We will follow all Government guidelines regarding self isolation and advise parents/carers of any changes to guidance. If students do need to self isolate we will use an appropriate attendance code. For those with a positive Covid test or those waiting for a test we will use the most suitable attendance code.

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.

- Good attendance is about a child's entitlement to education.
- 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 2003Guidance 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.

Belonging   Responsibility   Excellence

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[1].

Registration Practice

All students are registered electronically using the school's Management Information System via a networked PC. On occasions when the network is incapacitated, a written register is taken and made available immediately to the Attendance Clerk.

Students will be registered at 8.50am in their period 1 lesson and at 12.30pm for KS3 students and at 1.10pm for KS4 students. Classroom teachers are also required to take a register at the start of every lesson for monitoring and health and safety purposes. Any student arriving to school after 08.40am will need to use main entrance as student gates will shut at 8.40, students will be marked late and will receive a 30 minute detention. If students arrive after 8.50 this detention increases to 60min. 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, provide a written note or email the Attendance Clerk when a student is absent. This should take place before a planned authorised absence or on the same day as the absence.
- Alternatively, a signed and dated note from the parent/carer should be given to the student's Form Tutor on the first day of returning from absence. This note should be passed to the Attendance Clerk to be recorded on the school's MIS.
- The Attendance Clerk records telephone messages, notes or emails received on the everyday of absence on Progresso.
- There will be an absence return meeting for any absence of three days or more.

- A Form Tutor or a Tutor covering a register should draw to the attention of the Head of Learning any unusual reason or regularly repeated reason for absence or lateness. The advice of the EWO may be sought and the Head of Learning may find it necessary to remind the parent that the school makes the decision about authorising or not authorising absence.
- The Attendance Clerk 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 Clerk will first send an SMS to the parent when a student is absent followed by a telephone call where possible.
- The Attendance Clerk maintains a list of students who are known to have truanted and/or have a poor attendance record and makes these the first priority for first day absence calling.

[1] See Appendix 1

- 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 Clerk telephones the parents once it is clear that the student is not on the premises[2]. 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 Clerk 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[3], for absence which would normally be authorised, where overall attendance is a cause for concern or where a pattern of non-attendance is emerging.

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

Belonging   Responsibility   Excellence

- 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.

[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.

- A family holiday during term-time

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 50%	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

Belonging   Responsibility   Excellence

- 38 or more sessions absence by the end of half term 6

Punctuality procedures

Students are expected to be in school in good time for line-up or registration. The student entrance gates open at 8am. At 8.40 the student entrance gates close and students are late to school and follow the processes mentioned earlier.

What happens if a student is late?

- Students arriving to the gate after 8.40am are late and required to register with members of staff at main entrance using the side entrance to the main hall.
- Students will be questioned as to why they are late and have their names recorded. Once signed in, students will be issued a same day punctuality detention reminder.
- Students that arrive to school after 9am register with the Attendance Clerk.
- When a student is late a text message will be sent home by the Attendance Clerk informing parents or carers of their lateness and that they will receive a same day 30 minute after school detention for lateness.
- If lateness persists then the school will make contact with home and try to resolve the issue offering support and or advice as required. HOL will monitor this and intervene with reports and meetings with families.
- Persistent lateness to school could also result in concern letter, penalty notices and escalate to Education Welfare Officer (EWO) intervening. This could lead to court proceedings in the most serious cases or where there are safeguarding concerns, a referral to the Social Services, this is particularly if the students is seen without an adult near the school by any staff when the student hasn't been in school.

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;

Belonging   Responsibility   Excellence

- 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.

The 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 at school.

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

[4]Form Tutor report, Head of Learning report, parent meetings and target setting [5]

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;

Out of Borough Students

The Head of Learning and school attached EWO keep the EWO in the student's Local Authority (LA) appraised of any clinic work undertaken and the reasons for the concern. Should an out of borough student meet the criteria to be formally referred, this is always to the Education Welfare Service of the relevant LA, with which the Head of Learning and Enfield EWO will work closely. A meeting on the school premises is often the most effective way to introduce the student and parent/carer to the home borough EWO and enables the parent/carer to hear directly the information which will also be passed in writing to that EWO by the school and Enfield EWO. The school and Enfield EWO will support the family in trying to meet any targets set by the EWO of the relevant LA.

Belonging   Responsibility   Excellence

Alternative Provision Attendance Protocol

All students on any form of alternative provision we will have daily monitoring for attendance to the venue to ensure students are attending, as well as weekly and termly overview.

Emergency Procedures

Once a day a full list of all students present in school is produced by the Attendance Clerk in form order and placed in a folder in the Attendance Office. This folder is updated throughout the day as students arrive and leave the site. In the event of a fire this list is taken out of the building and circulated to Form Tutors and Heads of Learning to ensure a full emergency registration takes place.

In addition to the practice of student presence being noted by the Attendance Clerk in the event of lateness, all students must sign out and in if leaving the school premises during the day for whatever reason. Such signing out is undertaken by reception staff upon receipt of a dated and signed parental note verified by a Attendance Clerk's signature indicating that the appointment has been verified by telephone if the student has forgotten a note.

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 Senior Welfare Assistant, including contacting parents, and ensuring students have appropriate transport arrangements. Only the Senior Welfare Assistant makes a decision to send a student home for sickness. If a student leaves school without the permission of the Senior Welfare Assistant, even if collected by a parent, the absence will not be authorised. If the Senior Welfare Assistant has decided that a student should be sent home, the time at which they are collected by parents and leave the premises is noted in the same book at reception.

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, work–related timetable carry an attendance card with them and the Attendance Clerk holds their timetables centrally for checking in the event of a school evacuation. Fire procedures for staff/adult visitors are dealt with separately.

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.

Reviewed and Updated October 2020

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

Belonging   Responsibility   Excellence

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

Belonging   Responsibility   Excellence

Appendix 2   Attendance Thresholds

> 97% attendance termly reward ────────────▶ Termly Reward Cinema day

↑

4/5 weeks improvement, jump the dinner queue

↑

3 week improvement, positive post card home

↑

1-2 weeks improvement, Tutor praise

---

1 week drop Tutor conversation with student

↓

2 week drop tutor phone call home & 2 weeks monitoring by form tutor

↓

3 week drop HOL phone call/letter home & Monitoring report for 2 weeks

↓

No improvement, attendance officer meeting & monitor for 3 2 weeks. If no show at meeting Attendance Officer will do a home visit.

↓

No improvement, referral to Education Welfare Team

↓

Penalty notice

↓

EWS monitoring attendance. If no improvement Court assessment meeting arranged

↓

Prosecution

8 Weeks to referral

Appendix 3   Attendance Action Plan

Belonging   Responsibility   Excellence

Objectives	Actions	Success criteria	Staff lead and completed by
To raise whole school attendance above the national average	Daily checking and monitoring and follow up – see individual actions below.	Process is effective for identifying, monitoring and reducing absence.	KB and PVe - ongoing
	Ensure 2-weekly meetings take place with HoLs and RSLs to discuss concerns raised through the tracker and students of concern identified. In particular to focus on students who are showing indications of becoming PAs. KB to support HoLs in the use and monitoring attendance so that they are confident.	HoLs confident to use reports to identify where support and early intervention should be put in place. And record interventions effectively on central tracker. The data is scrutinised and used more effectively to create a more proactive and effective approach.	KB, HoLs and RSLs – ongoing HoLs - ongoing
	HoLs to arrange parent meetings with students of concern to discuss improving attendance.	HoLs are successful in arranging and meeting parents and students and the impact of those meetings is evidenced in improved attendance over a sustained period of monitoring.	HoLs - ongoing
	Identified students on attendance report for at least 3 weeks .	Am and pm registrations all ticked as student is present in school and no gaps in attendance.	HoLs and attendance team - ongoing
	If no evidence of consistent improvement Attendance Manager to refer ongoing concerns to EWO.	Reduce the number of referrals to the EWO.	KB - ongoing
	HoLs to engage with form tutors re attendance data and students of concern.	Form Tutors to understand and support the impact of low attendance and	HoLs and Form Tutors – ongoing

		inaccurate registers by engaging with students of concern.	
	HoLs and Form Tutors to refer students to KB to deliver return to school meetings when students have been absent for 3 days or more or dropped percentage 2 weeks in a row. Meetings to take place in morning registration. Students to be given a printout of their absence and attendance report to support return to school.	KBa to be relieved of am gate duty to be available for meetings with students during am registration time.

System for referrals is working effectively and impact on attendance is improving and reducing the likelihood of PA. | HoLs and Form Tutors – ongoing |
| | Continue to use Penalty Notice (PN) for term time holidays. | To see a reduction in the number of PNs issued. | KBa – ongoing |

Appendix 5 Postcards for Students and Parents

Every School Day Counts

0 days off school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

5 days absence over the whole year	20 days absence over the whole year	20+ days absence over the whole year
97% - 100%	90%	Under 90%
Good chance of success and progress	Less chance of success. Harder to make progress	Detrimental to success and progress

Every Minute Counts

LATENESS = LOST LEARNING
(Figures below are calculated over a school year)

5 Minutes late each day	3 days lost!
10 Minutes late each day	6.5 days lost!
15 Minutes late each day	10 days lost!
20 Minutes late each day	13 days lost!
30 Minutes late each day	19 days lost!

Be at the classroom on time and ready to learn!

Chace Community School

NAME:_____

FORM:_____DATE:_____

	AM Registration	PM Registration
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Commitment to Learning High Expectations All Can Succeed Confidence and Courage Everyone Valued Equally

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30 Minutes late each day	19 days lost!

Be at the classroom on time and ready to learn!

Chace Community School

A Specialist Technology College

Churchbury Lane
Enfield Middlesex
EN1 3HQ
Telephone: 020 8363 7321
Facsimile: 020 8342 1241
Email: chace@chace.enfield.sch.uk
Website: www.chace.enfield.sch.uk
Headteacher: Daniel Bruton

I called today _____ to discuss the absence of :

Name:_____

Form:_____ _____%

Please contact Karen Barnham on 0208 3528241 to arrange a meeting.

Commitment to Learning High Expectations All Can Succeed Confidence and Courage Everyone Valued Equally

Belonging   Responsibility   Excellence