



HAYDON SCHOOL

Attendance & Punctuality Policy

Sixth Form

2025 - 2026

Mission Statement

Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy.

Contents

- **Post 16 Students**
- **Registration**
- **Punctuality & Lateness**
- **Absence**
- **Punctuality & Attendance Concerns**
- **Truancy**
- **Exceptions**
- **University Visits**
- **Promoting Good Attendance**
- **Attendance Codes**
- **Authorised Absence**
- **Unauthorised Absence**

1. Post-16 Students

The Year Team are responsible for the monitoring of attendance & punctuality for the students within their Year. They are supported by Form tutors, the attendance officer and the pastoral support team.

2. e-Registration

2.1 Year staff are responsible for the monitoring of attendance & punctuality for the students within their Year. They are supported by the Home/School Liaison Officer (HSLO) when necessary.

2.2 Haydon School uses the Bromcom – lesson monitor. Every classroom contains a PC with the Capita software. Teachers register every lesson using 3 attendance codes:

/ = Present

N = Absent

L = Late

X= Not required to be in school. (This code is used to record sessions that non-compulsory school age children are not expected to attend).

2.3 Upon entering an L mark, teachers are prompted to enter into the system the number of minutes late. The other available attendance codes are entered into the system by Year Staff (Appendix 1).

2.4. AM/PM Registration

2.4.1 Lesson 1 is considered the AM registration mark. Form time begins at 14.40. The registration during this time becomes the PM registration mark. The AM Register closes at 12:00pm every day.

2.4.2 Where Sixth Form students do not have a scheduled lesson during p1 they can arrive in school at 9:40am, no lesson during p1 or p2 they must be in school by 11:00am

3. Punctuality/Lateness to Lessons

3.1 Lateness to lessons is monitored weekly by the Year Staff. Students who are late to lessons receive a 30 minute detention. The Form Tutor will highlight this with the student in form time and contact home where necessary. Repeated lateness to lessons will result in daily monitoring by the form tutor using a report system.

3.2 Punctuality concerns should be raised with parents at the earliest opportunity by the form tutor and recorded on Bromcom.

3.3 If punctuality does not improve communication home will come from the Year Team to arrange a meeting with the parent/carer. (Appendix 4-possible example letter) The student will be placed on Report to the Year Leader for punctuality.

4. First Day of Absence

If a student is absent, parents are requested to telephone the school to inform the school. If no telephone call is received, then the Pastoral Manager will telephone home or send a text to request a reason for absence.

5. Attendance Concerns

- 5.1 The school target for attendance is 95%, despite attendance not being a performance measure for post 16 education providers. There remains a direct correlation between attendance and academic progress. This is the basis for our policy and procedures.
- 5.2 Students fill in a weekly attendance log during form time. This is designed to allow students to take ownership of their attendance and also highlight any issues with registers or attendance data.
- 5.3 The Head of Year sends out a weekly spreadsheet which is shared with students and form tutors.
- 5.4 If, after being on report to the form tutor and the year leader has not improved attendance, communication home will come from the Assistant Head teacher for Sixth Form or Year Leader to arrange a meeting to discuss with the parent/carer further consequences, including but not limited to: the removal of the student from studying one of their subjects, the removal of free periods from the student so they move towards a 100% timetable, or having days of internal exclusion for failing to improve attendance.
- 5.5 If a student's cumulative attendance is below 75%, for any one subject, without good reason, and showing little signs of improvement, in January of Year 13, they will not be entered for exams until exam fees are paid by their parents. Depending on the time of exam payment and entrance the cost will be single, double or triple. Graduated payment requests to parents are in line with increased costs from exam boards that will be payable by the school. . The rationale for this is supported by the Education Act of 1966, whereby payment for exam fees can be asked for by parents if, *'the student fails without good reason to meet any examination requirement for that syllabus'*. If a student is not regularly attending lessons, without good reason, for a particular examination syllabus, they will not have met the requirement for that syllabus. The rationale behind this aspect of the sixth form attendance policy is to encourage the best possible attendance levels. Imposing penalties acts as a deterrent against poor attendance.

5.6 The above interventions are recorded on the Attendance Tracking Document for the year group.

5.7 Sixth Form Cause for Concern - Attendance Monitoring

STAGE 1

Year Leader & Pastoral Manager to monitor

- **Attendance below 95%**

- Should attendance decline between 94% - 90% students will be monitored through mentoring meetings by their tutor or Year Leader.

STAGE 2

Meeting with Year Leader and student signed attendance contract

- **Attendance below 90%**

Should attendance decline to 90% or below students will be invited to attend a meeting with the Year Leader.

- This meeting is an opportunity to discuss in detail the issues/barriers that are impacting attendance to school.
- A letter will be sent to parents/carers informing them that this meeting has taken place. Attendance will be monitored closely for 6 weeks.

STAGE 3

Parental meeting and student and parent signed attendance contract

- **Attendance below 85%**

- A letter will be sent to the parents/carers of the student informing them of the situation and inviting them into school for a meeting with the Year Leader where we will address the main issues and agree targets and support actions to help improve the student's attendance.
- An Attendance Agreement will be issued and action points put into place that are agreed by the Year Leader and the student.
- The students will be placed in further periods of supervised study to support their progress and improve their attendance. This will be monitored by the Year Leader and Pastoral Manager. The school will monitor and review the student's attendance over the following 2 terms to identify any significant improvement in their attendance. If this has been achieved, then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further the school will implement the next step, as agreed at the previous Attendance meeting.

STAGE 4

Continued failure to meet requirements of attendance agreement

- Possible request to leave Sixth Form if the student is persistently absent from school and refuses to engage in intervention procedures.
- Appropriate disciplinary proceedings will be decided by the Head of Sixth Form
- The parents/carers of the student will be involved in the process.

6. Truancy

6.1 Teachers are to contact home for any student who truants a lesson. Students will be issued with a 30 minute detention.

6.2 Form Tutors are to contact home for any student who truants form time. Students will be issued with a 30 minute detention.

7. Exceptional Leave

7.1 Whenever a parent requests to take a student out of school for a period of leave, unless there are exceptional circumstances, the absence will not be authorised by the Head teacher, and the parent is reminded that the request contravenes the Home-School Agreement signed upon application to the school.

It is widely known that the link between a student's attendance and attainment is irrefutable.

I. Early poor attendance habits follow through from secondary school into employment.

II. Haydon School adopts a policy of not routinely authorising Exceptional Leave. Individual extraordinary applications remain at the discretion of the Head teacher to authorise.

III. Exceptional Leave will be refused in Years 11, 12 and 13.

IV. Exceptional Leave will be refused when a student's attendance is less than 92.4%. VI. Exceptional Leave will be refused when school is aware of any individual truancy. VII. Exceptional Leave will be refused when request patterns become identifiable.

VIII. Reasons for Exceptional Leave will be logged on the student's record and shared as part of the transfer/transition process.

. Haydon School does not consider visits to family, medical treatment abroad or religious visits to be exceptional.

7.2 Performance Licences for students who require absence time from school. The applicant (usually the Production Company or theatrical agent) is obliged to see the view of school. The Local Authority will issue Performance Licences based on information provided by applicants. The student in question must have attendance levels over the year of 90+% and making expected levels of attainment progress. If these thresholds are not met the Local Authority will support the school by declining to issue unreasonable requests for Performance Licences.

8. University Visits

- 8.1 Students are allowed three conditional, authorised days off school to visit universities per academic year. Student absence for university visits without this permission will be unauthorised.
- 8.2 Some students may be called for an interview by universities or apprenticeship providers. These will be authorised absences.

9. Promoting Good Attendance

- 9.1 Students that achieve 100% within each term are awarded a certificate, signed by the Year Leader and Head teacher celebrating their achievement. Students that achieve 100% during an entire academic year are presented with an award at the yearly Prize Giving ceremony.
- 9.2 By ensuring good attendance, Haydon School is promoting academic progress and student well-being.

10. Attendance Codes

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

Students must not be marked present if they were not in school during registration. If a student were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

Students can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Student Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

11. Authorised Absence

Attendance codes for when students are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when students are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of students educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard students. This code should not be used for any unsupervised educational activity or where a student is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual students. The school should record the student's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of students at more than one school. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are students who are attending a student referral unit, a hospital school or a special school on a temporary basis. It can also be used when the student is known to be registered at another school during the session in question.

Each school should only record the student's attendance and absence for those sessions that the student is scheduled to attend at their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a student is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for students in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual students. Any absence should be recorded using the relevant code.

Authorised Absence from School

Authorised absence' means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when students are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

Headteachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at the Headteacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.

Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence.

Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the student is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

12. Unauthorised Absence

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows

Code G: Holiday not authorised by the school or in excess of the period determined by the Headteacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended. This code should not be left on a student's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances This code can be used where a student is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the student's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.

This code can also be used where a student is unable to attend because:

- The student is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the student is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

Code Z: Student not on admission register

This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put students on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five noneducational days to be used for curriculum planning/training; and use of schools as polling stations.

Document History

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