



**Hawley Hall
High School**

Attendance Policy

Reviewed September 2020

AIMS

- Hawkley Hall High School is committed to providing a full, differentiated and efficient educational experience to all our students. The school recognises that students must attend regularly if they are to take full advantage of the educational opportunities available to them.
- We believe all our students have a right to an education and to do this they require continuity and progression in their learning.
- Hawkley Hall High school promotes a positive and welcoming atmosphere in which students feel safe, secure and valued.
- It is the policy of our school to promote, celebrate and reward achievement and success. We will continue to raise awareness of the importance of good attendance.
- Any problems that impede good attendance at school will be identified and addressed as speedily as possible.
- To recognise that parents are primarily responsible for ensuring that children attend school regularly but endeavours to work in partnership with parents to support and monitor attendance and to take seriously problems that may lead to non-attendance.
- We will establish home-school links and communication systems that can be utilised whenever there is a concern about attendance.
- If there are problems that affect a student's attendance we will investigate, identify and strive in partnership with parents, students and relevant outside agencies to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times.

Expectations

Parents and students can expect the following from school:

- A quality education
- Early contact with parents on the first day a student fails to attend
- Promotion and reward of good attendance
- Regular, accurate and efficient recording of attendance
- Effective communication between school and home
- Speedy and efficient action on any problems identified
- Follow procedures that enable school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- Follow The Attendance Service procedures leading to a formal referral to their service

We expect from all Students:

- That they attend school regularly
- That they arrive on time and appropriately prepared for the day in correct school uniform with school bag and equipment
- That they will inform their parent/carer or a member of staff of any problems that may hinder them from attending school
- That they accept help, support and guidance when offered and deemed appropriate

We expect the following from Parents/Carers:

- To ensure their children attend school
- To ensure that they contact school whenever a problem occurs that may keep their child away from school
- To ensure that they contact school whenever their child is unable to attend due to illness
- To ensure that their children arrive in school on time and well prepared for the school day
- Take family holidays during school holidays only

Types of Absence

Authorised Absence (Only school, not parents can authorise absence)

- **Illness- Medical evidence must be provided for any consecutive absence of 5 days or more**
- Unavoidable medical appointments when supported by official medical documentation (Please try to book these before or after school whenever possible)
- Recognised religious observance
- Family funeral
- Traumatic event

Unauthorised Absence

- Truancy
- Unexplained absence (No contact or note from parents)
- An unacceptable reason for absence is provided
- Late to school after the register has closed without acceptable reason
- Holidays – Hawkey Hall High School, in line with Government legislation, has a zero tolerance approach to requests for leave of absence during term time. Requests for a leave of absence for a holiday will not be authorised unless there are exceptional circumstances

Please note students removed from school for an unauthorised leave of absence of 10 sessions (5 days) or more may be subject to the issue of a Fixed Penalty Notice of £60 per parent or carer. A Fixed penalty notice can also be issued for unauthorised absences and persistent lateness to school as well as holidays in term time.)

Responding to Non-Attendance

When a student does not attend school, we will respond in the following manner:

- A member of the Pastoral team (Student Support Officer) will contact home on the first day of absence to
 1. Make parents/carers aware that their child is absent
 2. Ask for an explanation for absence
 3. Log parental response on the register in order to determine appropriate registration code
- If contact cannot be made in the morning, a second attempt will be made in the afternoon. All named adults attached to the student will be contacted if we are unable to contact priority contact 1.
- The SSO's will inform the Attendance Officer of any failure to obtain an adequate reason for absence or no response
- A home visit may be conducted by the Attendance Officer or Attendance Service if no contact is made for 3 days or if there is a cause for concern.
- If an acceptable reason for absence is not provided the absence will be coded as unauthorised. Unauthorised absence and or poor attendance will result in intervention from the Attendance Officer and The Attendance Service. Parents will be invited into school for a meeting and this may lead to an Early Help being opened or referral to The Startwell Service to set clear attendance targets. School work closely with The Startwell Service and The Attendance Service.

Supporting Students returning after a period of absence

- The return to school for a student after long term absence requires special individualised planning. The Assistant head teacher, Attendance Officer and Head of Year will be responsible for deciding on the programme for the plan.
- Return to school plans will be tailored to individual needs and may involve phased/part time return to school.
- Parents will be involved and informed at each stage of the planned return to school
- All strategies will be fully logged and will form part of the Student's file. Reduced timetable requests will be sent to the Local Authority
- Teaching/support staff will be notified of the return of long term absentees via staff briefing or Email

Registration Procedure

- At the start of the school day students should proceed to their allocated registration blocks
- Registers will be taken during form time
- Once the gate is locked students must sign in at reception with a member of the office team. The time of arrival and reason for being late will be recorded and they will be issued with a Late mark (L) unless it was a medical appointment with the relevant proof, this will then be coded as M
- Students arriving after the registers have closed (after 10am) with no valid reason will be coded as U which means they are marked absent for that session, this will impact on the students attendance
- Subject teachers must take an electronic register at the start of each lesson, registers should be completed during the first 10 minutes of the lesson

Hawley Hall High School applies the standard set of register codes consistently as required by law. These codes are input into electronic registers and are used to give depth of meaning to the register and provide statistical meaning to absences.

Strategies used to encourage and promote good school attendance

- Individual students whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals
- Students attendance figures will be published on school reports
- Individual attendance prize awarded by Heads of Year
- Weekly attendance prize awarded by Attendance Officer
- Form attendance is published on student bulletin weekly
- Attendance is highlighted through school assemblies, particularly the impact it can have on academic progress
- Best attending form in school is rewarded with prize/trips
- Targeted students will attend intervention group work with the school Attendance officer to improve attendance and punctuality
- Rewards for students attending 100% termly/yearly
- An improved attendance prize for any student achieving an significant improvement in attendance in any one term

Changes due to Covid 19

The DfE have updated their guidance on attendance and absence recording from September (<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>).

Schools should return to the attendance codes used prior to the coronavirus pandemic with a few exceptions. We have put together some scenarios to help you to accurately record attendance.

Code	Attendance Sub Code	Scenario
I	I01	Illness – other illnesses not related to COVID-19
	I02	Illness – confirmed positive COVID-19 case
X	X01	Children of non-compulsory school age
	X02	Self-isolating due to COVID-19 symptoms. The child themselves has symptoms and awaiting a test result
	X03	Self-isolating due to COVID-19 contact INSIDE the school. The child is a contact of a positive COVID-19 case from within the school. For example, another child in the bubble has had a positive COVID-19 test result.
	X04	Self-isolating due to COVID-19 contact OUTSIDE the school. The child is a contact of a positive COVID-19 case from outside the school. For example, a member of their household has had a positive COVID-19 test result.
	X05	Quarantine – Child is required to quarantine as per government guidance
	X06	Shielding – the child has been asked to shield. A letter should be able to be provided
	X07	Government guidance to not attend the school
Y		Week of 8 th March, Secondary schools can use this code for children who are not due to attend that first week due to your asymptomatic testing programme

School will continue to closely monitor all our students' attendance and continue to work closely with students and parents. No Penalty notices will be issued to any of our parents for students absence linked with Covid 19.