

*To aspire, endeavour and thrive together*

# Attendance and Punctuality Policy

| Revision          | Description of Changes   |
|-------------------|--|
| Re-written policy | This policy has been re-written using latest guidance from The Key for School Leaders. |
|                   |  |

| Revision       | Authorised by   | Date           | Adopted by          | Date     | Review Date |
|----------------|---|----------------|---------------------|----------|-------------|
| Updated policy | Assistant Headteacher for Behaviour, Attendance and Welfare | September 2021 | Governors Committee | 07/10/21 |             |
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Signed H. Page

Date 9.11.23

Chair of Governors

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## 1. Aims

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
- › Ensuring every student has access to the full-time education to which they are entitled
- › Acting early to address patterns of absence
- › Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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 \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- › [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)
- › [Mental health issues affecting a student's attendance: guidance for schools](#)

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the headteacher to account for the implementation of this policy

### **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 students
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary

### **3.3 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Building relationships with parents/carers to discuss and tackle attendance issues
- › Creating intervention reintegration plans in partnership with students and their parents/carers
- › Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Mr Scott Holmes and can be contacted via [attendanceassistant@glossopdale.school](mailto:attendanceassistant@glossopdale.school)

#### **3.4.1 The attendance officer**

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- › Working with Attendance and Engagement officers to tackle persistent absence
- › Advising the Headteacher/Assistant Headteacher – Safeguarding and Attendance (authorised by the headteacher) when to issue fixed-penalty notices
- › Monitors the attendance of students attending provision off-site.
- › Ensures that any Children Missing from Education are identified and that procedures are followed accordingly in line with the Local Authority's Code of Conduct.
- › Prepares case files for prosecution in the Magistrates Court for poor or non-attendance.

The attendance officer is Mrs C. Clayton and can be contacted via [attendanceassistant@glossopdale.school](mailto:attendanceassistant@glossopdale.school)

### **3.4.2 The Attendance and Engagement Officer**

The Attendance and Engagement Officers are responsible for:

- › Taking calls from parents/carers about absence on a day-to-day basis and record it on the school system
- › Transfer calls or communicate information from parents/carers to the Year Manager in order to provide them with more detailed support on pastoral concerns potentially affecting attendance
- › Monitor focus groups of students with low attendance and poor punctuality in liaison with the Attendance Manager and implement strategies to re-engage these students, through effective communication with parents/carers, regular discussions with the students and partnership working with internal and external professionals.
- › To make home-visits to students who are failing to engage with school
- › To form constructive relationships with students who are failing to engage with school (and their parents/carers)
- › To establish barriers to student attendance and work closely with our Attendance Manager, Pastoral Team, Family Support Team and SLT in order to seek appropriate and timely interventions

### **3.5 The Year Manager**

- › Monitor the attendance of the students in their year group alongside the Attendance Manager
- › Work swiftly to identify actions and monitor impact in order to improve attendance and punctuality in the cohort of students (particularly DisA and SEND)
- › Liaise with and support the school's Attendance Team in tackling poor attendance by attending appropriate meetings and by making joint home visits where applicable.
- › Attends TAF and Child Protection Meetings as appropriate for allocated students.
- › Provide opportunities to celebrate attendance in school. Via tutor programme/assemblies/end of term rewards etc. Support and motivate Form Tutors.
- › Attend attendance panel meetings.
- › Provide regular reports of actions and impact at cluster meetings.

### **3.6 Family Support Workers**

- › Work collaboratively with the Attendance Assistant, Year Managers and Assistant Headteacher – Safeguarding and Attendance to ensure that students identified as having below expected attendance are challenged and actions are swiftly implemented.
- › Use referrals from Year Managers to identify PA students in need of home visits. Attends TAF and Child Protection Meetings as appropriate for allocated students.
- › Report back to YMs regarding identified barriers so that effective interventions can take place.
- › Work collaboratively with multi-agencies to inform of attendance concerns and to mitigate barriers to low attendance

### **3.7 Class teachers and form tutors**

Class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via an electronic system for tutor period and each school lesson.

### **3.8 Parents/carers**

Parents/carers are expected to:

- › Make sure their child attends every day on time
- › Call the school to report their child's absence before 8am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- › Provide the school with more than 1 emergency contact number for their child
- › Ensure that, where possible, appointments for their child are made outside of the school day and where not possible, provide evidence of the appointment

### **3.9 Students**

Students are expected to:

- › Attend school each day on time and attend every timetabled session on time

## **4. Recording attendance**

### **4.1 Attendance register**

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

We will take our attendance register at the start of tutor period each school day, which will be used to record the AM session mark, and for each timetabled lesson. The period 4 lesson will be used to record the PM session mark. and once during the second session. It will mark whether every student 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 of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- › Whether the absence is authorised or not
- › The nature of the activity if a student is attending an approved educational activity
- › The nature of circumstances where a student is unable to attend due to exceptional circumstances

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

Students must arrive in school by 08:45 on each school day.

The register for the first session will be taken at 08:45 and will be kept open until 09:15. The register for the second session will be taken between 12:30 and 12:45 for students in Years 7, 8 and 10 and between 13:00 and 13:15 for Years 9 and 11. and will be kept open until 13:00 for students in Years 7, 8 and 10 and 13:30 for students in Years 9 and 11.

## 4.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08:00 or as soon as practically possible by calling the school and choosing the 'reporting student absence option' (see also section 7).

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for 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 a student has had 5 days of absence due to illness, then the school will also ask for this medical evidence for subsequent periods of absence relating to illness.

The school may also conduct a home visit to discuss the impact of the absence and review what further support can be offered to parents/carers and the student to improve their attendance.

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.

## 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment and provides relevant evidence, such as an appointment card or copy of a medical appointment letter.

Parents/carers should contact the school to inform them of any planned absences. This can be done using the school telephone number 01457 862336 or by emailing [attendanceassistant@glossopdale.school](mailto:attendanceassistant@glossopdale.school)

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. Students who have appointments made for school time should attend school before and after the appointment. This will enable them, in most cases, to still get their AM and/or PM registration marks. They must sign-out and sign back in at main reception.

The student'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

We expect and encourage all students at Glossopdale School to attend school on time, every day.

A student 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
- Students who arrive after 8:45 am should report to reception where they will be marked late (L). Students will receive a same day 20 minute after school detention where no valid reason (e.g. medical letter, parent/carer phone call) has been forwarded to YM/Attendance Assistant to explain their late arrival.

- › Students who arrive after 9:15am do not get an AM mark and are considered to have had an unauthorised absence. 'U'.
- › If there is a legitimate reason for lateness, e.g. doctor's appointment, parents/carers must notify the school **before 8.00 am** that their child will be late for this reason and on arrival at school must show their appointment card/letter to Reception/Year Manager or Attendance and Engagement Officer. They will not be marked as late but will be given an authorised absence for medical reasons (M).
- › Persistently late students may also be placed on punctuality report to their form tutor, Year Manager or a parent/carer meeting may be requested.

#### 4.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- › Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact relevant agencies, such as Children's Services or Derbyshire Children missing from education
- › Identify whether the absence is approved or not
- › Potentially conduct a home visit to discuss the absence
- › Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- › Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

#### 4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels using a variety of communication methods, including the use of the ClassCharts platform, school reports and regular telephone communication for students whose attendance is below 97% and there are unknown reasons for this.

### 5. Authorised and unauthorised absence

#### 5.1 Approval for term-time absence

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, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable, examples may include the death of a close relative or attendance at a funeral.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Availability of lower-cost holidays and overlap with the beginning and end of term will not be accepted as exceptional circumstances.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via <https://www.glossopdale.derbyshire.sch.uk/page/?title=Attendance+and+Absence&pid=65>

The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- › Illness (including mental 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 student’s parents/carers belong. If necessary, the school will seek advice from the parents’/carers’ religious body to confirm whether the day is set apart
- › Traveller students 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 student is attending educational provision

## 5.2 Legal sanctions

The school or local authority can fine parents/carers 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/carers 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 student 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 school will promote high and improving attendance through a range of methods, including:

- › Contacting parents via telephone and/or via text message/ClassCharts
- › Rewards assemblies
- › Celebration and recognition in tutor time
- › Attendance displays
- › Participation in end of term rewards events

## 7. Attendance monitoring

### 7.1 Monitoring attendance

The school will:

- › Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- › Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected daily 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.

## 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Bespoke support will be offered, including:
  - Working with multi-agencies
  - Attendance panels
  - Home visits
  - Regular contact with parents/carers
  - Support from a number of internal services
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Use emerging patterns of attendance and absence to identify any potential safeguarding concerns relating to 'children absent from education – Keeping Children Safe in Education 2023'

## 7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to Attendance and Engagement Officers, Year Managers, Heads of Year and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## 7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Hold Attendance Panels to review what further support can be offered to mitigate barriers to attendance
- Provide access to wider support services to remove the barriers to attendance
- Where relevant, hold TAC (Team Around the Child) meetings with internal services to look at how barriers to attendance can be mitigated
- Work with multi-agencies to look at how barriers to attendance can be mitigated
- Send letters to parents/carers, to inform them of the impact of low attendance and to offer further support
- Monitor groups of attendance to ensure that attendance improves, celebrating these improvements and implementing further support if necessary

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum each year by the Assistant Headteacher – Safeguarding and Attendance. At every review, the policy will be approved by the governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

### Appendix 1: attendance codes

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

| Code | Definition                    | Scenario  |
|------|-------------------------------|---|
| /    | Present (am)                  | Student is present at morning registration  |
| \    | Present (pm)                  | Student is present at afternoon registration                                      |
| L    | Late arrival                  | Student arrives late before register has closed                                   |
| B    | Off-site educational activity | Student is at a supervised off-site educational activity approved by the school   |
| D    | Dual registered               | Student is attending a session at another setting where they are also registered  |
| J    | Interview                     | Student has an interview with a prospective employer/educational establishment    |
| P    | Sporting activity             | Student is participating in a supervised sporting activity approved by the school |
| V    | Educational trip or visit     | Student is on an educational visit/trip organised, or approved, by the school     |
| W    | Work experience               | Student is on a work experience placement   |

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

| Code | Definition  | Scenario   |
|------|---|--|
| X    | Not required to be in school                      | Student 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 student is in custody |
| Z    | Student not on admission register                 | Register set up but student has not yet joined the school  |
| #    | Planned school closure                            | Whole or partial school closure due to half-term/bank holiday/INSET day  |