



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Attendance and Punctuality Policy	
Lead	Mrs N Thompson, Assistant Headteacher	
Governor Committee	Chair of Governors	
Policy Status	Updated	January 2018
	Governor Approved	Yes
	Date Governor Approved	March 2018
Review Frequency	3 Years	
Next Review	March 2021	

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1. Introduction

Henley in Arden is a successful school and your child plays an important part in making it so. We aim for an environment which enables and encourages all members of the school community to reach out for excellence. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day. The school will work together with Parents/Carers to support this aim.

It is intended that through this policy awareness of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance is established across the school. Absence whether it is long term, frequent or occasional leads to missed learning experiences and may cause fractured social friendships which encourage an increased pattern of non-attendance. We urge you to give this matter the priority it deserves.

Henley in Arden School expects its students to aim towards achieving 100 % attendance.

We have a responsibility to monitor the attendance of students and challenge absence where appropriate. We have a variety of strategies to support students whose attendance is giving cause for concern. In addition, we have a team of form tutors, pastoral managers, attendance officer, progress leaders and assistant head teacher who also work with students and families to ensure all students have good attendance records.

Some Important Facts:

- There are 190 school days each year and 175 other days for shopping trips, birthday treats and non-urgent appointments and holidays.
- One day a week absence is the equivalent over a school career of 2.5 whole years of education missed.
- 10 days holiday leave a year is the equivalent of two whole terms of education missed.
- 15 minutes of lateness a day equals one whole year of education missed.
- Half a day a week missed during Years 10 and 11 can mean the loss of a grade for every GCSE taken. Full attendance leads to the best educational outcomes – please give your child the best chance and make sure they are in school every day.

2. Aims and Objectives

The aims and objectives and policy are to:

To emphasize the importance of and secure from students, maximum attendance at school to enable them to take full advantage of their education opportunities.

- To make explicit to all relevant parties the school's expectations over Attendance levels;
- To promote a consistent approach across the school to all matters relating to attendance;
- To clarify the roles and responsibilities of all parties with respect to attendance;
- To communicate to all relevant parties (teachers, parents/carers, students) the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- To stress the need for home and the school to work in close partnership to achieve high attendance.
- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism;
- Promote effective partnership with the Local Authority's Attendance, Compliance & Enforcement service (ACE in Warwickshire) and other services and agencies and follow their standard approaches in managing attendance issues.

3. Statutory Duty of Schools

Schools are responsible for recording students' attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students of compulsory school age who are on the school's admission roll.

4. Parental responsibility and/or Day to Day Care

The Education Act 1996 section 7 defines the Duty of parents to secure education of children of compulsory school age.

(7) The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- (a) to his age, ability and aptitude, and*
- (b) to any special educational needs he may have, either by regular attendance at school or otherwise.*

The Education Act 1996 section 576 defines the meaning of "parent".

(1) In this Act, unless the context of otherwise requires, "parent", in relation to a child or young person, includes any person-

- (a) who is not a parent of his but who has parental responsibility for him, or*

(b) who has care of him, except that in section 499(8) it only includes such a person if he is an individual.

5. The Local Authority Responsibility

If a child of compulsory school age fails to regularly attend the school which he/she is registered at, then the parent/guardian is guilty of an offence under section 444 of the Education Act 1996. Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at schools, fails without reasonable justification to cause him/her to attend can be prosecuted under Education Act 1996, section 444 1A (as amended by the Criminal Justice and Court Service Act 2000). Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers in relation to issuing penalty notices for unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27 February 2004. Penalty notices must be issued in a manner which conforms to all requirements of the Human Rights Act and all relevant Equal Opportunities Legislation. To this aim each Local Authority has a Code of Conduct in relation to issuing Penalty Notices.

The School subscribes to the Local Authorities Attendance, Compliance and Enforcement (ACE) Service. This service offers support to schools, families and young people in attendance matters.

6. School Day/Punctuality

The School day starts at 8.40am when the registration bell sounds. All students are expected to be in their designated area for registration.

Students arriving in school after 8.40am but within the registration time should enter through the side and back entrance. They will receive a C1 for lateness or a C3 if this is persistent lateness. All students enter through the back and side entrances up to 8.50am, no student should come through the main reception before this time. Students arriving after 8.50am are expected to enter through the main reception where they will be given a detention (see Lates Procedures below) and signed in. Students arriving after 8.50 am will be marked as Late (L code) onto the SIMS system and given a Late Detention. Students will go directly to their lesson.

Anyone without a valid note, who arrives after the close of registration at 9.30 am will be marked as unauthorised Late (U code) and given a Late Detention; unless a valid reason, in writing, for absence are supplied by parents. We recognise that Students arriving by school transport may on occasion arrive late and this is out of the control of parents.

The afternoon session starts at 1.50pm when all students are expected to be in their designated lesson for registration. Students arriving later than these timings will be marked as late.

7. Reporting an Absence/First Day Absence

If your child is too unwell to come to school, you should contact the school office as early as possible before 9.15 am on the first day of absence and then supply a signed note on their return confirming the illness and days absent.

Parents are requested to keep the school informed and also to supply a short note or medical evidence when the child returns to school. If we do not receive any information, the absence will count as unauthorised and could trigger a letter from our Attendance Officer.

Once your child has recovered, it is important that he/she returns to school as soon as possible to ensure they do not miss too much teaching – even if this means returning to school on the last day of the week or term.

8. Authorising Absences

Only Head Teachers and/or designated members of staff have the authority to authorise absences. The School will code all absences in line with the Department for Education School Attendance Coding Guidance.

There are two types of absence:

- authorised - where the School approves student absence;
- unauthorised - where the School will not approve the absence.

Authorised absences are those which the School deem to be acceptable, such as genuine illness, attendance at an interview, religious observance or other legitimate off-site events and these are coded accordingly in the School's attendance records and for monitoring purposes.

An unauthorised absence is when a student is absent without prior authorisation from the School and/or when no justifiable reason for absence is provided by the parent/carer.

9. Medical Notes and supporting evidence

The school fully supports student's welfare and medical conditions and if your child has a chronic, persistent or recurrent health issue, the pastoral manager or progress leader can arrange for a meeting with parents to discuss what additional support can be offered to help your child access school.

If your child's attendance falls to a level that is likely to adversely affect their long term educational success the school pastoral manager / progress leader will arrange to discuss this with you personally and may ask you to supply medical evidence for any future absences. This will enable us to provide suitable care in school and support our coding process.

Students with medical conditions should attend school as per normal and we shall try to meet their needs (depending on need / resource), however we cannot simply accept parental information without the correct medical evidence.

We ask that parents making medical appointments for their child, book them early or late in the day, so students can be in school for at least half the day.

10. Roles and Responsibilities in Managing Attendance

Tutor Responsibilities

- Marking the register accurately is a legal requirement.
- All staff will use the correct absence codes in line with DfE guidance.
- Tutors will arrive at their tutor rooms in time for the start of the registration period. Tutors to ensure tutor time is used in an informative/constructive way.
- Tutors will build a welcoming atmosphere within the group to encourage students to return after an absence.
- It is the tutor's responsibility to collect notes and monitor their group's attendance.
- School has a responsibility to track absences and then to liaise with parents, Pastoral Managers, Progress Leads and Attendance Lead.
- Tutors and subject teachers will monitor attendance absence patterns of friendship groups and all other pupil groups such as PP and SEN.
- Tutor room should display Henley in Arden's school attendance target.

Pastoral Manager/Attendance Officer/Progress Leaders' Responsibilities

- Attendance Officer to check student absences daily and a call will be made home if no reason has been provided for absence.
- Attendance Officer to record attendance concerns on the students SIMs file and liaise with Progress Leader regarding concerns as well as Stage 1 and 2 letters going home.
- Discuss tutor group attendance as part of the pastoral agenda and report to regular Pastoral Meetings – sharing information / implementing strategies.
- Use the SIMS printouts to bring to the tutors' attention the names of students with unauthorised absences. Attendance issues to be a standing item in **ALL** pastoral meetings. Pupil groups will be weekly reported to form tutors as will attendance summaries by form group via the Friday pastoral briefing.

- Vulnerable students will have their attendance communicated to teaching colleagues daily such that catch up support can be provided immediately by email or directly on return to school/the lesson
- The Attendance Officer will contact parents of students with attendance concerns at the earliest opportunity.
- The Pastoral manager will circulate information about individual student needs to appropriate staff, as directed by the Progress leader.
- Monitor % attendance of Year group and set targets for the group.
- Progress Lead to support tutor group and track students' progress.
- Monitor students attendance, the improvements and efforts made by individuals and reward appropriately. 100% attendance certificates awarded termly, students with 100% attendance receive bonus points and are eligible for the prize draw. Annually high attendance will be recognised as part of the PRIDE award as well as the Awards Assemblies. Attendance Officer to liaise with Progress Leader regarding the PRIDE Awards as well as provide a list of names to Progress Leaders for assemblies.
- Celebrate successful attendance, Progress Leaders and attendance Officer to regularly praise students where attendance has improved.
- Attendance Officer to contact parents/carers by letter when a student is continually late for school. Liaise with Pastoral managers, Progress Leads & AHT as necessary. SLT monitor lateness daily.

Attendance Officer to contact parents/carers by letter when a students' attendance falls below 95%. AO should discuss these names with PL.

- Attendance Officer after discussion with the Progress Leader (when appropriate) to contact parents/carers by letter when a student becomes a Persistently Absent student and/or students identified under Ofsted's' bottom 10% of school population.
- Attendance Officer to track/collate attendance for pupil groups; SEND; Tutor Groups; Whole School; Defined categories e.g. below 93%, 90%, ACE Case Worker caseload, Pupil Premium eligibility; Students referred to Pre Legal meetings; Persistent Absence group.
- Pastoral Managers and / or Progress Leads will instigate the Early Help Programme as appropriate.

Pastoral Managers and / or Progress Leads to supply all appropriate agencies with student information when necessary.

- Involve outside agencies where and when appropriate. .

Assistant Head Teacher/Attendance Lead Responsibilities

- Ensure that parents are fully aware of the importance of good attendance. Publicise through Newsletter, Parent Evening, etc.
- Meet with Attendance Officer/Pastoral Managers on a regular basis so as to monitor all students.
- Build good systems of communication with teaching and pastoral staff.
- Analyse attendance data and devise strategies to rectify concerns. Commence Stage 1 – 5 Interventions as appropriate.
- Analyse attendance data and devise strategies to rectify concerns of Persistently Absent students and students identified as Ofsted's' bottom 10% of school population.
- Collect data on students attendance, the improvements and efforts made by individuals and reward appropriately. Also analyse codes and compare to national averages yearly.
- Monitor unauthorised absences termly and refer and intervene when necessary. (Stage 1-3 Internal) At Stage 3 parents are invited to attend to discuss attendance and a 6 week target is set.
- Use reward systems to encourage good attendance.
- Participate in the Attendance Pre Legal Meetings with the ACE Casework Officer. (Stage 4) At this stage a 10 week target is set.
- Build good systems of communication with other agencies working within the school and a confidential form of exchanging information to support students.
- Meet with Ace Stage 4 level and upwards.

11. School Interventions for Managing Persistent Absenteeism

A student becomes a 'persistent absentee' (PA) when their attendance falls below expectations. All students whose attendance have fallen below expectations are at risk and will be closely monitored through the School's tracking procedure, and regular contact made with their parents/carers. Parents/carers will be given opportunities to work with the School in improving their child's attendance. (Stage 1-4)

The Attendance Officer will regularly monitor student absence and look for patterns of absence and take swift action where there is an attendance concern. Parents of students who have a series of medical notes and phone calls for medical reasons will be asked to provide medical evidence. We shall write to parents with our Stage 1 letter and Stage 2 letter, which details the procedures. If a parent of a student does not provide medical evidence then we shall code the absence as unauthorised.

Students whose percentage of attendance does not improve will be reviewed. If appropriate, an internal school attendance target will be set (Stage 3): parents will

be advised by letter and invited to a panel meeting with the Attendance Officer and perhaps the Assistant Head Teacher. If there is a failure to make an acceptable improvement during the target period or if there is an immediate concern, further interventions will be considered. This will include a Stage 4 Meeting with ACE (Attendance Compliance Enforcement Agency).

A referral to ACE for casework intervention or through to a pre-legal meeting, inviting parents/carers/student to discuss their attendance issues. A legal attendance target may then be set. Failure to achieve this target may result in some cases leading to penalty notices/prosecution. (Stage 5)

12. Student Support in Long Term Absenteeism

There are of course, good reasons (especially illness), which make attendance at school sometimes difficult. Nevertheless lessons missed cannot be repeated and "catching up" on work is never as good as the original learning experience.

The School recognises the need to support students during and after long term absence of any kind and will:

- i. Endeavour to provide work for students to be completed off-site where appropriate and medical evidence has been received.
- ii. Consider all strategies in partnership with ACE and other agencies, to encourage the return of students to the School. This may include negotiated timetables and/or gradual re-integration.
- iii. Ensure that there is a positive atmosphere within tutor groups and lessons in which students are welcomed back to the School.
- iv. Encourage parents/carers to be actively involved in re-entry programmes.

13. Attendance Rewards

Students who achieve 100% attendance each term will receive certificates and awards. Students who achieve high levels of attendance will be eligible for the PRIDE Award.

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.

- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

15. Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an leave of absence after both the school and the local authority have tried to locate the pupil

- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the school and local authority have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

Henley In Arden School will follow Warwickshire County Council Children Missing Education Protocol when a pupil's whereabouts is unknown.

16. School Attendance Focused Target

Henley in Arden School's attendance target is 96% however we do not set a PA target.

Previous attendance rates / persistent absence

Year	HIAS- persistent absentees – absent for 15% or more sessions (10%)	National - % persistent absentees – absent for 15% or more sessions	Overall attendance at HIAS (3 terms) %
2012/13	6.2%	6.6	93.9
2013/14	5.4%	5.8	94.7
2014/15	(5%) 13.4%	5.8	94.9
2015/16	15.42%	12.4	94.2
2016/17	8.9	To be announced	95.04

(Data from Raise Online – based on terms of data)

*Data not available until December 2016.

In September 2015 the DfE increased the PA levels from 85% to 90%. The methodology used to calculate PA pupils has also been altered. In previous years a pupil would not be identified as a PA until they had amassed a set number of absences (e.g. 57 sessions in 2014/15). In September 2015 the threshold has been removed and a pupil is identified as PA once they miss 10% of their own individual sessions, this will mean all pupils below 90% will be PA.

The Ofsted Framework now requires pupils within the bottom 10% attendance to be monitored and for schools to be aware of the reasons for their absence.

17. Monitoring and Review

Achievement against Schools attendance targets will be reported upon to the Governing Body. The Assistant Headteacher with Lead over attendance will monitor the effectiveness of this policy and procedures and where necessary make recommendations to the Governing Body for improvement.

The school will keep accurate records on file for a minimum period of three years.

The absence rates will be reported on the Schools website.

18. Relationship to other Policies

The Attendance policy should be read in conjunction with:

- Guidance on admissions
- Equality Statement
- Guidance for staff on the registration of pupils
- Keeping Children Safe in Education (otherwise known as safeguarding)
- The Behaviour Policy