

ATTENDANCE & PUNCTUALITY POLICY



Haydon School

**ATTENDANCE & PUNCTUALITY
POLICY**

Years 7 - 11

ATTENDANCE & 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

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).
- 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.
- 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 & 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.

ATTENDANCE & 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 <u>or</u> 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

ATTENDANCE & PUNCTUALITY POLICY

Appendix Nine: Individual Attendance Plan

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

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.
May 2019	9	Update	Amended in line with current legislation. Changed immediately and amended on web site. To Student committee 27.06.19 for approval. Approved to FGB 11.07.19 for ratification. Approved