



Attendance Policy

ATTENDANCE POLICY

Rationale:

The foundation for good attendance is a strong partnership between the school governors, school staff, parents, carers and the pupil. As a school, we are committed to maximising attendance for all pupils to enable them to benefit fully from their education. We believe that regular attendance is an integral part of effective learning. We intend to celebrate and promote our expectations for maintaining high levels of attendance through establishing effective communication systems with pupils, parents and carers. This policy has been written in line with [DfE guidelines](#).

Aims and Objectives:

- To celebrate and promote good or improved attendance for all pupils; we aim for all pupils to maintain an attendance figure of at least 96%.
- To ensure that all pupils feel supported and valued; we look to work with pupils and parents and carers to identify barriers to good attendance, supporting and challenging families where necessary.
- To ensure registers are completed accurately; reasons for absence will be sought and recorded quickly in order to ensure pupils are accounted for and safeguarding procedures are robust.
- To familiarise pupils, parents, staff and governors with current attendance figures; we will challenge pupils and parents to improve attendance where necessary, and celebrate improvements with timely and appropriate rewards.

Registration:

Morning registration is open from 8:48 AM until 9:15 AM. Where pupils arrive late (after 9:00 AM) and the register is still open, they will be marked late by the form tutor. After this time, pupils must report to the office where the register will be updated with the time of arrival and reason for lateness. Parents will be informed by the form tutor if a pupil is persistently late.

Celebrating good attendance:

Pupils who attend school regularly will be rewarded for their conscientious attitude to their learning:

- Each pupil who attends for a full week will be awarded a merit point.
- Celebration assemblies will award certificates to those pupils who maintain 100% and 98% attendance at the end of each term.

First Day Response:

If no contact is received from the parents of the pupil by 10:15 AM on the first day of absence the attendance officer will contact the parent by text message, followed by another request via telephone or text, requesting a reason for absence. Upon the third day of unexplained absences and repeated attempts to contact home, a home visit will be undertaken to ascertain the reason for absence (Appendix A: [home visit protocol](#) for further details). Any session where no reason for absence is recorded will be unauthorised at the end of each half term.

Authorised and unauthorised absences:

Registers will be coded and recorded in line [with DfE guidance](#), which states clearly those circumstances which are authorised or unauthorised. Where absences are coded as "C" a reason for authorisation will be added as a comment.

Persistent Absence:

Persistent absence is classified as when the "[overall absence for a pupil's enrolment equates to 10% or more of their possible sessions](#)". Where a pupil's attendance falls below this 90% threshold, school will [notify parents in writing](#) and instigate a formal monitoring period of 4 weeks to encourage pupil attendance to improve.

Where pupils fail to attend school regularly we will seek to build positive relationships with parents and carers to identify and break down barriers to good levels of attendance. These meetings will be held at all levels, including attendance officers, form tutors, heads of year and senior leaders, and our [protocol document](#) (See [Appendix B](#): attendance markers for action) details the trigger points for intervention pertaining to pupil absence. Letters and text messages will be sent home, and copies of these letters can be found on our school website.

Further details, including DfE guidance on parental responsibility measures concerning attendance [can be found here](#). ([Appendix C](#): roles and responsibilities)

Absence requests:

Pupils who need to leave the school site before 3:35 PM for any given appointment must be accompanied by a nominated adult who will sign them out at the school office.

- Key Stage two pupils will not be permitted to leave the school site unless accompanied by a nominated adult.
- Key Stage three pupils will only be permitted to leave the site unaccompanied if the parental request is submitted in writing.

Leave of Absence requests:

There is **NO** entitlement for parents to take their child out of school during term time. Parents may apply to the school for a leave of absence if they believe there are exceptional circumstances, however they will be asked to bear in mind that:

- for those pupils whose attendance is below 95% any absence request will be unauthorised and school will request that a penalty fine be issued by the Attendance Placement Service on behalf of North Tyneside Council.
- Absences of 5 days or more will be unauthorised for all pupils and school will request that a penalty fine be issued by the Attendance Placement Service on behalf of North Tyneside Council.

If the absence is not authorised and the holiday/leave of absence is taken any way, the case can be referred to the Attendance Placement Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) **for each child** taken out of school.

Appendix A:

Home Visit Protocol

The home visit protocol can be instigated following any of the following criteria:

- Persistent unexplained absence (-90%)
- Safeguarding/Child Protection concerns
- Mentoring requirements
- Parental request
- Third day following unexplained absences and repeated attempts to contact home.

In the case of safeguarding/Child Protection, significant cause for concern should be reported to the Front Door service in the first instance.

Staff undertaking a home visit must seek approval from a member of Senior Leadership Team before departure.

At least 2 members of staff must carry out a home visit.

Staff undertaking a home visit must ensure the office staff are aware of:

- the name of the pupil being visited
- the destination address
- the time of departure
- the estimated time of return to school

While on the visit, staff should follow the risk assessment guidelines to ensure they are protecting themselves at all times. (see attached document)

Upon returning to school, staff must complete a home visit report and file this in the appropriate locations, including informing the Attendance Officer of the outcomes for attendance monitoring.

Appendix B:

Attendance markers and trigger points

| | | |
|----------------------------------|----------------------------------|--|
| <u>October Half Term</u> | Actioned by: | |
| Below 95% | ClassTeacher | Informal chat with pupil |
| Below 90% | Attendance Officer | Below 90% Letter home |
| <u>Christmas</u> | | |
| Moved below 95% | Class Teacher | Informal chat with pupil |
| Still below 95% | Attendance Officer | Below 95% letter home |
| Moved below 90% | Attendance Officer | Below 90% letter home; formal monitoring starts |
| Still below 90% | Attendance Officer/Head of Year | Failure to improve letter & Head of Year intervention |
| ANY IMPROVEMENT | Attendance Officer | Praise Text home |
| <u>February Half Term</u> | | |
| Moved below 95% | Class Teacher | Informal chat with pupil |
| Still below 95% | Attendance Officer | Attendance Officer phone call interview |
| Moved below 90% | Attendance Officer/Class Teacher | Below 90% letter home; Class Teacher phones home; Formal monitoring starts |
| Still below 90% | Attendance Officer/Head of Year | Penalty Warning Notice letter & Head of Year intervention |
| ANY IMPROVEMENT | Attendance Officer | Praise Text home |
| <u>Easter</u> | Actioned by: | |
| Moved below 95% | Class teacher | Informal chat with pupil |
| Still below 95% | Class Teacher | Class Teacher phones home |
| Moved below 90% | Attendance Officer/Head of Year | Below 90% letter home; Head of Year intervention; formal monitoring starts |
| Still below 90% | Attendance Officer/Head of Year | Penalty Warning Notice letter; Head of Year intervention; Contact complete Early Help Assessment |
| ANY IMPROVEMENT | Attendance Officer | Praise Text home |
| <u>May Half Term</u> | | |
| Moved below 95% | Class Teacher | Informal chat with pupil |
| Still below 95% | Class Teacher | Class Teacher phones home |
| Moved below 90% | Attendance Officer/Head of Year | Below 90% letter home; Head of Year intervention; formal monitoring starts |
| Still below 90% | Attendance Officer/Head of Year | Penalty Warning Notice letter; Head of Year intervention; Contact complete Early Help Assessment |
| ANY IMPROVEMENT | Attendance Officer | Praise Text home |

Appendix C:

Attendance: Roles and Responsibilities:

Pupils:

- Attend morning registration promptly at 8:48 AM each day, and at 1:30 PM for each afternoon registration.
- Communicate effectively between school and home

Parents:

- Communicate effectively with school concerning their child's attendance.
- Notify school, preferably by phone, by 9:15 AM with the reason for a pupil absence.

Attendance Officer:

- Responsible for all forms of parental contact pertaining to daily absences
- Understand and apply register codes pertaining to all absent pupils.
- Produce Half Termly attendance reports for Form tutors and Heads of Year; produce termly attendance figures for Headteacher's report to Governors
- **Two weeks before the end of each half term** generate list for Heads of Year of pupils whose attendance is below 96%, and below 90%, with listed intentions.
- In the last week of term issue letters/Penalty Warning Notice to parents where pupils following Head of Year instruction.
- Conduct phone interviews with parents where persistent absence persists.

Form Tutors:

- Reward each pupil with 100% attendance with 1 merit each week.
- Share monthly attendance reports with pupils and encourage good attendance.
- Contact parents where a pupil's persistent lateness is a continuing concern.
- **Action all points indicated on the [trigger point and action](#) document.**

Head of Year:

- **Respond to 2 week notice email** within 5 working days; liaise with form tutors to achieve this.
- Hold 1:1 informal meetings with pupils whose attendance falls below 90%
- Contact parents where appropriate.
- Issue and award 100% and 98% attendance certificates at celebration assemblies.
- **Action all points indicated on the [trigger point and action](#) document.**

Assistant Head:

- Oversee monitoring of attendance and support all parties appropriately.
- Table attendance for discussion at Senior Leadership meetings.
- Report to Governors on attendance regularly.