

Policy Essential Information

Title: Attendance Policy

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Status: Non-statutory

Delegation: Headteacher

Review Frequency: 2 years

Policy Locations: SharePoint

Attendance Policy

Introduction

Promoting regular school attendance is a key component in the Government's strategy to raise educational standards.

At Pinner High School, we want the whole school community - governors, staff, parents and students to be committed to high standards of attendance and punctuality. Good attendance helps students in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

The attendance policy emphasises the responsibility that all school staff, parents, students and the local community have for promoting regular attendance and the fundamental contribution that this makes to learning and achievement.

Aims and objectives

Pinner High School will encourage:

- All students to achieve excellent levels of attendance and punctuality and assist them in doing so;
- Excellent levels of attendance and punctuality to enable all students to take full advantage of the educational opportunities available to them;
- A substantial reduction in Persistent Absence in order that all students are assisted in reaching their potential.

Expectations

The responsibility for good attendance is shared between the school, parents and students. All these groups need to understand the expectations which the policy makes of them:

Pinner High School will:

- Provide a safe, ordered and caring environment in which the students are happy
- Ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis
- Encourage good attendance and will investigate all unexplained and unjustified absence
- Ensure staff will set a good example in matters of attendance and punctuality
- Follow up all instances of poor attendance and punctuality
- Keep parent/carers informed of their student's attendance/punctuality record
- Work closely with parent/carers should attendance or punctuality give cause for concern

Expectations of parent/carers:

- Parent/carers are legally responsible for ensuring their child's regular and punctual attendance.
- Parent/carers are expected to ensure that their student attends school regularly, punctually, properly dressed in school uniform and equipped and in a fit condition to learn. Please see the Home/School Agreement for further details.
- Parent/carers will inform school on the first day of absence, of the reason for their student's absence from school
- Parent/carers will avoid arranging family holidays during term time
- Parent/carers will maintain regular communication with school staff where necessary regarding absence and appointments.
- Parent/carers will ensure that school are informed of any changes of contact details

The expectations for students:

- All students are expected to attend school and all of their lessons regularly and punctually
- Students must remember to hand any note giving reasons for absence to the relevant person day back after absence
- Students are expected to be ready to learn
- Students will not leave the school without permission

Registration

- School begins at 8.25am and registers are called at 8.25am during AM Registration.
- Morning Registers close at 8.35am.
- Afternoon Registers are taken between 12.55pm 1.15pm.
- Afternoon Registers close at 1.15pm.
- Registers are marked in consistently by staff in all lessons including interventions.
- Any student arriving after closure of the register will be marked absent for the whole of the session. If a reason is known for an absence then notes will be added using the comments command button on SIMS.
- Students should be called by name and respond in the prescribed formal manner;
- Registers will be marked in accordance with DfE guidance.

Lateness

- Any student arriving after 8.25am should report to Reception and sign into the late book.
- Any student arriving late to school from an appointment must sign in with Reception.
- Entries in the signing in book will be transferred to the computerised registration system.
- There are exceptional circumstances in which Pinner High School will authorise a late arrival after registers have closed (for example, in bad weather). This is at the discretion of the Headteacher.

Following up Lateness

- If a student is late to school (after 8.25am) they will be placed in a late detention that day. Late students will be issued with a late card, have their name recorded in the late book and expected to attend an on the day breaktime detention. Failure to attend this detention will result in a Friday P7 detention with the HOY. Parents will be informed of this by an email.
- If a student is late twice in a week they will have a Friday P7 reflection detention on a Friday after school. Parents will be informed of this by an email.
- Parent/carers whose child is regularly late for school, will be contacted by the tutor HOY who will work with the parent/carer(s) to bring about an improvement in punctuality.
- Where lateness is persistent Form Tutors/HOYs may also involve outside agencies to provide additional specific provision to support improvement

Absences

Parents/carers are requested to call the school if their child is absent from school. This should be completed before 9am so all absences can be accounted for.

The Welfare & Attendance officer will make contact with all parents/carers before 9.30am each day to establish a reason for a student's absence.

Parent/carers must provide an explanation for all absences from school. They must do this either by telephone or by letter.

Absence may be authorised if it is for the following reasons:

- Emergency medical/dental appointments that cannot be arranged out of school time;
- Medical absence;
- Religious observance;
- Traveller absence;
- Off-site exam (for example, a music examination)

Internship

When students undertake any experience placement, the Career's Advisor is responsible for making contact with the work place to monitor students' attendance each week and for liaison with the placement.

Where students fail to attend their internship or to adhere to the home learning agreement, students will undertake similar work in school under the supervision of an adult.

Reasons for absence

Pinner High School will only accept reasons for absence from Parents/carers.

The school accepts the following forms of notification of reason for absence:

- Telephone call from a parent/carer, email or letter
- Notification must be given to the tutor/mentor who will pass it to the relevant member of staff
- Notifications will be stored in the student's file
- The notification will be stored for 5 years

Where there is any doubt about whether an absence should be authorised, the final decision lies with the Headteacher.

Following up Absences

Pinner High School follows up all absences from school

- If no reason has been provided for a student's absence by 9.00am on the first day of absence, a parent/carer of the student will be contacted by telephone, or electronic text messaging/email
- Both 2nd and 3rd contacts will then be called until contact has been made.
- If no contact can be made to explain, why a child is absent by the afternoon registration then a home visit will be made by our school's Attendance officer.
- If no reason has been provided for a student's absence after 3 consecutive days, a letter will be sent to the parent/carer of the student.
- If a student returns to school after an absence without a written explanation from his/her parent/carer and this has still not been received within 2 days, a letter requesting this will be sent to his/her parent/carers
- Parent/carers whose child has more than 10% absence from school in a period of 2 weeks will be contacted by the school who will work with the parent/carer(s) to bring about an improvement in attendance.
- Pinner High School has an Attendance and Welfare Officer who will be the lead professional for working with students and their families to improve attendance. For students with less than 90% attendance, meetings will be held with clear and measurable action plans and parental meetings until the student reaches their attendance target.
- If the student's attendance does not improve sufficiently, support will be sought from outside agencies.

Leaving and returning to School during School Day

- Students in Year 7 & 8 are not permitted to leave the school site for any reason, unless they are collected by their parents or carer, or in the event of an emergency. Students should sign out of school at the main reception.
- Students in Year 9 are only permitted to leave the school site for medical appointments, if parental permission has been provided. Students should sign out of school at the main reception.
- Students must provide an appointment card or a letter from their parent/carer requesting that they be allowed to leave school. They must show this to the Receptionist.
- Students must sign back into school on their return at reception.
- The signing in and out record will be the responsibility of the Receptionist in the event of fire.

Tuancy

Pinner High School works with parent/carers, students and staff to reduce truancy during the school day by:

- Maintaining students on site all day (no off site lunch)
- By providing high levels of student supervision during unstructured social time (which includes staff monitoring exit points of the school)

We will register students in each lesson.

If students are found to be missing, parent/carers will be informed.

Students will make up the time that they have missed through truancy in a supervised detention with either the HOD or HOY.

Term Time Holidays

Pinner High School will not authorise family holidays during term time.

Parents/Carers who choose to take their child/ren out of school during term time, face the possibility of being fined.

Rewards

Pinner High School rewards good attendance in the following ways:

- Students with 100% attendance per term will be issued with a golden ticket and an individual Certificates. Golden tickets are entered in to a year group draw, where at the end of each half term a winner will receive a voucher to spend.
- A system of rewards is in place for each tutor group with the highest attendance. They will be rewarded weekly with an attendance cup and certificate which is presented in assembly
- Rewards include certificates, awards, events and activities such a celebration breakfast.

Penalty Notices

At Pinner High School we expect parent/carers to work with us to address attendance problems. If a student has at least 21 sessions (half day= 1 session) unauthorised absence in a term (including unauthorised holidays), the Headteacher may make a decision to request a Penalty Notice. The penalty is £50 if paid within 28 days of receipt of the notice, rising to £100 if paid after 28 days but within 42

days. If the penalty is not paid it may lead to prosecution.

Integrated Working

We work with other agencies and professionals to ensure that our students receive all the support available to achieve good attendance. We will demonstrate full commitment to integrated working by:

- using the Common Assessment Framework
- sharing information

Publication of Information

Pinner High School shares information on individual student's attendance as necessary with parent/carers, students and staff in a number of ways, including through assembly and in communication with home.

Attendance is an item on the agenda of Governors' meetings through the Head's Report.

Students will be informed about the importance of school attendance through assemblies, PSHCE, presentations by visiting professionals, statistics and displays in school.

Monitoring, evaluation and review

This effectiveness of the school's attendance policy will be regularly monitored through the school's self-evaluation schedule in order to:

- Give all stakeholders a voice
- Highlights the strengths of the procedures and systems in place
- Informing the school improvement plan
- Informs the staff CPD plan
- Informs the curriculum (particularly PSHCE)
- Informs the development of this policy

APPENDICES

Current Legislation and CME advice from Harrow Council is followed at Pinner High School:

**Consider the following before making a Child Missing Education referral.
Children Missing Education (CME) checklist**

1. Are there ANY safeguarding concerns? Refer to Multi Agency Safeguarding Hub asap (**Telephone: 0208 901 2690**).
2. *Is there an allocated Social Worker or Early Support Practitioner – Discuss with worker/practitioner. (This would also apply to children who live out of Harrow).*
3. Is the child in care of the any Local Authority (Child Looked After) – Discuss with allocated Social Worker
4. If none of the above is applicable then the school should within the first 10 days of the child's absence try to track the whereabouts of the child by:
 - Phone calls to parent/carer
 - Write to the home address
 - Phone calls to any other listed relative

- Home visit – if there is a designated member of school staff (please follow your school's safety processes when making home visits.)
- 4. Is the absence better addressed through the **Attendance Intervention Model:**
 - Using the Education Penalty Notice (EPN) route where a requested leave of absence is not granted but includes a return date; or
 - Requesting a Pre Court Panel meeting where the absence is not isolated and attendance is 85% or below. (*Refer to the latest AIM guidance for point 5*)
- 5. When making a CME referral please give as much information as possible in order to track the child or children and their family such as:
 - Home addresses including last known address and the new address (if known)
 - Phone numbers including any emergency numbers for relatives/friends
 - Any siblings and their schools (where the information is known).
 - Parents first names (if known)
 - Child's Unique Pupil Number
 - Include copies of letters, phone conversations and any outcome from home visits.
- 6. Please list any professionals involved with their contact numbers.
- 7. If you have previously made a referral for an EPN to be issued but now have wider concerns, please indicate this on the CME referral.

Please note: In order to track children missing education it is important to get as much information as possible as a number of searches are made on different databases held by Harrow Council. It is also important we have a copy of school interventions i.e. logs of phone calls and letters sent to the parents/carers by schools as this can be challenged by the parents when a CME referral is made to Education Services.

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. present at another school or PRU)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (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	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	Untimetabled sessions for non-compulsory school age students	Not counted in possible attendances
Y	Partial and forced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to all students	Not counted in possible attendances

EXTENDED TRIPS OVERSEAS DURING TERM TIME

In deciding whether to grant extended leave of absence, Pinner High School will consider the particular circumstances of each individual case. We value our parents/carers and will therefore show an understanding of their perspective in deciding whether or not we are able to agree to the request for absence, balanced with the need to be at school.

We ensure that all parent/carers are made aware of the school's attendance policy
When deciding whether to grant leave of absence we may consider the following:

- A visit involving family overseas has a different significance than the normal associations with a holiday;
- Visits may be important in terms of a child's identity and self-esteem as they grow up;
- The reasons for parent/carers making a visit may be, for example, family illness or bereavement. It is less easy for parent/carers to undertake these normal and necessary activities where long distances and high costs are involved.
- If it is possible to include school holidays in the leave of absence so as to limit the amount of term time the student is absent.

If leave of absence is agreed we will consider:

- Explaining the work the student will miss, how it can be made up on return and how the parent/carers should help the student;
- Whether work can be given to the student while he or she is away;
- Asking the student to make notes and observations on a class topic;
- Going through any work done by the student on return;
- Sharing experiences in a positive way with the class and teacher on return.

When granting leave of absence for an extended trip overseas there will always be an agreed date when the student will return to school.

OTHER CIRCUMSTANCES

Occasionally, parent/carers may advise us that they need to take their child away from school for a period of time and that they do not know the date of return. An example might be when a close relative, living at a distance from the family, is dangerously ill.

If a student is to be regarded as absent, not a holiday, we will decide if the absence can be authorised. Code 'C' (Other authorised circumstances (not covered by another appropriate code/description), is for exceptional occasions which may warrant leave of absence. We will consider each request individually taking the following into account:

- the nature of the event for which leave is sought
- its frequency (is it a one-off, or likely to become a regular occurrence?)
- whether the parent/carer gave advance notice;
- the student's overall attendance pattern.

Examples might include special occasions such as attending the wedding of a family member, family bereavement.

PINNER HIGH SCHOOL UTILISES THE FOLLOWING STRATEGIES FOR REDUCING HOLIDAYS DURING TERM TIME

- We actively discourage holidays during term time.
- Our Attendance Policy states that holidays during term time are not acceptable.
- Parent/carers will be given a clear message on entry to the school in the Parent Guide, and elsewhere about taking holiday in term time. This will be maintained as a student moves through secondary school.
- The school calendar will be available on the school website for parent/carers in advance of admission so that they are aware of term times and important dates.
- Non-essential medical appointments i.e. dental check up's should not be made during the school day.