

ATTENDANCE & PUNCTUALITY POLICY



**Haydon School**

**ATTENDANCE & PUNCTUALITY  
POLICY**

**Years 7 - 11**

## ATTENDANCE &amp; PUNCTUALITY POLICY

Haydon School has high expectations of its students in terms of punctuality and attendance. This document outlines the procedures that all staff follow, the tools used for monitoring students, and the possible support and consequences for parents.

**1. Staff Responsibility**

Year Staff are responsible for the monitoring of attendance & punctuality for the students within their Year. They are supported by an Attendance Administration Assistant and the Home/School Liaison Officer (HSLO). All of these staff work closely with the Local Authority (LA) Participation Team, Early Intervention and Prevention Services Office Manager and Attendance Officer.

**2. e-Registration**

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

/ = Present  
N = Absent  
L = Late

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 either Year Staff, Welfare Officer, Attendance Administration Assistant, HSLO or Office Manager (Appendix 8)

**3. AM/PM Registration**

Form time begins at 8.40am and the AM registration mark is taken between 8.40am and 9am. The PM registration is taken at 1.50 at the beginning of period 5.

**4. Lateness to Lessons**

Lateness to lessons is monitored weekly by the Year Staff. The Form Tutor will highlight this with the student in form time and contact home where necessary.

**5. Unauthorised Lateness**

Students arriving after 9.00am need to register at the Medical Room. The AM register closes at 9am. Any student arriving at school after 9am will be given a U mark unless a letter from a parent giving an authorised reason or medical appointment card is shown. Year staff monitor these late sheets, and send letters (Appendix 5) to parents of students who write unacceptable reasons for lateness.

**6. 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 either the Attendance Assistant or Welfare Assistant will telephone home or send a text to request a reason for absence, if there is no response from the daily home call a letter is generated and sent home.

**7. Punctuality Concerns**

If the student continues to show poor punctuality, a letter of concern (Appendix 3) is sent to the parents and Year staff will monitor the student. If the situation improves, then a letter of congratulations (Appendix 7) is sent to the student. If punctuality does not improve, then a second letter (Appendix 4) is sent home, inviting the parents to a meeting to discuss how to help improve the situation. The HSLO will become involved at this stage. If the situation improves, then a letter

Deleted: January

ATTENDANCE & PUNCTUALITY POLICY

of congratulations (Appendix 7) is sent to the student. If there is no improvement, then a referral may be made to the Participation Officer at the LA.

**8. Attendance Concerns**

8.1 The school target for attendance is 95%. Within an academic year, this is the equivalent of one half day of absence per fortnight. If a student's attendance falls below 95%, an initial letter of concern (Appendix 1) is sent to parents and Year staff will monitor the student. If the situation improves, then a letter of congratulations is sent to the student (Appendix 7).

Deleted: 0

8.2 If the situation does not improve, or the student's attendance falls below 90%, then a second letter of concern (Appendix 2) is sent home, inviting the parents to a meeting to discuss how to help improve the situation. The HSLO will become involved at this stage. Parents will usually be requested to provide medical evidence, in the form of appointment cards or a letter from GP in order to authorise any further absences. If the situation improves, then a letter of congratulations (Appendix 7) is sent to the student. If there is no improvement, then a referral may be made to the Participation Officer at the LA.

Deleted: 85

8.3 Year staff will record concerns of punctuality and attendance on an Individual Attendance Plan.

**9. The Role of the Curriculum Manager**

Curriculum Managers are able to access attendance and punctuality data and are asked to monitor this data and share any concerns they have with the relevant Year.

**10. The Role of the Form Tutor**

Form Tutors are sent a report each week, this is in the traditional form showing the attendance data for their tutor group for that week. Tutors are required to ask students to provide a letter from a parent stating a reason for the absence. The absence letter is then placed into the Year folder in the staff room, and entered into the SIMS system by the Attendance Assistant. If a student does not produce an absence note, Form Tutors must advise the Year staff. If a Tutor is concerned about the attendance of a student in their form, they are asked to share their concern with the Year staff. Absence reports are produced each Friday and put in form pigeon holes on a Monday for form tutors to justify, this is a more official format and is pushed through an OMR which is fed back to the students' attendance records.

**11. Home School Liaison Officer**

Throughout the monitoring procedure, the HSLO will often meet informally with students to discuss their attendance and punctuality.

**12. The Participation officer**

Once Year staff have followed the procedures above and no improvement has been made, then a referral may be made to the Participation Officer at the LA. The Year Leader, together with the LA assigned Participation Officer will monitor the student's attendance and/or punctuality. If no improvement is made, then the Participation Officer will set up an Attendance Panel' meeting (Appendix 6). This meeting is chaired by the Participation Officer, and attended by the Year or Deputy Year, HSLO, Deputy Headteacher (Inclusion), the student, and their parents. If appropriate, School Nurse, Social Services and Police Liaison Officer may also be invited to attend. The School's concerns are shared with the parents, and a contract drawn up to help improve the situation. The Panel meets to review the situation, usually four weeks after the initial meeting. If an improvement is made, then a letter of congratulations is sent home. If no

## ATTENDANCE &amp; PUNCTUALITY POLICY

improvement is seen, then the Participation Officer may issue a penalty notice, to each parent/carer. (Currently £60 within 21 days or £120 within 28 days). If the penalty notice is unpaid the matter is automatically referred to the Magistrates Court.

**13. Exceptional Leave**

- 13.1 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 Headteacher, and the parent is reminded that the request contravenes the Home-School Agreement signed upon application to the school.
- I. It is widely known that the link between a student's attendance and attainment is irrefutable
  - II. Early poor attendance habits follow through from secondary school into employment
  - III. Haydon School adopts a policy of not routinely authorising Exceptional Leave. Individual extraordinary applications remain at the discretion of the Headteacher to authorise.
  - IV. Exceptional Leave will be refused in Years 11, 12 and 13.
  - V. 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.
  - IX. The Participation Team & Early Intervention and Prevention Services may issue Penalty Notices for any unauthorised absence. Penalty Notices can be issued to each Parent/Carer concerned and for each child. If unauthorised leave is repeated the Participation Team & Early Intervention and Prevention Services may issue summons to each parent to Court without a Penalty Notice being issued.
  - X. Haydon School does not consider visits to family, Medical Treatment abroad or religious visits to be exceptional.

**13.2 Performance Licences for pupils 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 pupil 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.

**14. Truancy**

If a student truants a lesson the subject teacher will contact home. Persistent truancy will result in an internal exclusion.

**15. Persistent Truancy**

Year staff have a wide variety of strategies to deal with persistent truancy. These strategies include closely monitoring the SIMS system, having a student 'tracked' in every lesson by Year staff, using a target report book that will require a staff signature for every lesson, or involve the parents and/or the HSLO.

**16. Truancy off Site**

- 16.1 Any student found to have left the school site at any time of the day, including break and lunch without permission from a member of school staff will be given an internal exclusion.

ATTENDANCE & PUNCTUALITY POLICY

**17. Justifying Student Absence**

- 17.1 Where no telephone call has been made to school, parents are asked to inform the school either in writing, or email to their child's form tutor, the reason for the absence. The Attendance Assistant in conjunction with Year staff will decide whether an absence is authorised.
- 17.2 Where no letter has been received from a parent or there is no telephone response, then an email and text message is sent home for a response.
- 17.3 During the first week of each half term, Form Tutors are asked to ensure that any absences from the previous half term are all justified. If they have difficulty in obtaining absence notes, Form Tutors must consult their Year and letters can be generated from the SIMS system.
- 17.4 During the second week of each half term, Year staff are asked to ensure that all absences are justified, either authorised or unauthorised, from the previous half term. The Office Manager will generate a report for The Year Leaders, Senior Leadership Team and the Participation Officer at the LA providing the attendance statistics for the previous half term showing authorised and unauthorised figures, plus students below 90%, this is shown in % form.

Contact: Mr R Jones

Last Update: ~~May~~ 2019

Deleted: January

ATTENDANCE & PUNCTUALITY POLICY

**Appendix One: Initial Attendance Concern Letter to Parent (Attendance1.doc)**

«Date»  
YL/pup/Yr/Attendance letter1

«Parent»  
«Street»  
«Town»  
«Co»  
«Postcode»

Dear «Salu»

**Re: «Forename» «Surname» - «Form»**

I am writing to inform you that «Forename»'s attendance falls well below the school's expected 95% attendance rate. I hope to see an improvement in «Forename»'s rate of attendance before the end of term. If you have concerns over «Forename»'s attendance please do not hesitate to contact me.

Yours sincerely

**Year Leader**

(e-mail: [info@haydonschool.org.uk](mailto:info@haydonschool.org.uk))

ATTENDANCE & PUNCTUALITY POLICY

**Appendix Two : Second Attendance Concern Letter to Parent (Attendance2.doc)**

«Date»  
YL/pup/Yr/Attendance letter2

«Parent»  
«Street»  
«Town»  
«Co»  
«Postcode»

Dear «Salu»

**Re: «Forename» «Surname» - «Form»**

I am writing to inform you that your <son\_daughter>'s attendance has fallen to a level where it is a cause for concern. The national target for attendance is 95%.

Your child's attendance is currently <percentage\_attendance> %.

This is below the level which is acceptable. However, we are keen to support you in improving your <son\_daughter>'s attendance. Good attendance is one of the most important aspects of student success at school. Frequent or prolonged periods of absence are very damaging to the progress made in school.

We appreciate that some absences are unavoidable due to serious ill health, but any recurring problems should be discussed with your GP. Any future absences will not be authorised without medical evidence.

Please ensure that your child attends school regularly. It is also vital that <he\_she> attends both registration sessions every school day to ensure that <his\_her> attendance is accurately recorded. We will continue to monitor this to look for an improvement.

I would like to meet with you on <Date> at <Time>. If this is inconvenient please contact me in order to make another appointment as soon as possible. If I do not hear from you I will have to refer the matter to the Participation Team & Early Intervention and Prevention Services.

Please work with us in ensuring your <son\_daughter> attends school on time every day to ensure no further action is necessary.

Thank you in advance for your continued support.

Yours sincerely,

**Year Leader**

(email: [info@haydonschool.org.uk](mailto:info@haydonschool.org.uk))

ATTENDANCE & PUNCTUALITY POLICY

**Appendix Three: Initial Punctuality Concern Letter to Parent (Punctuality1.doc)**

«Date»  
YL/pup/Yr/Punctuality1

«Parents»  
«Street»  
«Town»  
«County»  
«Postcode»

Dear «Salu»

**Re: «Forename» «Surname» - «Form»**

I am concerned regarding the number of times that «Forename» has been late since the beginning of the academic year. «Forename»'s record shows that «Heshe» has been late on «**No\_of\_lates**» occasions.

This record of punctuality is not acceptable. I will therefore be monitoring «Forename»'s punctuality.

I hope that we can rely on your support in ensuring that «Forename» makes every effort to improve in this matter.

Yours sincerely

**Year Leader**  
(e-mail: [info@haydonschool.org.uk](mailto:info@haydonschool.org.uk))

Contact: Mr R Jones

Last Update: May 2019

Deleted: January

ATTENDANCE & PUNCTUALITY POLICY

**Appendix Four: Second Punctuality Concern Letter to Parent (Punctuality2.doc)**

«Date»

YL/pup/Yr/Punctuality letter2

«Parents»

«Street»

«Town»

«County»

«Postcode»

Dear «Salu»

**Re: «Forename» «Surname» - «Form»**

Please find enclosed a copy of «Forename»'s most recent Attendance Record. Unfortunately, «Forename»'s punctuality is still a cause for concern. As a result I would like to meet with you to discuss «Forename»'s punctuality.

Any future absences will not be authorised without medical evidence.

I would like to meet with you on «Date\_Mtg» at «Time». If this is inconvenient please contact the school in order to make another appointment as soon as possible. If I do not hear from you I will have to refer the matter to the Participation Team & Early Intervention and Prevention Services.

Yours sincerely

**Year Leader**

(e-mail: [info@haydonschool.org.uk](mailto:info@haydonschool.org.uk))

Contact: Mr R Jones

Last Update: May 2019

Deleted: January

ATTENDANCE & PUNCTUALITY POLICY

**Appendix Five: Unauthorised Late Letter to Parent (Latenness1.doc)**

Date  
YL/pup/Yr/standard/late

«Name»  
«Street»  
«Town»  
«Co»  
«Postcode»

Dear «Salu»

**Re: «Forename» «Surname» - «Form»**

«Forename» arrived late to school on «Date» signing in at «Time». The reason provided on the signing sheet was:

▪ «reason»

Clearly this is of concern to us. Good punctuality is expected of all Haydon students.

I hope that we can rely upon your full support to ensure that this does not happen again.

Yours sincerely

**Year Leader**  
(e-mail: [info@haydonschool.org.uk](mailto:info@haydonschool.org.uk))

Contact: Mr R Jones

Last Update: May 2019

Deleted: January

ATTENDANCE & PUNCTUALITY POLICY

**Appendix Six: Participation Team & Early Intervention and Prevention Services inviting parents to Fast Track Panel**



Salutation  
Add 1  
Add 2  
Add 3  
Post code

Ref: SC/LEGAL/HS

Date

Dear Salutation

**Re: - Formal invitation to an Participation Team & Early Intervention and Prevention Services Attendance Panel to discuss**

**Name of Child:                      dob:**

**Registered Pupil at: Haydon School**

As a result of your child's continued failure to attend school regularly, the Participation Team & Early Intervention and Prevention Services has deemed it necessary to convene a School Attendance Panel.

You are formally requested to attend the panel on – *day, date, year* – to be held at – *time* – the venue will be at your child's school.

Your views and, where appropriate, those of your child will be sought and taken into consideration by the Panel when drawing up an Agreement, the terms of which will be negotiated.

Please find attached an agenda for the meeting.

If for any reason you cannot attend this meeting, you should contact the Participation Team & Early Intervention and Prevention Service on the number below. Should you fail to attend this meeting a decision may be made in your absence by the Panel.

Continued poor attendance may result in the Education Welfare Service referring the matter for legal action.

**Legal Action can be in the form of a Penalty Notice (currently £60 rising to £120) or a summons to the Magistrates Court.**

Participation Team  
Early Intervention and Prevention Services  
Children and Young Peoples Directorate  
T. 01895 250858 F. 01895 277729  
[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)  
London Borough of Hillingdon,  
4E/09, civic Centre, High Street, Uxbridge,  
UB8 1UW



Issue No: 6

Author: Mr D Gosling

Doc Ref: ATTENDANCE & PUNCTUALITY POLICY - Statutory

Page 11 of 16

Contact: Mr R Jones

Last Update: ~~May~~ 2019

Deleted: January

#### ATTENDANCE & PUNCTUALITY POLICY

A person found guilty of an offence under section 444(1) of the Education Act 1996 for failing to ensure that a child attends school regularly is liable to a fine currently not exceeding £1000.

A person found guilty of an offence under section 444(1A) of the Education Act 1996 knowing that a child is failing to attend regularly at school and fails without reasonable justification to cause the child to attend school is liable to a fine currently not exceeding £2500 or a term of imprisonment not exceeding 3 months.

In addition, the Court has power to make a Parenting Order requiring a parent to attend counselling or guidance session under the supervision of an appointed Responsible Officer.

Also, if the Local Authority is satisfied that a child is not being properly educated the matter may be referred to the Family Proceedings Court and an application made for an Education Supervision Order under the provision of Section 36 of the Children Act 1989.

**Please bring with you any medical evidence such as a GP or specialist letter or certificate. Also any prescribed medication (not bought over the counter) so consideration may be given to your child's absences being authorised.**

Yours sincerely

**Ms Pauline Hutcheson  
Participation Officer  
Children & Young People's Directorate**

Enc. Meeting agenda

Contact: Mr R Jones

Last Update: ~~May~~ 2019

Deleted: January

ATTENDANCE & PUNCTUALITY POLICY

**Appendix Seven: Congratulations letter to parent (congratulations1.doc)**

Date

YL/pup/Yr/standard/congratulations

«Name»

«Street»

«Town»

«Co»

«Postcode»

Dear «Salu»

**Re: «Forename» «Surname» - «Form»**

Further to my letter of <date>, I would like to congratulate <name> on <his/her> improved <attendance or punctuality> to school.

Thank you for your support in ensuring that <name> is able to achieve to <his/her> full potential with regular and punctual attendance at school.

Yours sincerely

**Year Leader**

(e-mail: [info@haydonschool.org.uk](mailto:info@haydonschool.org.uk))

Issue No: 6

Author: Mr D Gosling

Doc Ref: ATTENDANCE & PUNCTUALITY POLICY - Statutory

Page 13 of 16

## ATTENDANCE &amp; PUNCTUALITY POLICY

**Appendix Eight: Attendance Codes, Descriptions and Meanings**

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
@	Do Not Use	Unauthorised absence
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances	Authorised absence
D	Other registration (attending other estab.)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended Exceptional Leave (agreed)	Authorised absence
G	Exceptional Leave (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Exceptional Leave (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	DfES: Not required to be in school	Attendance not required
Y	Enforced closure	Attendance not required
Z	Do Not Use	Attendance not required
!	DfES X: Non-compulsory school age absence	Attendance not required
#	School closed to students and staff	Attendance not required
*	DfES Z: Student not on roll	Attendance not required
-	All should attend / No mark recorded	No mark

Deleted: January

ATTENDANCE & PUNCTUALITY POLICY

**Appendix Nine: Individual Attendance Plan**

<b>Student Name</b>					
<b>Form</b>					
<b>Start Date</b>					
<b>Type of concern</b>		<b>Attendance</b>		<b>Punctuality</b>	
<b>Cumulative attendance figures leading to formulation of plan</b>					
<b>Autumn % Half-term 1</b>	<b>Autumn % Half-term 2</b>	<b>Spring % Half-term 1</b>	<b>Spring % Half-term 2</b>	<b>Summer % Half-term 1</b>	<b>Summer % Half-term 2</b>
<b>Attendance at start of plan</b>		%			
<b>Action</b>		<b>Monitor</b>		<b>Letter 1</b>	
<b>Attendance at 1<sup>st</sup> review (HSLO/YL meeting)</b>		%		<b>Date:</b>	
<b>Action taken</b>		<b>Monitor</b>		<b>2<sup>nd</sup> letter request meeting</b>	
<b>Meeting date</b>					
<b>Discussion notes</b>					
<b>Support offered (e.g. Home School Liaison Officer (HSLO), Education Psychologist, etc.)</b>					
<b>Action plan/target</b>					
<b>Review Date</b>					
<b>Parent Signature</b>			<b>Student Signature.</b>		
<b>Attendance at 2<sup>nd</sup> review (HSLO/Year meeting)</b>					
<b>Action taken</b>			<b>Close</b>	<b>Monitor</b>	<b>Referral to Participation Officer</b>

Contact: Mr R Jones

Last Update: May 2019

Deleted: January

## ATTENDANCE & PUNCTUALITY POLICY

### Document History

Date	Issue	Status	Comments
19/05/06	1	Draft	Issue to Governors to review prior to Student Committee Meeting.
24/02/09	2	Draft	Issue to Governors to review at Student Committee Meeting
21/09/09	3	Draft	Issue to Governors to review at Student Committee Meeting
10/11/09	4	Final	To Full Governing Body 16.11.09 Approved
07/10/10	5	Draft	Issue to Governors to review at Students Committee Meeting 07.10.10 Approved
March 2011	6	Update	To Student Committee 07.03.11-Approved
March 2011	6	Final	To Full Governing Body 17.03.11 – Approved
Oct. 2011	6	Appx 9 updated	To Student Committee 06.10.11 – Approved to FGB 14.11.11 for approval – Approved
September 2012	6	Update	To Student Committee 08.10.12 – Approved to FGB for Approval 26.11.12
May 2013	6	Update	To Student Committee 23.05.13 – P5. Effective September 2013 Approved. To FGB 11.07.13 – Approved
August 2013	6	Update	Just details of the fine added to 12. P4. To FGB 19.09.13 – Approved
October 2014	6	Update	Amendments to Para 13 – to Students Committee 08.10.14 – Approved. To FGB 01.12.14 - Approved
May 2015	6	Update	Amended in line with government updates. To Student Committee 19.05.15 – Accepted – To FGB 07.07.15 Approved
September 2016	6	Update	Minor update, changes in line with new school day. To Student Committee 10.10.16. Approved. To FGB for ratification 05.12.16 –Approved
January 2017	6	Update	Times updated in line with school day & email, text contact when no notification received from parents. To student committee 19.01.16 – Approved – to FGB 03.02.17 for ratification – Approved
January 2018	6	Update	No amendments – To Student committee 17.01.18 – Approved – to FGB for ratification 02.02.18 due to further amendments back to student committee.
May 2018	7	Update	To student committee 20.03.18. Approved. To FGB for ratification 03.05.18 – Approved. 16.1 was queried and returned to FGB on 05.07.18 – Approved
October 2018	8	Update	Update for Sixth Form. To Student Committee 05.11.18. Sixth Form to have its own policy. Amended as requested and to all governors for approval. 24.01.19. To FGB 04.03.19. Approved.
<u>May 2019</u>	<u>9</u>	<u>Update</u>	<u>Amended in line with current legislation. Changed immediately and amended on web site. To Student committee 27.06.19 for approval.</u>

Deleted: -

Issue No: 6

Author: Mr D Gosling

Doc Ref: ATTENDANCE & PUNCTUALITY POLICY - Statutory

Page 16 of 16