ATTENDANCE POLICY
AND
PROCEDURE

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Approved by:	Ms Tanya Douglas - Head Teacher	**Date:**	Autumn 2025
	Mrs Tracey Jenkins - Chair of Governors		
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Aims

The School's vision is to provide young people with an education of excellence that will change their lives and inspire them to be the leaders of tomorrow. Students are encouraged to bring their whole selves to school, where they feel they belong. We provide a safe and calm learning environment, where students are challenged academically to successfully engage in their learning.

We are committed to meeting our obligation with regards to school attendance, including those laid out in the statutory guidance on Working Together To Improve School Attendance from the Department for Education (DfE). We aim to achieve this through our whole school culture and ethos that values good attendance, including:

- Promoting good attendance through fortnightly form time sessions
- Reducing absence, including persistent and severe absence, through analysis of DfE banding
- Designated roles and responsibility for all stakeholders, including school staff, families and students are identified.
- 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 if 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.

As a result of these aims, attendance will be at the forefront of our school improvement priorities, to ensure that good attendance will allow students to demonstrate the school motto of *excellence has no limits*.

As a school we will:

- 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.

- Enable parents and students to recognise those absences which the school will authorise and advise about those which it will not authorise

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Legislation and guidance

This policy is based on the DfE's statutory guidance on Working together to improve school attendance and School attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 7 of the Education and Inspections Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Equality Act 2010

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Ofsted's 2025 framework toolkit

Roles and responsibilities

The Governing Board will:

- set high expectations for all school leaders, staff, students and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance
- Regularly review and challenge attendance data and helping school leaders focus improvement efforts on key groups

The Headteacher will:
- Monitor school-level absence data
- Support staff with monitoring whole school attendance
- Monitor the impact of any implemented attendance strategies

The Designated senior leader responsible for attendance will:
- Lead on championing attendance across the school
- Set a clear vision for improving and maintaining good attendance
- Have a strong grasp of attendance data and oversight of absence data analysis

The Parent support advisor will:
- Work with the education welfare officer to tackle persistent absence
- Advise the Headteacher and Designated senior leader when to issue fixed-penalty notices
- Work with the pastoral team to challenge persistent absence

The Attendance officer will:
- Monitor and analyse attendance data

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- Provide regular attendance report to school staff and report concern about attendance to the relevant staff
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

The Pastoral team will:

- Work with form tutors to effectively monitor attendance using the Attend platform
- Promote good attendance through form time sessions and assemblies
- Work with the Education Welfare officer, students and parents/carers to address persistent absence

The Class/form teacher will:

- Take the class registers
- Create a warm and welcoming classroom environment, so students feel they belong
- Have positive conversations with students regarding their attendance

Parents/carers will:

- Make sure their child attends everyday on time
- Call to report their child's absence before 8:15am
- Ensure that, where possible, appointments for their child are made outside of the school day

Students will:

- Attend school everyday on time
- Attend every timetabled lesson on time
- Work with school staff to address any issues regarding their attendance

Registration Practice

All students are registered electronically using Arbor.

Students will be first registered from 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, safeguarding and health and safety purposes.

The registers will mark whether every pupil is:

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

Any student arriving at school after 08.40 am will enter the student gate, where the attendance team will record a student's name and reason for lateness. Students may be asked for identification when recording a lateness. Students will receive a 15 minute break time detention if they arrive between 8:40 am - 9:10 am, issued for the same day. If students arrive after 9:10

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am, this detention increases to a 60 minute detention the following day. Form Tutors discuss attendance regularly with their form class and have one fortnightly attendance session using the platform Attend. This will focus on the DfE banding and encourages students to increase awareness of their own attendance patterns. Form tutors will praise students whose attendance has improved week on week.

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 8:15 am. This should take place before a planned authorised absence or on the same day as an unplanned absence.
- The Attendance team makes daily checks of attendance 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.
- Staff will alert the attendance team to any anomalies with the registers to clarify attendance of students.
- Absences which have not been explained after 5 days will trigger a home visit form the attendance or pastoral team. The reasons for the extended absence will be explored and staff will work with family to resume regular attendance.

Authorised and unauthorised absence

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

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- School trip, participation in an approved activity or work experience
- The student is 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/carer;
- 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.
- When identified as a PA student and no medical evidence is provided.
- 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. For a small number of students on a part time timetable, they will sign in and out through reception. This is monitored regularly by the attendance and pastoral teams and paperwork is submitted to the local authority.

Staged interventions

Where a student's attendance falls to below 95%, the Heads of Learning and Tutors will intervene with students and parents/carers and offer support to improve.

For students whose attendance has fallen to band two, between 95% - 92%, staged letters and telephone calls will communicate with parents/carers that attendance has decreased. Students will be aware that they are in band two through work in their fortnightly form time session.

For students whose attendance has fallen to band three, the key stage pastoral managers work students, parents/carers with the involvement of the Education Welfare Service. The Education Welfare Officer (EWO) undertakes preventative work and caseload work with and on behalf of the school.The EWO will work with students with an overall attendance of less than 90%.

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;

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

Parents/carers at risk of a Penalty Notice will be subjected to further intervention from the Education Welfare Service. This could include but is not exclusive to:

- Staged warning letters
- Notice to improve letters
- School attendance panel meetings - EWO present
- Referral to the Education Welfare Service
- Fixed penalty notice

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
- Scratch cards
- Skip the queue break/lunch passes
- Invited to rewards trips if their positive points also meet the threshold

Parent/carer communication

Parents/carers are communicated with in the following ways:

- Fortnightly parent bulletin
- Emails from Attend, the online platform
- Arbor MIS messaging
- School website
- Year group information evenings
- School reports

Alternative Provision Attendance Protocol

All students on any form of alternative provision 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 team 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.

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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 the Medical room 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.

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.