

ATTENDANCE POLICY AND PROCEDURE



Written by:	Natalie Slade – Deputy Head Teacher	
Approved by:	Ms Tanya Douglas - Head Teacher	Date: September 2023
	Mrs Tracey Jenkins - Chair of Governors	
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97+ %Attendance + Effort = Success

This attendance policy is based on the framework from the Admissions and Attendance Service Education Welfare Service guidance for Schools.

Statement of Principle

The School's aim is to develop as an inviting, purposeful, successful learning community, where students want to come to learn. Lessons and learning will be accessible and challenging within a safe and calm learning environment. We are committed to meeting our obligation with regards to school attendance through our whole school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Good attendance is enabled when effective partnerships are built between school and home and there is clarity of expectation of the roles of each.
- The school is responsible for supporting the attendance of its students dealing with problems which may lead to non-attendance (drawing on the support of external agencies as necessary).
- Parents/carers have a legal responsibility for the regular and punctual attendance of students registered at the school and keeping the school informed about any reasons for absence or difficulties related to attendance.

The Legal Framework

The Borough Policy, on which this policy is based, is mindful of the following:

The Education Act 1996 and 2002

The Children Act 1989

The Children and Young Persons Act, 1933

The Education (Students' Attendance Records) Regulations, 1995

The Education (Students' Registration - Amendment) Regulations,

1997 School Attendance and the role of The Education Welfare Officer,

1997 Social Inclusion - Student Support, DFEE circulars 10/99 and

Anti-Social Behaviour Act 2003

Guidance for Local Authorities and Schools in place of

circulars 10/99 and 11/99 2006

Amendment to the Education (Student Registration) (England) Regulations 2006

All of these documents can be viewed at the Education Welfare Service office at Enfield Civic Centre.

The Aim

Recognising that regular and punctual school attendance promotes continuity for effective learning in the classroom it is the aim of the school that attendance and punctuality

Figures will rise and all absence and lateness figures will reduce, including persistent absence. To achieve these aims we will:

- Enable parents and students to recognise those absences which the school will authorise and advise about those which it will not authorise
- Be consistent in practice and clarity in all communications with students and parents/carers on attendance and related issues (including translation and giving information verbally rather than in written form when requested) the school will ensure equality of access to information and support
- Work with the Education Welfare Service (EWS) and other agencies to assist individuals to overcome barriers which prevent school attendance
- Celebrate good attendance and punctuality by displaying individual and class achievements
- Reward good or improving attendance through class competitions, certificates and outings/events
- Ensure that there are clear roles and responsibilities for staff to continue to improve attendance and punctuality.

Registration Practice

All students are registered electronically using Arbor.

Students will be first registered at 8.40 am in their morning form time session and their second afternoon register will be taken at 12.40 pm for KS4 & 5 students and at 1.20 pm for KS3 students. Classroom teachers are also required to take a register at the start of every lesson for monitoring and health and safety purposes.

The registers will mark whether every pupil is:

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

Any student arriving to school after 08.40am will need to the side entrance after 8:40am, where the attendance team will record a student's name and reason for lateness. Students will be asked for identification when recording a lateness. Students will receive a 30 minute detention if they arrive between 8:40 am - 9:00 am, issued for the same day. If students arrive after 9:00 am this detention increases to a 60 minute detention. Form Tutors will also discuss attendance with individuals using attendance tracker, and give praise as deserved. When there are assemblies, form tutors will take a paper register and pass to attendance team.

Practice to follow up Absence

- Parents/carers are advised to telephone or email to the attendance team when a student is absent on the same day of the absence before 8:15am This should take place before a planned authorised absence or on the same day as the absence.
- The Attendance team makes daily checks of attendance to school and follows up on any students that are not in school and for which no reason has been given by

- parents and carers. The Attendance team will first send an SMS to the parent when a student is absent followed by a telephone call where possible.
- The Attendance team maintains a list of students who are vulnerable, have safeguarding concerns, including truancy. These are the first priority for first day absence calling.
- If a student is seen leaving the premises during a school session or is not in a lesson having been registered for the session, the attendance team telephones the parents once it is clear that the student is not on the premises. Staff taking a teaching group register may be aware of truants because they have seen them in school earlier in the session, or may be suspicious of an absence when marking the lesson register and send a message to the attendance team to ascertain if the student was present at registration.
- Absences which have not been explained after 10 days must generally remain unauthorised. However, where unauthorised absence occurs more than once, it is usual to refer the student to the EWO.

Authorised and unauthorised absence

Each half day (each session) of absence must be classified as either authorised or unauthorised. Authorised absences are mornings or afternoons absent from school for a valid reason. 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. The headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

Examples of authorised absence:

- Illness, resulting in the student being unable to attend school;
- A day set aside exclusively for religious observance;
- Family bereavement;
- Homelessness;
- An interview with a prospective employer, higher education institution or at another school;
- Participation in an approved public performance for which the student has a performance licence granted by the Education Welfare Service;
- Study leave granted by the Headteacher;
- Exclusion;
- The student being dual registered with another educational establishment and attending a session there rather than at school;
- School trip, participation in an approved activity or work experience including Star

Project/work experience.

- The student being unable to get to school because of serious disruption to travel caused by natural disaster, a health- or weather-related emergency, or disruption caused by the rationing or non-availability of fuel.

Examples of unauthorised absence are:

- 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/siblings or other family members;
 - Shopping during school hours, taking a pet to the vet or any sundry excursion which could be undertaken out of school hours;
 - The school follow-up procedures show that the student truanted and the parent was unaware of the absence until informed by the school.
- A family holiday during term-time

² The exceptions to this are Post 16 students, students who are on a school-managed work related curriculum resulting in a reduced timetable in school and students who have signed out properly at reception for a recognised appointment. The Attendance Clerk has copies of work related students' timetables and access to the signing out data.³ This may be a letter from a medical professional.

Persistent Absence

Persistent absence is a serious problem for pupils. Much of the work children miss when they are off school is never made up, leaving these pupils at a considerable disadvantage for the remainder of their school career. There is also clear evidence of a link between poor attendance at school and low levels of achievement:

% Attendance across Key Stage 4	% Achieving Grade 5-9 including English and Maths
More than 95%	74%
Between 90% and 95%	57%
Between 85% and 90%	41%
Between 80% and 85%	29%
Less than 80%	4%

A student is classified as having persistent absence if they meet one or more of the following criteria:

- 7 or more sessions absence by the end of half term 1
- 14 or more sessions absence by the end of half term 2
- 20 or more sessions absence by the end of half term 3

- 25 or more sessions absence by the end of half term 4
- 31 or more sessions absence by the end of half term 5
- 38 or more sessions absence by the end of half term 6

The Work of the School-attached Education Welfare Officer

The Education Welfare Officer (EWO) undertakes preventative (clinic) work and caseload (formally referred) work with and on behalf of the school. Where a student's attendance falls to 97%, the Heads of Learning and Tutors will intervene with students and parents/carers and offer support to improve. Where the student's attendance does not immediately recover with target setting and parental support, intervention will be elicited from the EWO. The EWO will work with students with an overall attendance of less than 90%. The exceptions to this are where a student is hospitalised or there is substantial evidence that a student is ill at home and it would be dangerous to return to school. In the former case, the school would liaise closely with the hospital tutor and in the latter case would send work home, taking medical advice regarding highly infectious or contagious diseases.

Penalty Notices (PNs) Section 23 of the Anti-Social Behaviour Act 2003

The Local Authority (LA) has set out a code of conduct with regard to imposing PNs as a strategy to deal with parents who appear unwilling to meet their parental responsibility by ensuring the regular attendance of their children. This will include:

- persistent absence;
overt truancy;
- parentally condoned absence;
- excessive holidays in term time and or delayed return;
- persistent late arrival at school, after the register has closed.

Parents at risk of a Penalty Notice will receive a warning letter from the school. Should there not be an immediate improvement, a referral will be made to the EWS and a formal warning letter will be issued advising of a period of 15 days within which the pupil must have no unauthorised absence, to include lateness after registration has ended. Should there be an improvement; a formal notice will not be issued. Failure to improve will result in the LA issuing a Penalty Notice. The notice carries a fine of £60.00 if paid within 28 days rising to £120.00 after this time, but within 42 days.

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Rewarding Good Attendance and Punctuality

- There are a number of ways that students' good attendance is recognised and rewarded:
- Visual celebration of attendance via the attendance notice board

- Allocation of rewards points leading to rewards
- Skip the queue break/lunch passes
- Invited to rewards trips if their positive points also meet the threshold

Keeping Parents Informed

In addition to the methods of communication already outlined in previous sections, the EWO is available to meet parents at the following occasions:

- Open Evening;
- Year 7 Information Evening;
- Parents' Consultation Evenings;
- Key Stage 4 Information Evening
- Chace Bulletin and school website;

Alternative Provision Attendance Protocol

All students on any form of alternative provision we will have weekly monitoring for attendance to the venue to ensure students are attending, as well as half termly visits. If concerns are raised, the alternative provision and Chace will hold an urgent meeting.

Emergency Procedures

In the event of a fire alarm, the attendance will print off paper registers to be issued to key pastoral staff, namely Form Tutors and Heads of Learning to ensure a full emergency registration takes place.

If students have left the premises during the day, all students must sign out after consultation with the attendance officer. Students will be issued with a sign out slip, which they present to reception.

Students who are unwell report to Medical Reception where they are assessed. Students who are unwell and need to leave school will have arrangements made by the welfare officer, including contacting parents, and ensuring students have appropriate transport arrangements.

If a student leaves school without permission, even if collected by a parent, the absence will not be authorised.

Post 16 students are required to wear their Chace Identity cards at all times, and to use these to swipe in and out as they arrive and leave the premises. In the event of an emergency evacuation of the school, the swipe system and the School's MIS give a true record of the student numbers on the premises.

Students on a reduced timetable are tracked by the attendance and the Head of Learning. This is reviewed regularly.

Monitoring and Review

This policy supports and should be read in conjunction with the school's Equal Opportunities and Racial Equality Policies. The policy is monitored and reviewed annually by SLT and Governors through the Governors' Teaching and Learning Committee.

Appendix 1 – Staff responsibilities for attendance and punctuality

Member of Staff	Responsibilities	Frequency
DHT Pastoral	Overall attendance and punctuality supported by HoLs, Attendance	Ongoing throughout the year
	Manager and all other relevant staff	
Heads of Learning (HoLs)	Monitoring and improving attendance in each Year Group Meetings with the Attendance Manager to discuss attendance and punctuality and plan interventions. Meet parents and conduct home visits. Monitoring of Tutor attendance meetings Celebrating good attendance Run daily late detentions Rewarding good attendance	Fortnightly Fortnightly Twice half termly Weekly discussions with FT (assembly) Termly rewards linked to 97+ attendance with good behaviour.
Attendance Manager	Monitoring and improving whole school attendance Reporting all Persistent Absence students and interventions to the DHT Meetings with HoLs to discuss attendance and punctuality and plan interventions Key students where very poor attendance is an obstacle to learning Referring relevant students to the EWS	On-going throughout the year Fortnightly Fortnightly On-going
Attendance Officer	Monitoring school attendance daily Inform parents of student lateness and late detention via text message Manage Os in the register Generate whole school attendance summaries and send to relevant members of staff Generate Tutor Group attendance summaries for Tutors	Daily Daily Daily Weekly Twice half termly
Tutors/Teachers	Electronic registration of students in Form time and all lessons Encouraging good attendance and punctuality in the Tutor Group Following up on notes and absence from students in the Tutor Group Inform students in their Tutor Group of their attendance Share year/Tutor Group attendance	Daily/every lesson Daily Daily Twice half termly Weekly

	Attendance meetings with concern students Attendance/Punctuality report with concern students	Weekly Ongoing
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Appendix 2

Attendance Thresholds

