



# Seven Hills School Attendance Policy

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Reviewed & agreed:	2018
Reviewed & agreed:	Nov 2019

## Seven Hills School Attendance Policy

This policy takes account of the following legislation:

- School attendance; Guidance for maintained schools, academies, independent schools and local authorities (November 2016)
- School attendance parental responsibility measures; statutory guidance for local authorities, school leaders, school staff, governing bodies and the police (January 2015)
- Children missing education; Statutory guidance for local authorities (September 2016)
- Exclusion from maintained schools, Academies and pupil referral units in England (2012)

### Rationale

The Government expects that schools, colleges and local authorities will:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence

Parents will:

- Perform their legal duty by ensuring that children of compulsory school age are registered at school and attend regularly

Students will:

- Be punctual to school and to access their lessons

Seven Hills school is committed to maximising the achievement of all students irrespective of race, gender or disability. Regular attendance and good punctuality are vital to educational achievement and social integration at school. Success at school can help the student gain access to appropriate post 16 opportunities and equip them with the skills needed for a fulfilling adult life. In supporting good attendance the school will work in partnership with the student, parents / carers and wider professionals including MAST, Social Care and Health professionals. Good attendance will be seen as an achievement in school and students will be recognised and rewarded as such. Attendance will be continuously monitored and intervention / support developed where problems are identified.

Seven Hills adheres to Education Regulations 2006 (Pupil Registrations) which came into force on 1st September 2013. These regulations state that schools may not grant leave of absence for holidays during term time unless there are exceptional circumstances. All leave taken during term time will therefore be deemed as

unauthorised absences unless considered to be special or exceptional. All requests for leave during school time will be considered individually by the headteachers in line with the recommendations by the National Association of Head Teachers. Each application received will be reviewed as to whether circumstances are deemed to be special / exceptional. Individual student attendance data will also be carefully considered alongside the request. In general, requests will be declined where the student's attendance is below 90% and where there is insufficient evidence of exceptional need. However, this statement will be approached with caution regarding students' individual circumstances.

### **Purposes**

- To promote an ethos in which good attendance is expected and is the norm.
- To promote, support and reward good attendance and punctuality.
- To have effective systems of recording, monitoring and reporting student attendance.
- To work closely and effectively with MAST to support students and families to improve their attendance.
- To support and encourage parents/carers to enable their children to reach good attendance levels.
- To be sensitive to the particular circumstances of students and their families and how these can effect attendance.
- To inform all staff of the key roles and responsibility within the school.
- To monitor and provide effective information on levels of attendance and punctuality.
- To ensure a safe, secure school environment and curriculum which meets students' individual needs is in place to promote and enable good attendance.

### **Responsibilities of the Head Teacher**

- The Head Teacher has overall responsibility for attendance matters.
- To oversee and monitor the work of the Attendance team in school

### **Responsibilities of the Attendance Team**

- To have strategic oversight of attendance matters in school
- To monitor, review and ensure appropriate implementation of attendance and punctuality policies across all school settings.
- To monitor / analyse all attendance data termly and work with tutor teams to identify appropriate interventions for all students who are persistent absentees (below 90%).
- To ensure attendance is promoted and rewarded in school
- To ensure that all absences are recorded appropriately and in line with DFE

guidelines

- To liaise with the MAST attendance officer to clarify any attendance issues in school.
- To make decisions regarding absence requests for special occasions / holidays in line with DfE guidelines and school procedures.
- To produce and supply attendance information to the governors.
- To coordinate liaison with other agencies, including health, MAST and social care and the Local Authority, in order to identify appropriate Educational Provision and attendance.
- To ensure single referrals are made to MAST for students for whom the main concern is attendance (and internal interventions have not been successful in improving attendance figures).
- Make referrals to the police / social care for any student with unexplained absence on the third day (for a safe and well check) and on the first day of unexplained absence for a child on a child protection plan.
- To identify / support reintegration packages for students previously missing from education
- To ensure the Local Authority is informed if a student is to be removed from the attendance register.
- To provide attendance information to the Local Authority as required.
- To liaise with medical professions for advice around attendance issues as needed.

### **Responsibilities of the Tutor**

- To keep an accurate, timely and up-to-date register of attendance following the agreed procedures and codes using SIMS
- To ensure that information provided by parents regarding absence and attendance is communicated to the office.
- To promote an ethos of good attendance and punctuality with parents and students
- To liaise with phase leaders where concerns are held/ raised about a child's attendance in school
- To be involved in multi-agency meetings, as needed, to support children and their families in improving attendance issues
- To liaise with other professionals as needed to support student attendance in school
- To provide a safe, secure school environment and a curriculum which meets individual needs
- To discuss attendance at each child's Annual Review meeting and parents consultation meetings
- To ensure that action identified in student's intervention plans are implemented fully
- To participate in student progress meetings working with Deputy and Assistant heads to identify appropriate action for individual students and their families to improve attendance

## **Responsibilities of Parents**

- To contact school if their child is absent to inform us of the reason for the absence
- To inform school in advance, by telephone or letter, of any medical appointments which need to be taken in school time. Parents should also provide school with a copy of any appointment letters
- To make every effort to take holidays during school holiday periods
- To request and complete a leave request form for any planned absences from school
- To try to arrange medical appointment out of school hours where this is possible. Where appointments during the school day are unavoidable ensure their child is present in school for as much of the school day as is possible before / after the appointment time
- To promote and encourage good attendance
- To notify school of any concerns or difficulties you have with getting your child to attend
- To support your child to attend school by working cooperatively with school and other agencies where needed; by attending meetings and following agreed actions
- To support their children to be ready punctually for collection by transport

## **Responsibility of Students**

- To make every effort to be ready on time for school transport in a morning
- To come to school every day unless you are too ill to attend
- To talk to an adult in school if you have any concerns or worries about coming to school.

## **Responsibility of the Office Manager**

- To liaise with tutor teams to ensure information received from parents regarding absence is communicated
- To check that tutor teams have appropriately marked registers, that appropriate codes have been used and that unexplained absence is chased up with parents
- To contact parents on the first day of any unexplained absence
- To pass on concerns regarding student attendance to the safeguarding team / phase leaders as appropriate
- To ensure that on the third day of any unexplained absence the safeguarding team is informed in order to ensure that procedures are followed to ensure that the child is safe and well.
- To ensure that any unexplained absence is referred to the phase leader.
- To produce weekly attendance data for phase leaders; identifying any unexplained / unauthorised absences

- To provide attendance data each half term in preparation for the safeguarding attendance meeting.
- To ensure information about attendance data is made available to parents on through displays and on the school website.
- To pass on information to parents regarding attendance / absence procedures as needed.

### **Monitoring, review and Implementation of the Policy**

Office staff are primarily responsible for the implementation of the attendance policy. Any concerns regarding attendance procedures will be highlighted to the attendance team in school. Training for staff will be developed as needed to ensure all staff in school are able to follow the given policies and procedures. The attendance policy will be reviewed every two years by the headteachers in conjunction with the office manager, year team supports and governing body.

#### Attendance Codes

Code	Code Meaning	Statistical meaning
/	Present (am)	Present (am)
\	Present (pm)	Present (pm)
U	Late (after registration closed)	Unauthorised absence
B	Educated off-site	Present
C	Other authorised circumstances	Authorised absence
D	Dual registration	
E	Excluded	Authorised absence
F	Extended family holiday agreed	Authorised absence
G	Family holiday not agreed	Unauthorised absence
H	Annual family holiday (agreed)	Authorised absence
I	Illness	Authorised absence
J	Interview	Authorised absence
L	Late (before registration closed)	Present
M	Medical/dental	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised circumstances	Unauthorised absence
P	Approved sporting activity	Present
R	Religious observance	Authorised absence
S	Study Leave	Authorised absence
T	Traveller absence	Authorised absence
V	Educational visit	Present
Y	School closure	Not counted
W	Work experience	Present

## Attendance Procedures

- All registers should be completed by tutor teams before the closing of registers at 9.30am and 1.05pm respectively.
- Any known reasons for absence should be recorded on SIMS by the tutor team or phase year team supports as the information is received and the explanation put into the comment box provided for each student when their attendance is recorded in SIMS. If class teams are unable to do this when information is received the phase year team supports should be informed verbally to enable the data to be appropriately input into SIMS
- The designated office staff will contact parents on the first day of absence for any unexplained absences and the explanation recorded in the comment box.
- Staff must only use the official codes as listed above. If the reason is unknown N should be used until further information is received.
- Tutor teams should not use authorised codes such as H for holiday unless they have been informed by the office that the holiday absence has been approved by the headteachers.
- All staff should direct parents to fill in a request for leave form if they are made aware of parental plans for holidays / absences. Parents should be reminded of the importance of attendance and encouraged to take holidays during school holiday periods wherever possible.
- Students arriving in school after the close of registers must be registered on entry into the building. The receptionist must contact the relevant tutor team to notify them of the student's arrival.
- Any student leaving school premises during a school session must sign out before leaving the building.
- For **students who attend school on a reduced timetable**, phase year team supports are notified by reception on their arrival/non-arrival to enable registration to be completed. Non-attendance procedures are followed as required.