POLICIES AND PROCEDURES

ATTENDANCE POLICY

Version 1

Amended September 2020 due to Covid 19
And in March 2021 due to Covid 19

ATTENDANCE POLICY

Aims

* To continue to improve the overall percentage of attendance of all groups of students at school

* To continue to reduce the percentage of students classed as persistent absentees

* To make attendance and punctuality a priority for all those associated with the school including students, parents, staff and governors

* To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks

* To provide support, advice and guidance to parents and students

* To develop a systematic approach to gathering and analysing attendance related data

* To ensure that we maintain positive and consistent communication between home and school

* To promote effective partnerships with the Attendance and Pupil Support Service and other external agencies

* To recognise the needs of the individual student when planning reintegration following significant period of absence

* To liaise with our partner primary schools to develop consistent approaches to attendance across the pyramid

Objectives

✳ To set challenging attendance targets for individuals, groups and the whole school

✳ To ensure the continued effective use of the electronic messaging service for first day of absence

✳ To promote the improvement of whole school attendance through:

- Displays
- Assemblies
- Rewards
- Reporting to parents
- Reporting to Governors
- Weekly staff news
- Newsletter to parents
- School website
- To ensure all staff are responsible for and involved in promoting and monitoring school attendance and punctuality

✳ To implement a robust and sustainable system of rewards and sanctions

✳ To develop and implement robust systems/structures/responsibilities in the gathering and use of data to rapidly identify and deal with any attendance issues

✳ To clearly define the roles/responsibilities of all staff to ensure that all staff understand and fulfil their roles/responsibilities in the promotion of good attendance and punctuality

✳ To promote an effective partnership with the APSS and other external agencies

✳ To promote effective partnerships with parents on attendance at transition events and parents'/carers' evenings

✳ To develop student voice activities to explore issues around attendance and to develop good practice/new strategies

✳ To participate in local/national initiatives and use any attached funding to support strategies to improve attendance

Regulations

The school must keep two registers of students. The admissions register, which records the personal details of every student at the school, and an attendance register which records every student's attendance at every session the school is open to students. The contents and maintenance of registers is governed by the Education (Student Registration) (England) Regulations 2006 (Statutory Instrument 1571/1999).

Admissions Register

The school MUST record the details of every student at the school on this register and it MUST include the following information:

* The student's name

* Gender

* Date of Birth

* The date the student was admitted to the school

* The name of the school the student last attended

In addition the school MUST also record the following for each student:

* The name and address of every parent and carer of the student that is known to the school

* Which of these parents or carers the student normally lives with

* Emergency contact details of the parents and carers

IT IS THE PARENT'S RESPONSIBILITY TO KEEP THE SCHOOL INFORMED OF ANY CHANGE OF DETAILS.

Attendance Register

The school MUST take the attendance register at the start of the morning session (registers close at 9.30am) and during each afternoon session that they are open. The school MUST use the national attendance codes as defined by the Department for Children, Schools and Families.

Attendance Codes, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
A	In school, but at an alternative place than the lesson	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code / description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registration closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not attending in circumstances relating to COVID-19	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Attendance Procedures/Absence Procedures

The school operates a 'First Day Absence' contact with parents. This will be administered through an electronic messaging service by the school's Attendance Support Officer. The Form Tutor will monitor absence and inform the relevant staff promptly with any concerns or information regarding absent students.

Registers will close at 9.30am, any student arriving after this time will be given an unauthorised late mark unless there is an acceptable explanation. In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The morning registration will be at 8.30 am.
The afternoon registration will be at 1.40 pm.

Students who are absent for a second day without school been notified will receive a home visit where there are concerns around the child's wellbeing.

Students who are absent for a third day will automatically receive a home visit from a member of the school staff group.

Where students are educated off-site such as on alternative curriculum provision or on a managed transfer to another school it is the responsibility of the 'host' to inform NHT school of any absences, lateness or suspected truancy.

Parents:

　✴　Have a legal obligation to ensure that their children attend school regularly

　✴　Must keep the school informed of any change in the family circumstances or contact details

　✴　Must ring the school before 9.00am if they know that their son/daughter will be absent from school giving a clear reason for the absence

　✴　Must provide written confirmation of a student's absence on their return to school giving clear reasons. Please note it is the school's decision whether an absence is changed to authorised

　✴　Should make medical and dental appointments out of school time whenever possible

　✴　Should seek advice and help from the school if they have a difficulty with their son's/daughter's attendance

　✴　Should work closely with the Attendance and Pupil Support Service if the need arises

Religious Observance

Under the regulations the school MUST authorise absence that is due to religious observance but the day(s) must be:

- ✴ Exclusively set apart for religious observance

- ✴ Parents should request leave of absence for religious observance in advance of the occasion

Leave of absence

In accordance with DfE guidance we no longer grant any leave of absence during term time unless there are exceptional circumstances. Family holidays are NOT exceptional circumstances and ALL requests will be turned down.

Penalty Notices may be issued:

- ✴ If the Head Teacher has refused the request for term time absence but the absence occurs anyway

- ✴ If a student has not returned to school by the agreed date with no satisfactory explanation

- ✴ Where the absence has been recorded by the school as unauthorised in the attendance register on at least 10 sessions (5 school days) during the current term

- ✴ Where a written request for term time absence has not been received by the Head Teacher but the absence/holiday occurs anyway

- ✴ Where parents/carers continue to take unauthorised absences in term time, despite having previously been issued with a penalty notice, the local authority will consider a prosecution under S444 of the Education Act 1996

- ✴ If a student is taken from school without authorisation then his/her school place may be at risk. If a child is taken on an unauthorised absence then the student may be removed from the schools roll after 20 days of continuous absence

Where school absence penalty notices are issued the timescale for payment will be £60 per child per parent if paid within 21 days and £120 if paid within 28 days.

Punctuality

To maintain the high standards of punctuality that are expected in school the school will set and regularly review an appropriate sanctions/rewards programme. Students, staff and parents will be notified of any changes with at least two weeks' notice.

Frequent Absence

In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parents and the student. If this is unsuccessful the school may refer to the School Nurse/external agencies/outreach support if the problem appears to be a medical one. In other cases the school will seek advice from the school's Attendance Officer.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the student, that may require further investigation, then the notes may need to be retained for a longer period.

Children Missing in Education

The school will follow the guidelines set out in the following documents when deciding if a referral to the CME team is appropriate.

  ✳ Children missing in education statutory guidance for local authorities September2016

  ✳ Children Missing Education Guidance for schools. Kirklees APSS team August 2016

Staff Roles and Responsibilities

Truancy

For cases of known or suspected truancy staff must -

  ✳ Inform the front office that they suspect a student is truanting from their lesson

  ✳ In the case of external truancy where we know a student has left the school grounds the office must inform parents immediately

  ✳ In the case of internal truancy the office will inform on-call who will attempt to locate the student and return them to their lesson

  ✳ It is the subject teacher's responsibility to follow up the truancy from their lesson and to inform the form tutor

  ✳ In cases of persistent/repeated truancy it may be appropriate to liaise with the CAL or the Pastoral Team and must be reported to parents by the classroom teacher

✳ Appropriate sanctions should be applied as outlined in the Behaviour policy

✳ The subject teacher should record an unauthorised absence mark in the register and add a note to inform other staff of the suspected truancy. This should also be recorded as a behaviour log in Sims

The Form Tutor

✳ Is the key person in the school's pastoral care system

✳ Promotes habits of regular attendance and punctuality both with individuals and with the form group

✳ Accurately maintains registers and responds to parental notes and unexplained absences

✳ Is alert to absence being condoned for trivial or spurious reasons

✳ Is alert to emerging patterns of absence and lateness

✳ Is aware of and consistent in applying school systems for monitoring and promoting attendance

✳ Contacts parents/carers where there are concerns about attendance and/or punctuality

✳ Requests the support/intervention of the Pastoral Team/Attendance officer when appropriate

✳ Challenges poor attendance and/or punctuality

✳ Uses an 'A' mark for a student that is in school but not in lesson and adds a comment to SIMS stating where the student is

Support Staff (all aspects of support)

✳ Challenges lateness to lessons

✳ Supports students after a period of absence in the catch up of missed work

✳ Supports the Pastoral team in raising attendance

✳ Facilitates the availability of SIMs lesson monitor

✳ Uses an 'A' mark for a student that is in school but not in lesson and adds a comment to SIMS stating where the student is

✳ Make home visits as required

Attendance Officer and Administrative Support

✳ Monitor the accurate and timely completion of registers

✳ Contact home about attendance issues

✳ Ensures that up-to-date attendance data is readily available

✳ Uses an 'A' mark for a student that is in school but not in lesson and adds a comment to SIMS stating where the student is

✳ Ensures that registers are properly maintained and that absences are appropriately followed up

✳ When necessary communicates with and meets parents of children experiencing attendance difficulties

✳ Meets regularly with the APSO

The Subject Teacher

✳ Sets an example of punctuality by arriving for lessons on time

✳ Completes the register within ten minutes of the start of the lesson using a '/' mark for present, an 'N' mark for not present or an 'L' mark for a student late to lesson.

✳ Keeps an accurate register of attendance in each lesson and promptly feeds back absences to Form Tutors/ Year teams.

✳ Deals with lateness to lessons consistently and promptly (action taken immediately is often more effective than a detention at a later date)

✳ Recognises that learning difficulties are an important factor in poor attendance

✳ Explores methods of making specific provision for children who are frequent or long-term absentees

✳ Welcomes and values the presence of all children in his/her lessons

The Curriculum Area Leader

✳ Examines the curriculum in order to develop ways of improving the quality of the classroom experience

✳ Develops sensitive and effective departmental re-entry strategies which welcome

✳ Children back from a period of absence and offers support in the organisation of missed work

* Supports subject teachers in dealing with issues of truancy from lessons

* Regularly liaises with Form Tutors and Year Teams on attendance related matters

The Pastoral Team

* Assumes a key role in co-ordinating all aspects of attendance related matters

* Generally monitors and supervises the work of Form Tutors in promoting attendance

* Effectively liaises with other senior staff on attendance related matters

* When necessary communicates with and meets parents of children experiencing attendance difficulties

* Meets regularly with the APSO

* Consults, when appropriate, with other agencies - Social Services, ESW etc

* Uses an 'A' mark for a student that is in school but not in lesson and adds a comment to SIMS stating where the student is

The Head Teacher and SLT

* Ensures that a whole-school attendance policy is implemented and regularly reviewed.

* Ensures that this policy is communicated to children, staff, parents and governors.

* Ensures that detailed attendance data is regularly collected and used to inform strategic planning on attendance matters.

* Ensures that whole-school attendance targets are set and achieved

* Reports to governors on attendance matters

* Creates a school ethos which values and promotes excellent levels of attendance and punctuality

The Governing Body

* Receive regular detailed reports on all matter relating to attendance including attendance by groups, whole school along with PA, punctuality and NEET data

* Present award for outstanding student attendance and/or punctuality

* To establish a Governors panel for unsatisfactory attendance/punctuality when appropriate

Coronavirus (COVID19) Appendix

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

Students who are required to self-isolate/quarantine will be marked on the register as 'x'

<u>Student who has symptoms:</u>

Any student who has symptoms should follow the most recent government guidance. Students who are absent from school due to self-isolating/quarantine but are not ill will be provided with work.

<u>Student lives with somebody who has symptoms:</u>

If someone in the student's household has symptoms the student should follow the most recent government guidance. Students who are absent from school due to self-isolating/quarantine but are not ill will be provided with work.

In all cases where a student is in self-isolation, parents must inform school immediately about the outcome of any COVID test.

<u>Students who are required by legislation to self-isolate as part of a period of quarantine:</u>

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine.

<u>Students who are clinically extremely vulnerable in a future local lockdown scenario only:</u>

Shielding advice for all adults and children paused on 1 August 2020. This means that any student who was/is on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield. Parents should ensure that the school is provided with a copy. School will contact parents of students who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school.

Remote Learning

If a student is not attending school due to circumstances related to coronavirus (COVID-19), but the student is not ill and doesn't have any symptoms, school will be able to send work for the student to complete at home.

Please note that no parent will be penalised for following public health advice if their child cannot attend.