



Attendance policy

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1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

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.

3. Roles and responsibilities

3.1 The governing board

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.

The Student Welfare Committee will have primary oversight of attendance in addition to which a section in the Headteacher report to the full governing body will be devoted to attendance.

3.2 The 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

3.3 The Assistant Headteacher (Pastoral)

The Assistant Headteacher (Pastoral) will:

- Have day to day oversight of attendance
- Ensure that the Home School Liaison Officer, Heads of Year and other pastoral staff understand the priorities around attendance.
- Ensure that this policy is fully adhered to by pastoral staff.
- Monitor attendance data across the school and at an individual student level.
- Meet regularly with HSLO and Heads of Year to discuss attendance patterns, persistent absenteeism and interventions.
- Liaise with the attendance and placement team when interventions are not having a positive impact on an individual's attendance.

3.4 Heads of Year

Heads of Year will:

- Will have oversight of attendance for their year group on a daily basis
- Meet with the HSLO on a fortnightly basis to discuss attendance patterns, persistent absenteeism and appropriate interventions
- Maintain the attendance tracker with details of intervention and updates on attendance to track progress.
- Contact parents where patterns of absence, potential or actual persistent absenteeism are a cause for concern.

3.5 The Home School Liaison Officer (HSLO)

The Home School Liaison Officer will:

- Operate the first day response text message service
- Record information from the parent absence line
- Contact parents for students who are absent from school, but for whom a reason has not been provided.
- Inform the Head of Year and DSL if a student is absent who is a known safeguarding risk.
- Report concerns about attendance to the Heads of Year and the pastoral AHT
- Work with the local authority attendance and placement team to tackle persistent absence
- Meet with Heads of Year to discuss attendance issues
- Advise the headteacher when to issue fixed-penalty notices
- Conduct home visits to:
 - Check on the safety of a child
 - Collect students and bring them into school

- Establish plans to encourage a return to school or increased attendance where parents and or their child do not engage with the school on site.

3.6 Class Teachers & Form Tutors

- Class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes, and recording this information on SIMs.
- Attendance to lessons must be recorded and saved within the first 5 minutes of morning registration and the first 5 minutes of each lesson.
- Form tutors must report any absence concerns to the Head of Year and DSL for any child with known or suspected safeguarding concerns.

3.7 Office Staff

Office staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must be in their form rooms by 08.40 on each school day.

The register for the first session will be taken at 08.40 and will be kept open until 09.00. The register for the second session will be taken at 14.00 and will be kept open until 14.10.

4.2 Unplanned absence

- The pupil's parent/carers must notify the school on the first day of an unplanned absence by 08.30 or as soon as practically possible (see also section 7).
- Parents should contact the school dedicated absence line that is an option when phoning the school's main phone number. If texted, parents should respond immediately with information as to why their child is absent.
- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

- If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.
- On occasions when parents do not contact the school a text message will be sent and then followed up with a phone call if there is no response. Texts will be sent at 09.30 and the HSLO will attempt to make all other phone calls by 11.00.

4.3 Safeguarding procedures

The following safeguarding procedures are in place for any student who is known or suspected to be vulnerable:

- Form tutor to notify Head of Year and DSL if an identified student is not in registration.
- HSLO to check on attendance of identified students at 9am and then immediately check with Period 1 teacher if they are marked as absent during registration.
- HSLO to inform Head of Year and DSL regarding the absence.
- HSLO contacts parents/carers and, where appropriate, social workers or family workers regarding absence.
- The Head of Year or DSL records actions on CPOMS and takes further steps when necessary.

Attendance

4.4 Planned absence

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
- Parents/Carers should send a copy of the appointment card into school with the child who should then show either their Head of Year or the HSLO who will then log the absence.
- However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Parents will be notified if their child has been late to school
- Students who regularly arrive late will be subject to the school's Behaviour Policy and may receive a sanction.
- Patterns of lateness will be investigated to determine whether there are issues, for example a young carer and appropriate support will be put in place.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by:
 - Text message

- Follow up phone call by HSLO
- Further investigation from Head of Year if a satisfactory response is not received.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

The school will report attendance to parents on a termly basis.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

We define 'exceptional circumstances' as based on the individual circumstances and the relevant context behind the request. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- Short term student support plans where student attendance can be reduced to address significant issues relating to mental health and subsequent behaviours.

5.2 Reducing persistent absence

Our attendance steps are designed to reduce the risk of persistent absenteeism and address it when it does occur (found appendix 2).

In addition, we will employ the following strategies:

- Short term students support timetables
- In school support, e.g. Learning mentor, key worker, family liaison officer
- Individual attendance action plans
- Incentives, e.g breakfast, rewards
- Collection from home

5.3 Legal sanctions

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.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

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

The decision on whether or not 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.

6. Strategies for promoting attendance

The following strategies are used to promote good attendance:

- Monday morning attendance review in form class
- Attendance rewards for 100% and improved attendance
- Attendance clinics for students at risk of attendance that is less than 95%
- Displays
- Reinforcement of the importance of attendance in assemblies, form time
- Contact with parents
- Prevention meetings for children with poor attendance in KS2 prior to attending JSCHS

7. Attendance monitoring

The pastoral AHT monitors pupil absence on a weekly basis with Heads of Year meeting the HSLO on a fortnightly basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2). Parents are expected to call on each day that their child is absent through illness.

If a pupil's absence goes above 3 days in a single term, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving the LA attendance and placement team in line with our Attendance Steps. Details of the steps can be found in appendix 2.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Student attendance is stored on our SIMS database with monitoring information on the schools Google Drive with limited access. This data is used to:

- Track the attendance data of individual students
- Identify whether or not there are particular groups of students whose absence may be a cause for concern.
- Monitor those students identified as being in need of intervention and support and the impact of this.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 2 years by headteacher. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Children Missing from Education Protocols
- Behaviour policy

Appendix 1: attendance codes

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

Code	Definition	Scenario
I	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
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
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	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

Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2

Attendance Flowchart

	All %	Data published weekly	Students informed by FT and individual discussion
G1	100%	Previous week Cumulative half termly Cumulative for the year	Weekly and half termly attendance draw for Amazon voucher Congratulatory text home Displayed weekly, end of year draw, Headteacher recognition
G2	Above 95%	Green Zone	Celebrated in Monday registration
A1	93 – 94.99%	Amber Zone	A1 'Now in amber zone' letter Contact school
A2	90 – 92.99%	Amber Zone	A2 letter Absences will not be authorised Contact school
R1	Below 90%	Red Zone	R1 letter IAP – 4 weeks internal monitoring Meeting offered
R2	Below 85%	No improvement	Penalty Notice Warning (PNW) Meeting and EHA initiated Attendance and Placement Service Informed 4 weeks external monitoring
R3	Below 85%	No improvement No engagement	Penalty Notice (PN)

At all steps barriers will be discussed/identified and support offered.