

ATTENDANCE & PUNCTUALITY POLICY

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1	July 2011	
2	February 2014	
3	July 2015	3–19 All through School
4	June 2017	Update in line with borough procedures (February 2017) and dfe School attendance guidance (November 2016)

June 2017

EASTBURY COMMUNITY SCHOOL ATTENDANCE AND PUNCTUALITY POLICY

MISSION STATEMENT

Eastbury Community School is committed to ensuring that all of its pupils 3 -19 have the best possible chance of achieving their academic and personal potential and achieve the five outcomes of the Every Child Matters agenda. A crucial aspect of this is for the student to attend school regularly and punctually to give them the greatest chance of taking full advantage of the learning opportunities at the school.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

Eastbury School will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Eastbury School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

The school will actively encourage attendance and punctuality by reviewing the learning and teaching experience for pupils and the appropriate-ness of the range of courses available to pupils both as a school and for the individual pupil.

Aim

The aim of the policy is to improve overall attendance rates and punctuality rates for pupils to ensure that all pupils receive the highest quality education and that through this they are able to develop effectively and within the expectations of the, 'Every Child Matters' agenda.

ROLLS AND RESPONSIBILITIES

The Executive Headteacher

1. Set challenging targets to meet national averages.
2. Appoint the attendance lead at a reasonably senior level.
3. Provide sufficient time for Attendance Lead to supervise attendance management and to be involved with poor attendees.
4. Provide sufficient time for the Attendance Lead to analyse data, liaise with teachers and Local Authority Officers.
5. Take an interest in attendance and punctuality and support intervention with the poorest attendance.
6. Report attendance statistics to the attendance governor and as part of a termly report to governors.

The Governing Body

1. To be familiar with current legislation on attendance and the school attendance policy.
2. To request the Headteacher to report on attendance at each governing body meeting.

The Attendance Lead – Primary and Secondary

1. Work with the Executive Headteacher to agree the attendance targets.
2. Ensure there is a clear attendance policy, showing who will do what and at what threshold.
3. Ensure all staff are aware that attendance is their responsibility.
4. Ensure that accurate attendance returns are made to the DCSF within the stipulated time frame.
5. Ensure that attendance data is accurate, analysed and reported to all stake holders on a regular basis.
6. Encourage a positive and proactive ethos within the school, by which attendance is prioritised, promoted and embedded in school policies, plans, practices and processes.
7. Ensure that the school has a range of strategies that are applied consistently to promote whole-school attendance.
8. Liaise with the Local Authority Officer whenever necessary.
9. Monitor attendance weekly and evaluate progress towards the targets.
10. Promote regular attendance by ensuring Year Curriculum Coordinators use the rewards system and celebration assemblies to reward good attendance and punctuality and improved attendance.
11. Work with the governor responsible for attendance.
12. Supervise the administrative staff and ensure that the required action is taken at each level.
13. Meet pupils and parents/carers to discuss attendance and punctuality issues and devise effective strategies to improve attendance and punctuality.
14. Ensure the importance of attendance and punctuality is made clear in information leaflets and posters.
15. Ensure that the attendance policy is a working document and continuously reviewed and amended to ensure the most effective practice.

Attendance Officer

1. Ensure administrative system is effective, organised and accurate.
2. Follow the school's procedures for first day calling **or email**.
3. Seek explanations from parents/carers for absence.
4. Issue attendance letters where and when required.
5. Hold regular discussions with the Attendance Lead. Ensure the system works. Come up with suggestions to improve it.
6. Inform the Year Curriculum Co-ordinator/Attendance Lead if a Form tutor is failing to maintain their registers correctly.
7. Assist the Attendance Lead/ Headteacher(s) and others in collating data for inclusion in reports, attendance returns, etc.
8. Check and file all absence notes that are received, and ensure that details are reflected appropriately through categorisation of absence in the registers.
9. Attend all attendance meetings with Head of Primary, Year Curriculum Co-ordinator and ensure accurate feedback at attendance meeting with Local Authority Officer.
10. Pass messages from parents/carers to appropriate staff.
11. Attend meetings with parents/carers if required by Attendance Lead and /or Year Curriculum Co-ordinator.

Year Curriculum Co-ordinator /Head of Primary

1. Promote the ethos of the attendance and punctuality policy through assemblies and rewards.
2. Ensure that tutors are following school's procedures in dealing with absences and lateness.
3. Meet once a week with Attendance Officer to discuss specific pupils and intervention strategies to be used and to provide feedback of intervention in the past week. Keep written records of the meetings.
4. Analyse attendance data for the year group, and co-ordinate the responses and interventions with form tutors and Attendance Officer.
5. Make a personal connection with parents/carers and students who have regular unauthorised absence, or patterns of irregular attendance.
6. Ensure the Attendance Lead is informed of your concerns over the attendance/punctuality of specific pupils.
7. Ensure pupils who are absent for any length of time are provided with age- appropriate academic work, that it is completed, returned and marked.

8. Ensure form tutors in their year team are recording attendance accurately and discuss any issues with the recording of registers with the form tutor in the first instance. If issues persist to liaise with the Attendance Lead.
9. Ensure that all casual entrants are familiar with the school's expectations on attendance and punctuality.

Form Tutor

1. Ensure accurate electronic registration takes place between 8.45-8.55am/ 9.00 – 9.10 in Primary.
2. Ensure that registers are completed and the correct code is used; never leave blank spaces.
3. If it is not possible to complete electronic register - e.g. if at assembly, to complete a paper register and ensure it is taken to the attendance office by 9.05am.
4. Look carefully at attendance data for their tutor group. Spot patterns of absence and overall levels of attendance of individuals.
5. Use attendance and punctuality as part of learning conversations with pupils and parents/carers.
6. Ensure that the Head of Primary / Year Curriculum Coordinator is kept informed about concerns over attendance, as well as the interventions taken by the form tutor.
7. Promote the ethos of the attendance and punctuality policy through registration periods, make 100% the expectation.
8. Provide a positive welcome to students with poor attendance and support the student in catching up with missed work.

Attendance Secretary

1. Follow the school's procedures for attendance and punctuality.
2. Seek explanations from parents/carers for absence.
3. Issue attendance letters where and when required.
4. Ensure all registers have been completed. Make sure the paper registers are available for form tutors as required.
5. Inform the Head of Primary, Year Curriculum Co-ordinators/Attendance Lead if a Form tutor is failing to maintain their registers correctly.
6. Check and file all absence notes that are received, and ensure that details are reflected appropriately through categorisation of absence in the registers.
7. Attend all attendance meetings with Head of Primary /Year Curriculum Co-ordinators and ensure accurate feedback at attendance meeting with Local Authority Officer.
8. Pass messages from parents/carers to appropriate staff.
9. Transfer data onto the electronic system whenever necessary.
10. Print out reports as and when required.
11. Ensure parents of students with unexplained absence are contacted.
12. Record and keep a record of students who are late.

Parent Support Advisor/Health Advisor

1. Follow the attendance and punctuality policy.
2. Meet with the Attendance team once a week to liaise regarding intervention strategies and provide feedback of interventions already undertaken.
3. Arrange interventions whenever necessary.
4. Develop positive relationships with parent/carers and pupils to aid improving attendance and punctuality and to assist in supporting the family as required.
5. Liaise closely with the Attendance Lead, Attendance Officer, YCCS, Child Protection and Inclusion.
6. Keep written records of all work undertaken with parents/carers and pupils.

Inclusion manager

1. To monitor attendance of pupils who are at risk of permanent exclusion and/ or LACS.
2. To attend weekly attendance meeting and keep written records of meeting and interventions undertaken as a consequence of meetings.

3. To prepare information as required for the Educational Placement panel and attend **when required**.

Special Needs Coordinator

1. To monitor attendance of all pupils on school action or school action plus and refer to appropriate member of staff any concerns about attendance and/or punctuality

Child Protection Officer

1. To monitor attendance of pupils who are on the Child Protection list.
2. To attend the weekly attendance meeting and keep written records.

Classroom Teacher

1. Do not accept poor attendance. Make 100% attendance the expectation.
2. Ensure that registers are completed accurately and at the start of the lesson.
3. Follow up absence/truancy
4. Liaise with Head of Department and Year Curriculum Co-ordinator regarding students with poor attendance/poor punctuality.
5. Ensure appropriate and challenging work is provided for students who are absent for any length of time.
6. Provide a positive welcome to students with poor attendance and support the student in catching up with missed work.

Parents/Carers

1. To ensure that their child attends school every day, unless there is a valid reason not to e.g. illness, work experience.
2. Ensure that their child arrives to school on time.
3. To contact the school attendance office (0208 507 4527/4529) on the first day of absence, stating the reason for their child's absence and the date they are expected to return to school.
4. To write a note when their child returns to school explaining the absence.
5. Make medical appointments outside of school time.
6. Ensure that no request for holiday leave during term time is made.
7. To seek help from the school if requiring assistance in improving their child's attendance or punctuality.
8. Support the school and the Local Authority Officer in strategies to improve the attendance and punctuality levels of their child, including attending meetings and engaging with outside agencies.

Pupils/Students

1. To ensure that they attend school regularly and on time unless there is a valid reason not to.
2. To inform their form tutor and bring in note from home to explain any absences.
3. To inform their classroom teachers if an absence is known in advance and to make sure they ask for work to complete, and they do complete the work.
4. To catch up on missed work on return.
5. If they are late to school to go to the attendance office to receive their mark before going to their lesson.

PROCEDURES

Registration

1. Tutors are required to take an attendance register once a day, Primary twice a day. If a child of compulsory school age is absent the register must show this.
2. Tutors are required to register electronically. If, for any reason this is not possible, e.g., assembly day or failure in the system, a paper copy must be taken and be taken to the Attendance Officer, who will input the register electronically.
3. No blanks should be left when marking the register. Tutors should mark using the following codes. (a full list of national attendance codes is available in the attendance office.

/	Present
L	Late before registers closed
N	Not in registration and no explanation received
M	Medical /Dental appointments but only if evidence has been provided
I	Illness which is not medical or dental appointment
W	Work Experience
V	Educational visit or trip
U	Late after registers have closed
P	Approved sporting activity

4. The Attendance Officer will contact a parent/carer by text or by phone if a student is absent without reason.
5. If a student is discovered to be truanting/to have truanted from school the parent will be contacted by telephone, either by the Parent Support Advisor or the Year Curriculum Co-ordinator.

Late procedures

Staff members will be at the gate registering in students who are late from 8.45am onwards.

Primary Site - For parents arriving with pupils after 9.05, the entrance will be closed. Entry will need to be through the School Office via the Primary School entrance.

Secondary students will be required to explain their lateness as appropriate.

The student will receive a late detention the same evening.

Failure to attend the detention leads to a one hour detention on **the following day from 3.05- 4.05pm.**

Failure to attend the one hour detention leads to a 90 minute senior leadership detention the following Friday. All parents/carers are to be informed prior to the detention.

Failure to attend will lead to contact with the parents and appropriate sanctions put into place.

All YCCS to be aware of the students in their year group who are persistently late and to provide additional support and guidance to the student.

A student who is late 12 or more times in a half-term will be referred to the access and attendance officer who have the right to issue a late penalty notice.

Parents and carers will receive a warning letter to inform them of their child's persistent lateness.

Dealing with Poor Attendance

There is a clear procedure for monitoring attendance and the intervention strategies to be used:

1. When the attendance level falls to 95%.
2. When the attendance level falls to between 92-94.9%.
3. When the attendance level falls between 90% - 92%%
4. When the attendance level falls below 90%
5. The school will work with the Local Authority Access and Attendance Officer and the parent/carer to ensure that the student's attendance improves. However, the school will fully support the Local Authority Officer in any sanction issued, including that of Parenting Contracts and Penalty Notices.

Persistent Absenteeism

There will be weekly meetings held to discuss those students with poor attendance and/or declining attendance to identify interventions to support the students and family.

1. The Attendance Officer will monitor and alert the Head of Primary /Year Curriculum Co-ordinator and Local Authority Officer to students whose PA is a cause for concern.
2. The most appropriate member of staff will be identified to work with the student and their family in looking at strategies to raise attendance. The member of staff may offer a CAF if it is deemed appropriate.
3. The use of a Parenting Contract may also be considered.
4. If not already in place referral to the Parent Support Advisor will be considered and put into place if considered appropriate.
5. If the targets are not met, a referral will be made to Access and Attendance Officer.
6. If the targets are met, the student will be rewarded with a certificate.

Holidays in Term Time

1. There is no automatic parental right to withdraw children for holidays and in law, parents have to apply in advance for permission. Parents must fill in a request form and submit it with an accompanying letter and evidence if appropriate.
2. A holiday in term time should be related to exceptional circumstances and the granting of a holiday request should be linked with an expectation of otherwise full attendance.
3. Only one period of up to 10 days absence in any academic year should be considered.
4. Decisions whether holiday requests can be authorised can only be made by the Attendance Lead, who will usually be a member of the Senior Leadership Team. Factors which should be considered when assessing holiday requests are:
 - Motive and purpose of holiday.
 - Duration and impact on learning.
 - The attendance profile of the student (including punctuality).
 - Time of school year and the likely educational impact.
 - Whether a similar request has already been made in previous academic years.
5. In exceptional circumstances, for instance the death of a family member living in another country holidays may be authorised for a period in excess of 10 days. Under these circumstances, the school will give an expected date of return to school.
6. Parents will be informed that any absence taken without permission will be unauthorised and that this could be used by the Local Authority to strengthen a case for penalty notice/prosecution where overall attendance is unsatisfactory.

Deletions from the School Roll

1. A student can only be removed from the Admissions Register if their absence satisfies one or more of the criteria set out in Regulation 8 of the Education (Pupil Registration) Regulations 2006, amended in July 2016 and the **DfESchool attendance guidance amended in September 2018**. The Local authority must be informed of the removal of a pupil from the school roll prior to or at the point of them being removed. Full details of that student need to be provided.
2. If a student has been absent for four consecutive school weeks, he/she can be removed from roll when all reasonable attempts by the school and the Local Authority have failed to locate them. The school and Local Authority are jointly responsible for trying to locate the whereabouts of that student. It does not apply to students who fail to attend and do not respond to contact efforts, but who are living at a known and confirmed address. Such cases should always be referred to the Local Authority Officer. The Children Missing Education Officer must however, be contacted prior to removing that student from the school roll.

NB: No student who is 'looked after' by the authority should be taken off roll without contact being made first with both Social Services and the Local Authority Officer for Looked After Children.

Rewards

Eastbury's Attendance Policy is supported with celebration and rewards.

1. Each term, pupils with 100% attendance will be presented with a certificate/ badges in year assembly.
2. Certificates will be presented to those students who have made a considerable improvement in the areas of attendance and punctuality.

Rebecca Lastiotis, Assistant Headteacher
Clare Hutchinson-Wright, Head of Primary

Last updated **November 2018**

Eastbury Attendance Intervention flowchart - The emphasis is on early intervention

%	What to do / by whom
Students who have started the academic year with poor attendance history	<ul style="list-style-type: none"> • Transition interviews with staff at primary school include the request for information on students with poor attendance to primary school. These names are given to the attendance office. Attendance is addressed on interview with both parents and students. • Students in each year group with poor attendance are identified by Year Curriculum Co-ordinator and Attendance Officer and placed on target list by the start of the school year or as soon as is known if the student starts after the formal start of the term. • Phone call home as soon as possible to all those on target list if not in am registration.
Students with attendance at or above 95%	<ul style="list-style-type: none"> • A letter to be sent home as soon as possible to parents/carers whose child is absent without an explanation. • If no explanation given or no contact made a phone call to be made home the following day. • If no reply to the phone call, a letter to be sent home requesting an explanation for absence.
Students with attendance 92%-94.9%	<ul style="list-style-type: none"> • A letter to be sent home as soon as possible to parents/carers whose child is absent without an explanation. • Form tutor has a learning conversation with student about attendance. • Consider the appropriateness of referral to Parent Support Advisor. • Student placed on target list. • Recognition and encouragement to the student when improvement made.
Students with attendance 90%-92%	<ul style="list-style-type: none"> • Regular calls to parents. • Student remains on target list and to be on attendance report. • YCC to meet with parent/carer and student. • Consider appropriateness of home visit if parent/carer not able to come into school. Consider the appropriateness of a parenting contract. • Consider the appropriateness of referral to Parent Support Advisor. • Attendance plan and targets agreed. • Warn of possible referral to local authority access and attendance officer.
Students with 90% or below (persistent absence) 80%-90%	<ul style="list-style-type: none"> • Regular calls to parents. • Student remains on target list and attendance report. • Member of SLT (linked to the year group) to contact home and arrange meeting with parent/carer and student. • Consider appropriateness of home visit if parent/carer not able to come into school. • Review attendance plan. • Consider implementing a CAF • Consider the appropriateness of a parenting contract. • Consider the appropriateness of referral to Parent Support Advisor. • Letter from local authority access and attendance officer regarding parental responsibilities for attendance and possible action which will be taken. • Warn of possible referral to local authority access and attendance officer.
Students with attendance below 80%	<ul style="list-style-type: none"> • Regular calls to parents. • Student remains on target list and attendance report. • Attendance lead to contact home and arrange meeting with parent/carer and student. CAF to be instigated if not already in place. • Consider appropriateness of home visit if parent/carer not able to come into school. • Review attendance plan. • Consider the appropriateness of a parenting contract. • Consider the appropriateness of referral to Parent Support Advisor. • Letter from local authority access and attendance officer regarding parental responsibilities for attendance and possible action which will be taken. • Warn of possible referral to local authority access and attendance officer • Referral to local authority access and attendance officer.

In addition to the above, parent meetings are requested at parents' evenings throughout the year to address attendance concerns.