 8.30 and 8.50am during the morning session. Students that arrive late during the registration period should go directly to the classroom/tutor base. The tutor/class teacher should record this late on SIMS Lesson Monitor.
- Students who arrive late outside the registration period (after 8.50am) should sign in at Reception using the school's Inventory system. The Attendance Administrator will enter the appropriate late into SIMS.
- The Heads of Year will monitor punctuality and carry out spot checks in conjunction with the EWO at intervals throughout the school year.
- Parents and carers have a legal duty to ensure that their children attend school punctually. Failure to do so is an offence under section 444(1) of the Education Act 1996.
- Students who are late to registration and / or lessons by 5 minutes or more will receive a C2 detention. These occur the following day after school.
- If a student is persistently late to school, they will be placed at Level 2 or 3 of the Attendance Intervention Process.

Signing Out

- There should be a record of all students on site. Outside of the arrangements described above, all students should sign out if they are leaving the school site.
- They should sign out at Reception using the Inventory system producing proof of why they are leaving (an appointment card, note or such).
- Sixth Form students may either sign out at Reception or at the Sixth Form Office in Penn Building.

Appendix 4 Long Term Medical Absence

- When a student is absent because of long term illness a Medical Action Plan will need to be initiated. This will provide a structure for the student to be reintegrated back into the classroom.
- A Medical Action Plan can only be completed once diagnosis is confirmed and prognosis given by the medical team supporting the student.
- Where the student needs the support of the Home Education and Reintegration Service (HERS) this will be sought/referred to on the advice of the medical professional responsible for the student's case.
- The school will take the lead role in planning and reviewing the student's provision in conjunction with HERS.
- For students with an EHCP this Medical Action Plan will be incorporated into the student's Annual Review. This would be complied in conjunction with the SENCO.

Appendix 5 : Attendance Codes

CODE	DESCRIPTION	MEANING	FURTHER GUIDANCE
/ \	Present (AM/PM)	Present	Present during registration
B	Educated off site (NOT Dual registration)	Approved Education Activity	E.g. students at College / Alternative Provision
C	Other Authorised Circumstances (not covered by another code/description)	Authorised Absence	Only exceptional circumstances warrant leave of absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity	When a student is dually registered at two schools and, for the session in question, they are not required to attend your school, e.g. Managed Moves.
E	Excluded (No alternative provision made)	Authorised Absence	A student who is excluded for a fixed period remains on the school roll but cannot attend the school. Also used when a permanent exclusion is given & before the Discipline Committee meet.
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence	To be used if a school does not agree absence and the student still goes on holiday or if parents/carers keep a child away for longer than was agreed (extra time is recorded as 'G').
H	Family holiday (agreed)	Authorised Absence	To be used if a school agrees absence for a family holiday. Schools should only agree holidays of more than 10 days in exceptional circumstances.
I	Illness (NOT medical or dental etc. appointments)	Authorised Absence	When parents/carers notify school their child is ill.
L	Late (before registers closed)	Authorised Absence	Arrives late to registration or late to school whilst registers are open. Students are only late in the afternoon if they do not turn up to PM registration.
M	Medical/Dental appointments	Authorised Absence	Medical appointments include GPs, dentist and hospital appointments (not a stay in hospital which should be marked as 'I' for illness).
O	Unauthorised Absence (not covered by any other code/description)	Unauthorised Absence	Includes student absence with parent/carer knowledge even though this code is counted as truancy. E.g. Day off for birthday / Absent without parent/carer's knowledge
P	Approved sporting activity	Approved Education Activity	The activity should be supervised by a person authorised in that behalf by the Headteacher.
R	Religious observance	Authorised Absence	Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parent/carer belongs, including religious festivals.
S	Study leave	Authorised Absence	Study leave only for Year 11, 12 and 13 students during public examinations.
U	Late (after registers closed)	Unauthorised Absence	This code is used when the student arrives after the agreed time the registers have closed (after 9.30am). If a student arrives late due to a doctor or dentist appointment, code 'M' should be used.
V	Educational visit or trip	Approved Education Activity	School organised trips and visits, including residential trips.
W	Work experience	Approved Education Activity	Only KS4/5 students.
Y	Exceptional Circumstances	Not counted in possible attendances	Whole School Closure – to be used at Headteacher's discretion
Z	Student not yet on roll	Not counted in possible attendances	
#	School closed to students	Not counted in possible attendances	

NOTE : Only the Pastoral team will also use the following additional codes:

K = Student present but not in timetabled lesson.

Q = Attending an exam in school.

Appendix 6 – Sixth Form Attendance and Punctuality

Academic success, especially at A level, is to a large extent dependent on good attendance and punctuality to school and lessons. In order to support students as much as possible in achieving their very best, attendance is carefully monitored.

The school day starts with registration at 8.30am and all Sixth Form students are expected to attend registration unless they are on agreed Home Study (see below). There is a Sixth Form assembly every fortnight on a Monday. All students are expected to attend that assembly.

If a student is ill or has other authorised reasons why they cannot attend school, the parent/carer should contact the school on the morning of that absence. On their return to school, the student should see their subject teachers and collect and complete any missed work.

Home Study

Home Study will be awarded to both Y12 and Y13 students if their attendance and punctuality throughout Term 1 is deemed to be excellent. In most cases, this would mean an attendance in excess of 98%.

Home Study provides an opportunity for students to take charge of their own study and revision in a responsible and mature fashion. Home Study will be awarded on the basis of two sessions, either in the morning or afternoon per week.

If a student's attendance and progress continues to be excellent after Term 2, Home Study may be extended on a case by case basis.

Home Study is a privilege and not a right. It can be withdrawn if it is felt a student has not met the expectations outlined in the Home-School Agreement.

Sixth Form Attendance Procedures

It is the tutors, the Head of Year 12 and Head of Sixth Form's responsibility to monitor attendance and punctuality and to intervene if there are any causes for concern.

At the end of each term, students with 100% attendance will be invited to an attendance celebration event and a letter will be sent home to acknowledge their commitment.

Tutors will monitor not just attendance to school but also attendance to individual lessons and will speak to the student and inform the Head of Year 12 or Head of Sixth Form where there is a concern.

Students who miss a lesson through lateness or truancy will be requested to collect missed work and complete that time after school in the Sixth Form Common Room under the supervision of the Head of Sixth Form or Head of Year 12. This will also be the case if concerns are raised about the quality of effort or commitment from a student.

Where a student's attendance or punctuality becomes a concern, for example attendance is below 93%, the following steps should be taken:

- **Step 1:** the tutor will identify the concern, speak to the student and contact home. The student will be placed on an Attendance & Punctuality Contract for two weeks.
- **Step 2:** if attendance continues to be a concern, the Head of Year 12 or Head of Sixth Form will intervene. Parent/carers will be invited to a meeting and the student will remain on contract for a further two weeks. At this point, if the student has been awarded Home Study it will be withdrawn.
- **Step 3:** in the worst cases, repeated poor attendance can result in a student being asked to either pay for their examination fees or leave the Sixth Form. In this eventuality, the Head of Sixth Form will write home or call to arrange a meeting with the student and his/her parents/carers.