



Hawkey Hall High School

POLICY NAME: Attendance Policy

ADOPTED: November 2023

REVIEW PERIOD: November 2024

SIGNATURE:

A handwritten signature in blue ink, which appears to read 'W. Frazer', is written over the printed name.

Chair of Governors

Contents:

Page 3: Aims

Page 4: Expectations and Deletion from the register

Page 5/6: Encouraging attendance and Types of absence

Page 7: Punctuality and Fixed Penalty Notices

Page 8: Support systems and Responding to non-attendance

Page 9: Legal interventions prosecution, Fixed Penalty Notices and Attendance data

Page 10: Staff, Intervention and Escalation Procedures

Attendance Policy

OUR AIMS

Hawkley Hall High School is committed to providing a full and efficient educational experience to all students. On the basis of equal opportunities, we will take measures to encourage regular and punctual attendance at school, and in all lessons. All students have a right to an education and for them to achieve their full potential academically and pastorally, consistently attending school is crucial. At Hawkley Hall High School, we believe that attendance is 'Everyone's Responsibility' and all staff can contribute to students achieving outstanding attendance.

This policy should be read in conjunction with the following: Anti-Bullying Policy; Behaviour Policy Expectations For All; Child Protection and Safeguarding Policy and Procedures; Equality and Diversity Policy; Looked After Child Policy; Mental Health Policy; SEND Information Report.

Hawkley Hall High School is committed to ensuring that all students, including those with SEND, have their individual needs and circumstances considered when implementing attendance/punctuality-related support. We will adopt a graduated approach where necessary and make reasonable adjustments to the details outlined in the policy where we feel they are appropriate.

It is part of the culture of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career and as a school, we will do all we can to ensure maximum attendance for all students. Any problems that impede full attendance will be identified and addressed as speedily as possible.

Hawkley Hall High School will endeavour to communicate, to parents/carers, the importance of consistent and punctual attendance at school. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. As a community, we recognise that parents/carers are primarily responsible for ensuring their child attends school regularly and punctually.

If there are problems that affect a pupil's attendance, we will investigate, identify and strive, in partnership with parents/carers, students and relevant support agencies, to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

As a school, we are committed to safeguarding all of our students and understand that non-attendance may be an indicator of further pastoral support being required. Hawkley Hall High School is proud of its 'Team Around the Child' (TAC) approach to the safeguarding and wellbeing of its students and we will endeavour to call upon the expertise of the wider pastoral team where we feel that attendance is a contributing factor to a student not having consistent access to the educational experience they deserve.

EXPECTATIONS

Parents and students can expect the following from school:

- Quality teaching and learning
- Promotion of good attendance
- A clear and fully understood registration process, in accordance with statutory regulations
- Regular, accurate and efficient recording of attendance
- Effective communication between school and the home
- Efficient action on any problems identified
- Early contact with parents when a student fails to attend
- That we will utilise the expertise of The Attendance Service, namely Simon Wetton, where we feel more support is required

We expect the following from all students:

- That they will attend school regularly and strive for 100% attendance
- That they will arrive on time and appropriately prepared for the day wearing the correct school uniform, with a school bag and the correct equipment
- That they will inform their parents or a member of staff of any problem that may hinder them attending school
- That they will not contact home themselves whilst in school
- That they will accept help, support and guidance when offered where there are concerns regarding attendance

We expect the following from Parents/Carers:

- To ensure their child attends school and engage with any additional support that is implemented
- To ensure that they contact the school whenever any problem occurs that may keep their child away from school
- To ensure that they contact the school whenever their child is unable to attend due to illness
- To ensure that their child arrives to school on time well prepared for the school day
- To ensure that family holidays are taken during school holidays

DELETION FROM THE REGISTER

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

- Transfer between schools
- Failure to return from extended leave after both the school and the Local Authority have tried to locate the pupil
- 20 days continuous unauthorised absence and both the school and the Local Authority have tried to locate the pupil
- Left the school but it is now known where the student has gone after both school and the Local Authority have tried to locate the pupil
- Permanent exclusion has occurred, and procedures have been completed
- Death of a pupil
- Pupil withdrawn to be educated outside the school system (the Local Authority will be informed)
- In custody for more than four months (in discussion with The Youth Offending Team)

ENCOURAGING ATTENDANCE

We will encourage attendance in the following ways:

- Set appropriate targets for individuals, groups and school
- Accurate completion of registers at the beginning of each session and at the start of each lesson
- Attendance checks at appropriate times
- Promote success through displays, certificates, badges, assemblies and the Engagement Period
- Rewards

TYPES OF ABSENCE

Authorised Absence:

Please note that the Headteacher reserves the right to make the final decision on whether an absence is authorised. Parents/Carers cannot authorise absence.

- Illness – Medical evidence should be provided where possible particularly if a student is on the VP (Verifiable Proof) List
- Unavoidable medical appointments when supported by official medical documentation. Where possible, medical appointments should be outside of school hours.
- Recognised religious observance
- Funeral
- Traumatic event
- Unplanned hospital visits

Unauthorised Absence:

The Headteacher will **not** authorise absence in the following circumstances:

- Unexplained absences (where contact has not been made with parents/carers)
- An unacceptable reason has been provided. Where necessary, the Student Support Officers (SSO) will seek advice from senior leaders.
- Truancy
- Where a student arrives late to school after registration has closed (9:30am) without an acceptable reason.
- Holidays. In line with Government Legislation, Hawkleigh Hall High School has a zero-tolerance approach to requests for leave of absence for a holiday and these will not be authorised unless there are exceptional circumstances.

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

OTHER AUTHORISED CIRCUMSTANCES

This relates to occasions where there is cause for absence due to exceptional circumstances e.g. visiting a parent in prison or social worker contact time.

Suspensions. Suspension from school is counted as an authorised absence. For suspensions of more than half a day, work will be provided where possible via. Show My Homework or Teams.

RELIGIOUS OBSERVANCE

Hawkley Hall High School acknowledges and embraces the multi-faith nature of British society and the school. We recognise that on some occasions, religious festivals may fall outside school holiday periods and this necessitates a consideration for authorised absence. Parents/carers must request permission in writing at least a day in advance. In the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day to be designated for any religious observance. Any further absence will be categorised as unauthorised.

PUNCTUALITY

Being punctual is a crucial aspect of good attendance. At Hawkley Hall High School, students have a 25-minute Engagement Period each morning with thoughtful and fulfilling content to help them develop both academically and personally. This can include PHSE, careers guidance and extra support for core subjects as well as an assembly each week. The Engagement Period is also an opportunity for students to prepare themselves for the day and speak to their form tutor, SSO or Head of Year/Assistant Head of Year. If students arrive late to school, they're missing a significant aspect of their school day.

The Engagement Period is 8:45am to 9:10am but students should arrive at 8:40am when the first bell sounds indicating that they should make their way to their form line. If a student isn't in their form line by 8:45am, they will receive a late mark. If a student arrives after 9:30am, when registration has closed, they will receive the 'U' code which unauthorises the morning. **Please be aware that the 'U' code can contribute to a Fixed Penalty Notice.**

As outlined earlier, it is primarily the responsibility of parents/carers to ensure that their child arrives to school on time. Where punctuality becomes a concern, further interventions will be introduced (See Page 11).

FIXED PENALTY NOTICES

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

SUPPORT SYSTEMS

We recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation etc.

This will help the school identify any additional support that may be required. We also recognise that some students are more likely to require additional support to attain good attendance, for example, those students with SEND, those with physical or mental health concerns and Looked After Children (LAC).

The school will implement a range of strategies to support improved attendance.

Strategies used may include:

- Reward systems
- Attendance letters
- Weekly attendance drop-in
- Discussions with parents and students
- Early Help
- Learning Mentors
- School counsellor
- Referrals to external support agencies

Support offered to families will be child centred and planned in discussion and agreement with both parents and students. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Hawkey Hall High School will consider and use legal sanctions.

RESPONDING TO NON-ATTENDANCE

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

The SSO will contact home on the first day of absence to:

1. Make parents aware that pupil is absent
 2. Ask for explanation for absence
 3. Log parental responses in order to determine appropriate registration coding
- If contact cannot be made in the morning, a second attempt may be made in the afternoon. All named contacts will be tried if contact hasn't been made with priority contact 1.
 - If contact hasn't been made for 3 days, a home visit will be attempted.
 - If the student is under the Attendance Enforcement Team (AET), the Attendance Officer will inform the relevant worker.
 - If an acceptable reason for absence is not provided, the absence will be classified as unauthorised.
 - In the case of persistent non-attendance and following a set period of intervention by the school and Attendance Service, we will support any recommendations for statutory action (CRIMINAL PROCEEDINGS).

LEGAL INTERVENTIONS PROSECUTION

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education. Section 44 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is in a registered pupil at a school and is of compulsory school age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and/or be imprisoned for a period of three months. Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order. Penalty Notices (Anti-Social Behaviour Act 2003).

PENALTY NOTICES WILL BE CONSIDERED WHEN:

- A pupil is absent from school for the purposes of a holiday or family visit in term time and the absence has not been authorised by school
- A pupil has accumulated at least ten sessions of unauthorised absence.

A Penalty Notice gives the parents the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued. A penalty notice will be requested for each parent and for each child within a family unit. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

ATTENDANCE DATA

Student's attendance will be monitored and may be shared with the Local Authority and other agencies if student's attendance is a cause for concern. Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. All information shared will be done so in accordance with the Data Protection Act 1998.

STAFF, INTERVENTION AND ESCALATION

Staff:

Student Support Officer (SSO)

Form Tutor (FT)

Head of Year (HOY)

Assistant Head of Year (AHOY)

Attendance Officer – Suzanne Parker (AO)

Designated Safeguarding Lead - Cathy Serjent (DSL)

Deputy Designated Safeguarding Lead – Laura Holland/Mark Ratcliffe/Lynsey Simpson (DDSL)

Learning Mentor (LM)

School Counsellor (SC)

Senior Pastoral Leader – Chris Finch/Laura Holland/Laura Notere (SPL)

Assistant Headteacher (Pastoral) – Peter Smith (AH)

Simon Wetton (SW)

Stages/%	Intervention, Procedures & Responsibilities
Ongoing attendance procedures	<ul style="list-style-type: none"> Phone calls made to parents/carers of any absent students and Arbor updated - <u>SSO</u> No contact on third day of absence, arrange home visit – <u>AO/SPL/SW</u> Termly 'Big Picture' attendance review – <u>AO/SPL</u> Suzanne Parker/Chris Finch to track target students daily – <u>AO/SPL</u>
Stage 1 100%	<ul style="list-style-type: none"> Letter of acknowledgement – <u>AO</u> Potential form rewards – <u>AO</u> 100% Attendance badges - <u>SPL</u> Invite to end of year trip – <u>AO/SPL</u>
Stage 2 Approximately 99%-95%	<ul style="list-style-type: none"> Possible form tutor intervention – <u>FT</u> Letter 1 emailed home – <u>AO</u>
Stage 3 Approximately 94% - 90%	<ul style="list-style-type: none"> Letter 2 emailed home – <u>AO</u> Possible HOY intervention - <u>AO</u> Possible group work for targeted students – <u>AO</u> Fixed Penalty Notice warning letter – <u>AO</u> Meeting with AO – <u>AO/SW</u>
Stage 4 Approximately 89% - 85%	<ul style="list-style-type: none"> Letter 3 emailed home – <u>AO</u> Meeting with Simon Wetton – <u>AO/SW</u> Early Help (4-week target of 90%) – <u>HOY/AO/SW</u> Fixed Penalty Notice where appropriate – <u>AO</u> TAC support – <u>Wider pastoral team</u>
Stage 5 Below 85%	<ul style="list-style-type: none"> Referral to Attendance Enforcement Team (AET) if Early Help isn't successful – <u>AO/SW/SPL</u> Home visits by Suzanne Parker – <u>AO</u> Suzanne Parker to attend meetings with AET where appropriate – <u>AO</u>