



HAYDON SCHOOL

Attendance & Punctuality Policy

Year 7 - 11

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.

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1.Introduction

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.

2. Staff Responsibility

Year Staff and Form Tutors are responsible for the monitoring of attendance & punctuality for the students within their Year. They are supported by an Attendance Administration Assistant and the Attendance and Punctuality Officer. All of these staff work closely with the Local Authority (LA) Participation Team..

Year Teams will be sent once a week a detailed breakdown of the key attendance statistics for their year group. They should use this to identify the actions they intend to take over the week, and which students should be referred to the Attendance Officer for various school communications. They should also use this spreadsheet and the whole school one to evaluate the impact of their attendance interventions.

3. Registration

Haydon School uses the SIMS – lesson monitor. Every classroom contains a PC with the Capita software. Class 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, Medical Staff, Attendance Administration Assistant, Attendance officer or Admin Staff

3.1 AM/PM Registration

Lessons begin at 8.40am and the AM registration mark is taken between 8.40am and 9.50am.

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 and Form Tutors. Form tutors should address lateness in form time. Lateness impositions are held by pastoral staff 2 days a week for students who are persistently late to lessons.

4.1 Unauthorised Lateness

Students arriving after 9.50am need to register in the Haydon Hive. The AM register closes at 9am. Any student arriving at school after 9:50am will be given a U mark unless a letter from a parent giving an authorised reason or medical appointment card is shown. Year staff and the attendance office monitor these late sheets, and send letters (Appendix 5) to parents of students who write unacceptable reasons for lateness.

5. 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 Office or Pastoral Staff 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.

5.1 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 Attendance Officer will become involved at this stage. 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.

5.2 Attendance Concerns

- 5.2.1 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).
- 5.2.2 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 Attendance Officer 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.

5.2.3 Year staff will record concerns of punctuality and attendance on sims

6. The Role of the Curriculum Leader

Curriculum Leaders 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.

6.1 The Role of the Form Tutor

Form Tutors are sent a weekly attendance spreadsheet that they should use to be aware of the attendance of each of their tutees. They should use this data each week to support the students completing a weekly attendance tracking sheet, the purpose of which is that students are aware of their own attendance. Form tutors should also use this data to select two students each week for which they will contact home regarding attendance and punctuality - either to congratulate positives or support with areas for improvement. This contact home should be recorded on sims to allow for Year Teams to monitor interventions and their impact.

6.2 Attendance and Punctuality Officer

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

6.3 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 Leader or Deputy Year Leader, Attendance Officer, a representative from SLT if necessary, 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 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.

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 Headteacher, 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 Headteacher 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%.
 - V.Exceptional Leave will be refused when school is aware of any individual truancy.
 - VI.Exceptional Leave will be refused when request patterns become identifiable.
 - VII.Reasons for Exceptional Leave will be logged on the student's record and shared as part of the transfer/transition process.
 - VIII.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.
 - IX.Haydon School does not consider visits to family, Medical Treatment abroad or religious visits to be exceptional.

7.2 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.

8. Truancy

If a student truants a lesson the subject teacher will contact home. They will also book the students into the weekly truancy detention. Persistent truancy will result in an internal exclusion or parental meeting, depending on the situation of the child.

8.1 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 Attendance Officer.

8.2 Truancy off Site

8.2.1 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.

9. Justifying Student Absence

- 9.1 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.
- 9.2 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.
- 9.3 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.
- 9.4 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.

10. Letter Templates

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)

**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)

**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)

**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)

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)

Appendix Six: Participation Team & Early Intervention and Prevention



HILLINGDON
LONDON

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.



INVESTOR IN PEOPLE

Services inviting parents to Fast Track Panel

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

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)

11. 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

12. 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 1 st review (HSLO/YL meeting)		%		Date:	
Action taken		Monitor		2 nd 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 2 nd review (HSLO/Year meeting)					
Action taken			Close	Monitor	Referral to Participation Officer

Document History

Date	Status	Comments
19/05/06	Draft	Issue to Governors to review prior to Student Committee Meeting.
24/02/09	Draft	Issue to Governors to review at Student Committee Meeting
21/09/09	Draft	Issue to Governors to review at Student Committee Meeting
10/11/09	Final	To Full Governing Body 16.11.09 Approved
07/10/10	Draft	Issue to Governors to review at Students Committee Meeting 07.10.10 Approved
March 2011	Update	To Student Committee 07.03.11-Approved
March 2011	Final	To Full Governing Body 17.03.11 – Approved
Oct. 2011	Appx 9 updated	To Student Committee 06.10.11 – Approved to FGB 14.11.11 for approval – Approved
September 2012	Update	To Student Committee 08.10.12 – Approved to FGB for Approval 26.11.12
May 2013	Update	To Student Committee 23.05.13 – P5. Effective September 2013 Approved. To FGB 11.07.13 – Approved
August 2013	Update	Just details of the fine added to 12. P4. To FGB 19.09.13 – Approved
October 2014	Update	Amendments to Para 13 – to Students Committee 08.10.14 – Approved. To FGB 01.12.14 – Approved
May 2015	Update	Amended in line with government updates. To Student Committee 19.05.15 – Accepted – To FGB 07.07.15 Approved
September 2016	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	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	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	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	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	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
June 2022	Update	Sent to Student Committee 28.06.22. Approved by FGB 20.07.22
Next Review Date: June 2023		