

HAWKLEY HALL HIGH SCHOOL



ATTENDANCE POLICY

REVIEWED & ADOPTED AT THE MEETING
OF
THE LOCAL GOVERNING BODY
HELD ON 17TH MARCH 2016

Signature of Chair: *GAW. Son*

Head of School: *CRAMER*

This policy will be reviewed every three years.

School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their child attends school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again at the start of the afternoon session. Since September 2006, schools have been required to use statutory registration codes.

Under the Education (Pupil Registration) Regulations 2006 (as amended), only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

Applications for a leave of absence must be made in advance in accordance with school procedure. Only exceptional circumstances warrant a leave of absence.

Under the Education Pupil Registration Regulations 2006 (R8 & 12), deletions from the school roll must be reported to the LA by the school, giving reasons for that pupil's removal prior to deletion.

In compliance with the 1996 Education Act the school will, after making appropriate checks, report all Children Missing from Education to the LA (Education Welfare Service), who have a duty of care to investigate the whereabouts of such children and negotiate their prompt return to suitable education. The school will inform the Local Authority of students who fail to attend regularly or have been absent for a continuous period of 10 days or more without the school's permission.

School statement of intent

All children of compulsory school age have the right to an effective full time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. Hawkley Hall High School (HHHS) takes its responsibilities to monitor and promote the regular attendance of all its students seriously. We acknowledge that irregular attendance disrupts continuity of learning, undermines educational progress, leads to underachievement and low attainment and impedes a child's ability to develop socially within the school community.

Aims

This policy aims to raise and maintain levels of attendance by:

Promoting a positive and welcoming atmosphere in which students feel safe, secure and valued.

Raising the awareness of the importance of a differentiated and relevant curriculum. Promoting opportunities to celebrate and reward students' successes and achievements. Raising awareness of the importance of good attendance.

Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

Students

Students have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available.

Students are expected to: Respect themselves and others
Attend school regularly and punctually

Inform a trusted adult if they feel they are being bullied

Encourage friendship and a sense of belonging

Parents

Parents have responsibility for ensuring that their child attends school regularly and punctually. It is their legal responsibility to ensure that their children attend school regularly, and stay in school for every lesson after they have registered. Parents should also make sure that their children arrive on time, properly dressed in their uniform, with the right equipment and in a fit state to benefit from the education offered to them. If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, LA and Social Services where such a child's attendance is irregular. Parents may be prosecuted if a child does not attend school regular and punctually. This will be done under the 1996 Education Act and aims to ensure parents carry out their duty to secure suitable education for their children.

Parents are expected to:

Keep requests for their child to be absent to a minimum.

Offer a reason for any period of absence, preferably on the first day of absence.
Ensure that their child arrives to school on time; a reason should be offered for lateness. Work closely with the school and the Gateway Support team to resolve any problems that might impede their child's attendance.

Take annual family holidays during school holiday periods.

Support their child and recognise their successes and achievements.

School

We will:

Maintain a positive and happy school ethos creating a sense of community spirit to engage students and foster a sense of belonging.

Meet our statutory duty to record and monitor the punctuality and attendance of students both morning and afternoon sessions.

Consistently record authorized and unauthorized absences within the guidance of the 1995 education act.

Promote and reward school attendance and punctuality.

Develop procedures that enable the school to identify, follow up and record unauthorized absence, patterns of absence and parent condoned absence with effective monitoring and intervention.

Develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance.

Encourage open communication channels between home and school.

Develop procedures for the reintegration of long term absentees working alongside external agencies when appropriate and in partnership with parents.

Follow Gateway procedures leading to a formal referral to their service.

Remain an inclusive school meeting the needs of all students to the best of our ability.

Local Authority (LA)

The LA has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Gateway team the LA provides support to schools and parents to fulfil their legal duty. The Legal Team is the enforcement agency of the LA and as well as providing guidance and support through its officers; it may take a parent to court for not fulfilling their duty under Section 444 of the Education Act 1996. The court may fine the parent and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order. Penalty Notices could be implemented as an early deterrent to prevent pattern of unauthorized absence developing and will be administered on behalf of the school by the **attendance** enforcement team (**AET**). They will in most cases be issued by post to a student's home and cases of absence without acceptable cause may include students caught on truancy sweeps, unauthorised holidays in school term time and persistent late attendance after school register has closed.

School Procedures for Recording and Monitoring Attendance

Recording

The form tutor takes a morning register recording who is present and absent from school at the start of the session. This is done using SIMS electronic registration and is monitored by the Pastoral Assistants. If a student arrives after 9:00am, they must report to the school office where their name, form, time and reason for lateness will be recorded. This information is relayed to the Pastoral Assistant as soon as possible during that session. Any child arriving late **MUST** register at the office for purposes of fire regulations. The morning register officially closes at 9 a.m. and any student arriving after **9.30 am** will be marked absent for the session. The reason given for the lateness will be used by the school to decide whether to mark it as an authorised or unauthorised absence. Reasons for absence may be offered verbally by phone on the first day of absence followed by a note in the student planner when the student returns to school. We will then decide whether to authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 1996 Education Act (as amended), which identifies the following reasons as acceptable reasons for an authorised absence:

The child is ill or is prevented from attending by unavoidable cause;

The child lives over a certain distance from the school and either the LA has failed to make suitable arrangements to register the child at a nearer school or the LA has failed to make suitable transport arrangements;

The child is absent on days exclusively set apart for religious observance in their particular faith;

The child is absent 'with leave'. This refers to leave being granted by the school, NOT by the parent. The reason for a period of absence is always required. We will contact parents who have not offered a reason and after a four-week process will mark the absence as unauthorised if no reason is provided.

Attendance codes

HHS applies the standard set of register codes consistently as required by law. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to absences. [A full list of codes and its description can be found on the school website.](#)

Monitoring and Responsibilities

The Assistant Headteacher (Pastoral), [school attendance officer, heads of year](#), Pastoral Support Assistant will review the attendance of all HHS students on a weekly basis to identify any students as cause for concern. A letter will be sent to the parents of any student identified as having attendance problems informing them of the schools concerns and offering support to resolve any problems that may be impeding their child from attending. [Initial support from school is a regular, informal meeting between the student and attendance officer. Contact will also be made to parents by the attendance officer to gain any information that may be useful in helping the school to emotionally and academically support the student. At this stage it is important to note that a student will be put on the verifiable proof list meaning that only a valid prescription or doctor's note will be accepted as a reason for absence from school.](#)

The student's attendance will be closely monitored and if there appears to be no improvement, the parents of the student may be invited to a meeting initially with [assistant headteacher and school's attendance officer](#) to discuss and hopefully resolve any issues preventing the student from attending. [At this stage a home- school attendance agreement will be implemented. This outlines interventions that students, parents and school will be responsible for in order to help improve the student's attendance.](#) If the parent/s do not attend the meeting or after such meeting the attendance of the student does not improve, this [will](#) prompt a formal referral to the Gateway team will be made.

The electronic registration system provides many reports and information that assist the school to monitor attendance. SIMS is used to generate a weekly report of students whose attendance is cause for concern. These reports provide an evidence base to assist the school strategically manage attendance issues. The school attendance officer will work closely with the parents offering early intervention strategies to improve attendance and punctuality.

Requests for leave of absence

If a parent wishes to request a period of leave for their child, the LOA form (Appendix A) must be completed and returned to the school. The Headteacher will review the request and make a decision to grant or deny the leave. The outcome of the request will be notified to the parent and duly noted on the electronic register. Leave of absence will only be granted to students during term time in exceptional circumstances.

Strategies used to promote good attendance and punctuality

School will ensure that the curriculum is delivered within a culture of inclusion and in such a way that students feel that they have and can succeed.

Individual students whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals.

Student attendance figures will be published with the interim reports and the annual summative reports.

Individual good attendance is rewarded termly by certificate (100% excellent; 95%-99% very good) and small prizes. 'Best Form Attendance' trophies are awarded weekly by Heads of Year. Annually the best attending form in each year group is also rewarded.

Targeted students who have improved their attendance will receive an improved attendance certificate.

The weekly totals for each form are displayed so the students can view their class attendance and measure it against the other forms in the school.

Attendance is regularly highlighted through the school assembly programme, particularly the impact it can have on academic performance.

Targeted students will attend early intervention group work with the school attendance officer to improve their attendance and punctuality record.

Monitoring - Governors

It is the duty of the governors to monitor overall attendance.

The Governors will examine information provided to them, and seek to ensure that the school's attendance figures are as high as possible.

The school will keep accurate records on file for a minimum of three years. This policy will be reviewed at least once every three years.