



HAYDON SCHOOL

Attendance Policy

2024

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. Aims

Haydon School is 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
- Haydon school 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 body

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
- Holding the headteacher and other relevant senior leaders to account for the implementation of this policy

The above responsibilities fall under the remit of the 'student' sub-committee of Haydon School's full governing body.

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at Haydon School
- Ensuring attendance data is appropriately reported to School Governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Instructing the Local Authority to issue fixed penalty notices, where appropriate

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 internal processes
- Ensuring regular attendance data analysis takes place and devising specific strategies to address areas of poor attendance identified through analysis
- Ensuring the importance an effective relationship between home and school is considered when implementing this policy

3.4 The attendance officer(s)

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Report attendance concerns to Heads of Year, SLT, and any relevant stakeholders
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Advising the headteacher or designated SLT member regarding when to issue fixed-penalty notices
- Implement the internal processes designed to deal with day to day absence
- Ensure registers are up to date, accurate, and pre-coded where necessary
- Support with Lateness and Punctuality
- Arrange calls and meetings with parents and other relevant stakeholders to discuss attendance issues
- Any other action linked with improving attendance

3.5 Heads of Year

The Heads of Year are responsible for:

- Taking overall ownership of their year group attendance, and ensuring they have up to date knowledge of the attendance patterns in their year group.
- Ensuring they have holistic knowledge of the interventions implemented in their year group to tackle low attendance
- Ensure form tutors complete relevant attendance activities in form time and that they have accurate attendance data to do this
- Attend regular attendance meetings with Haydon School attendance officers
- Meet and communicate with parents to discuss attendance
- Ensure they have oversight of punctuality issues within their year group and respond accordingly

3.6 Class teachers and Form Tutors

Class teachers are responsible for completing accurate registers throughout the day, using correct register codes to allow Haydon School to co implement effective safeguarding procedures. Class teachers are also responsible for implementing a curriculum that engages students and encourages good attendance.

Form Tutors are responsible for completing a weekly attendance form time that ensures students are aware of their current attendance as well as the impact this will have on their progress.

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day and is in lessons ready to start learning by 8:40
- Report any absence to the school on the morning of the first day of absence, and at the start of each subsequent day. This can be done by completing the absence google form on our website, or by calling the school on 020 8429 0005, selecting option 1.
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Students

Students are expected to:

- Attend school every day on time
- Attend each timetabled lesson within the day on time

4. Recording Attendance

4.1 Attendance register

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

The School will take our attendance register at the start of the first session of each school day 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.

The school 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 ready to start working in their lesson at 8:40.

The register for the first session will be taken at 8:40 and will be kept open until 9:40 (The end of the first lesson). The register for the second session will be taken at 13:40 and will be kept open until 14:40.

4.2 Unplanned absence

The student's parent or carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08:30 or as soon as practically possible.

Reporting an absence can be done by completing the absence google form on our website, or by calling the school on 020 8429 0005, selecting option 1.

[Absence Form – School Website](#)

The School 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. The school will not ask for medical evidence unnecessarily. The school may complete a home visit to check on the welfare of the student if we feel this is appropriate.

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/carers notifies the school in advance of the appointment.

To notify the school of a medical or dental appointment, please email absence@haydonschool.com, or your child's Year Leader, so that the school can make necessary arrangements for the child to leave school and their teachers to be notified of their absence.

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.

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

A student who arrives late:

- Before the register has closed will be marked as late, using an L code.
- After the register has closed will be marked as absent for that session, using a U code.

Students who are late in the morning will be issued with a daily detention for 30 minutes that day. If students are also late to 2 lessons during the day, they will be entered into the daily detention. Year Leaders may contact parents to attend a meeting if persistent punctuality issues are identified, or contact using a punctuality letter (See Appendix X)

4.5 Following up unexplained absence

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

- Contact the parent/carer to ascertain the reason for the absence
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is authorised or not
- Identify the correct attendance code to use
- Conduct home visits where necessary to ensure the welfare of the student
- Refer the case to Local Authority Participation team where necessary

4.6 Reporting to Parents

Haydon School will report your child's current attendance level on their school reports. It can also be found using the parent satchel app. Where attendance is concerning, the school will contact parents/carers with regard to this specific issue.

5. Authorised and unauthorised absences

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.

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

Where appropriate and necessary, the school will request that the local authority fine parents 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/carer 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.
- Where a panel meeting has taken place, and further absence continues to occur within a specified timeframe

6. Strategies for promoting school attendance

There is an undeniable correlation between good school attendance and achieving successful outcomes, both academically and socially. Students with high absence levels often underperform in exams. Developing habits of good attendance to school also prepares students for their working life and develops an ability to attend their employment.

To encourage good attendance to school, Haydon School will;

- Apply appendix 1 of this policy
- Deliver messages regarding the importance of good attendance to all stakeholders
- Ensure the behaviour policy is enforced to deal with poor punctuality
- Ensure a robust system of rewards is delivered to allow students to celebrate success, both for good attendance, and significantly improved attendance
- Ensure form tutors deliver a weekly form time to promote attendance and ensure students know their attendance figure
- Monitor and disseminate whole school attendance data to identify and tackle emerging trends and patterns
- Monitor and refer to the Local Authority any children at risk of becoming missing in education (CME)

Haydon School will also ensure that outstanding, good, and significantly improved attendance is rewarded. This will be done through the use of certificates, raffles, vouchers, and awards in assembly. Other initiatives will be considered and implemented throughout the year.

7. Attendance Monitoring

Attendance monitored on a daily basis by Haydon School attendance officers. They will follow internal procedures to follow up absence in varying ways depending on the number of consecutive days a student has been absent.

A student's parent or carer is expected to contact the school in the morning if their child is expected to be absent that day due to illness (see section 4.2)

Contact from home should be made to the school each day of illness unless medical evidence has been provided with dates, or prior agreement has been made with school for a return date.

Where a student's attendance falls below specified thresholds, the school will implement appendix 1, unless there is significant extenuating circumstances.

student-level absence data will be collected each term 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.

Attendance data will be internally monitored and disseminated by the SLT member responsible for attendance. Patterns, trends, and concerns will be acted upon in an appropriate way.

8. Persistent and Severe Absence

A student is classed as persistent absence if their attendance falls below 90%. Finishing the year on 90% attendance means that a student has missed approximately 95 hours of learning.

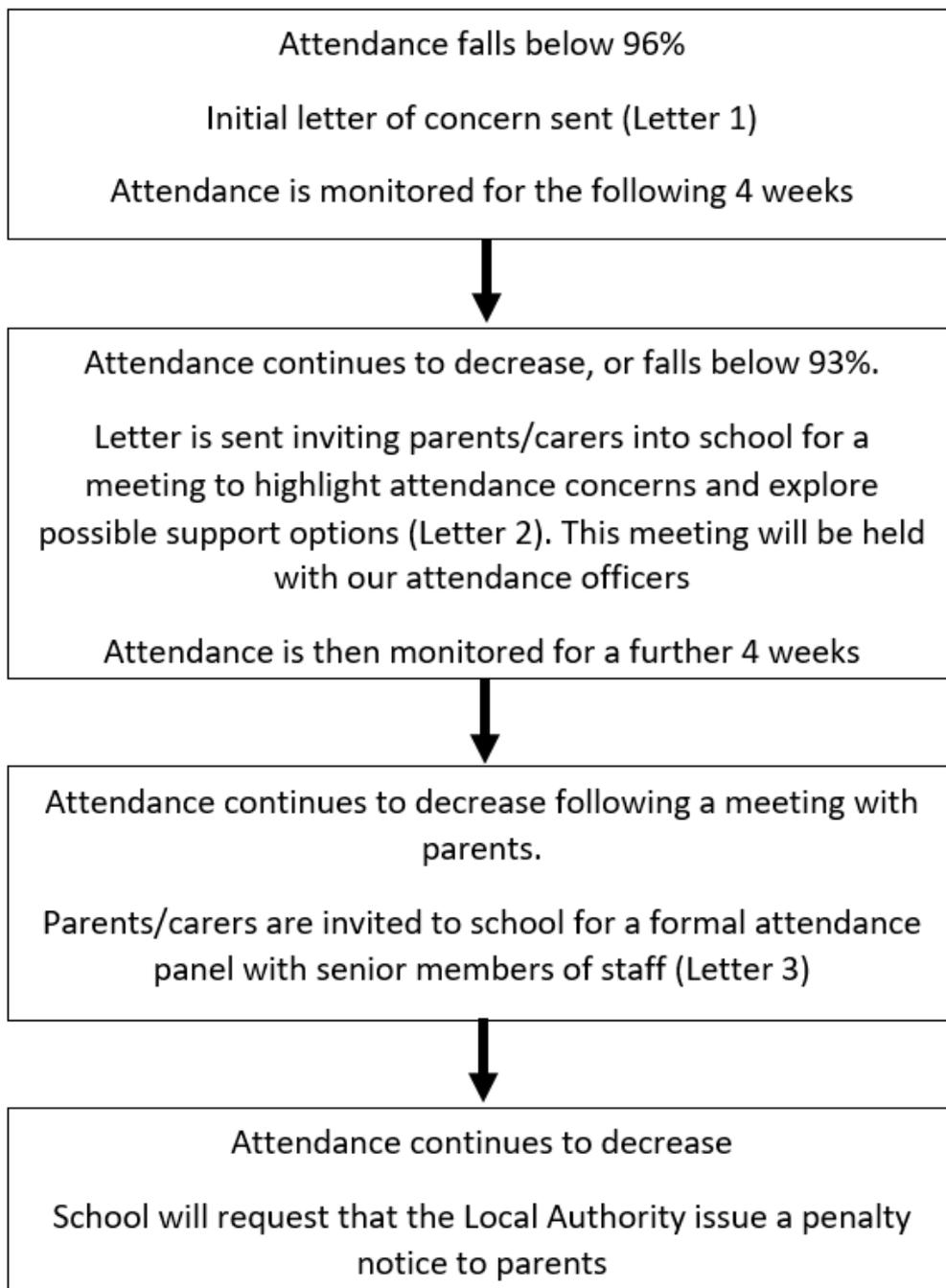
A student is classed as severely absent if they have attendance below 50%. Finishing the year on 50% attendance means a student has missed approximately 475 hours of learning.

Both of the above descriptors are likely indicators that a student will under-achieve in examinations.

9. 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 SLT member responsible for attendance. At each review, the policy will be ratified by the Haydon School Governing Body.

Appendix 1 - Formal procedure for addressing falling attendance



Appendix 2 - 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
Authorised absence		
C	Authorised leave of absence	student has been granted a leave of absence due to exceptional circumstances
E	Excluded	student has been excluded but no alternative provision has been made
H	Authorised holiday	student has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	student is at a medical or dental appointment
R	Religious observance	student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	student from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	student is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for student's absence

U	Arrival after registration	student arrived at school after the register closed
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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