



## Attendance Policy & Procedures

<b>Date of Last Review:</b>	July 2022	<b>Review Period:</b>	Annually
<b>Date of Next Review:</b>	July 2023	<b>Owner:</b>	Rachael Faulkner Deputy Headteacher
<b>Ratified by LGB:</b>	29 <sup>th</sup> September 2023		

## Policy

### Key personnel

Attendance Manager: Brenda Goodman

Senior Leader with responsibility for attendance: Rachael Faulkner

Safeguarding Governor: tbc

### Policy Statement

This policy has been written in accordance with the recommendations made in the OfSTED report 'Securing good attendance and tackling persistent absence' published Feb 2022. Attendance is **'everyone's business'** in school. In many respects it is a matter of safeguarding a young person.

When we consider attendance it is much broader than just being in school – it is also about being punctual to school, being present in all lessons and being part of clubs and enrichment activities.

### Policy Aims

#### Expectations and responsibilities

At all times we will:

- have high expectations for every pupil's attendance at school. 97% is the benchmark for 'good' attendance.
- set expectations about attendance from the outset through the transition process
- understand that good attendance does not happen in isolation – there is an interrelationship between attendance and the quality of the school's curriculum, ethos, behaviour and inclusivity
- not stop pushing for whole-school improvement once attendance reaches the national average
- see the process of securing good attendance for all pupils as an ongoing process, never something that is 'finished'

#### Work with students, parents and carers

At all times we will:

- communicate high expectations clearly, strongly and consistently to parents and to pupils
- explain to parents and pupils why good attendance is important and how it helps pupils to achieve
- listen to parents carefully to find out why their children are not attending well enough so that we can work together in acting accordingly
- challenge parents who do not make sure that their children attend, but also offer support where needed
- have the right people in place to have these conversations with parents

## **Recording keeping**

At all times we will:

- ensure that attendance is always recorded accurately
- systematically analyse attendance information looking for patterns and trends
- use this analysis to target their actions, both for individuals and at a whole-school level

## **Legal Framework**

Under Section 7 of the Education Act 1996, parents are responsible for ensuring that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

Parents who condone absence without good reason should recognise that this is an offence in law and may result in legal action.

There is no entitlement in law to time off in term time (leave of absence). The Trafalgar School at Downton will not authorise leave of absence in term time, unless there are exceptional circumstances. Whilst there is not a definitive list these are typically for the following reasons:

- Unavoidable medical appointments
- Close family bereavement
- Matters relating to a child's welfare

Individual cases will be addressed by the Academy's Attendance Manager. Should a parent wish to apply for leave of absence they are required to complete the Leave of Absence (LoA) Request Form which is available to download on the Academy website. A decision will be made in writing at the earliest opportunity.

Where a student has been absent and the Academy has not been able to make contact to explain the absence within a 10 day period (5 days for a vulnerable student), the Missing Children Procedures will be actioned by the Designated Safeguarding Lead (Rachael Faulkner) and relevant agencies notified. Students can ultimately be removed from roll by the Headteacher if no contact has been made.

## Fixed Penalty Notices

A penalty notice is an alternative to being taken to court by the local authority. If a child has 10 or more sessions (am/pm.) of unauthorised absence, the school will inform the Education Welfare Service who may issue a penalty notice for each child to each parent. Anyone who has day to day care of a child is considered a 'parent' and legally responsible for making sure the child attends school, this could be a step parent or a parent not living at the child's home address.

The penalty is £120 per child per parent if paid within 28 days. The penalty is reduced to £60 per child per parent if paid within the first 21 days

If a parent fails to pay the fine within 28 days the Local Authority will have no option but to prosecute a parent in the Magistrates' Court. This could lead to a fine of up to £1000 per parent per child.

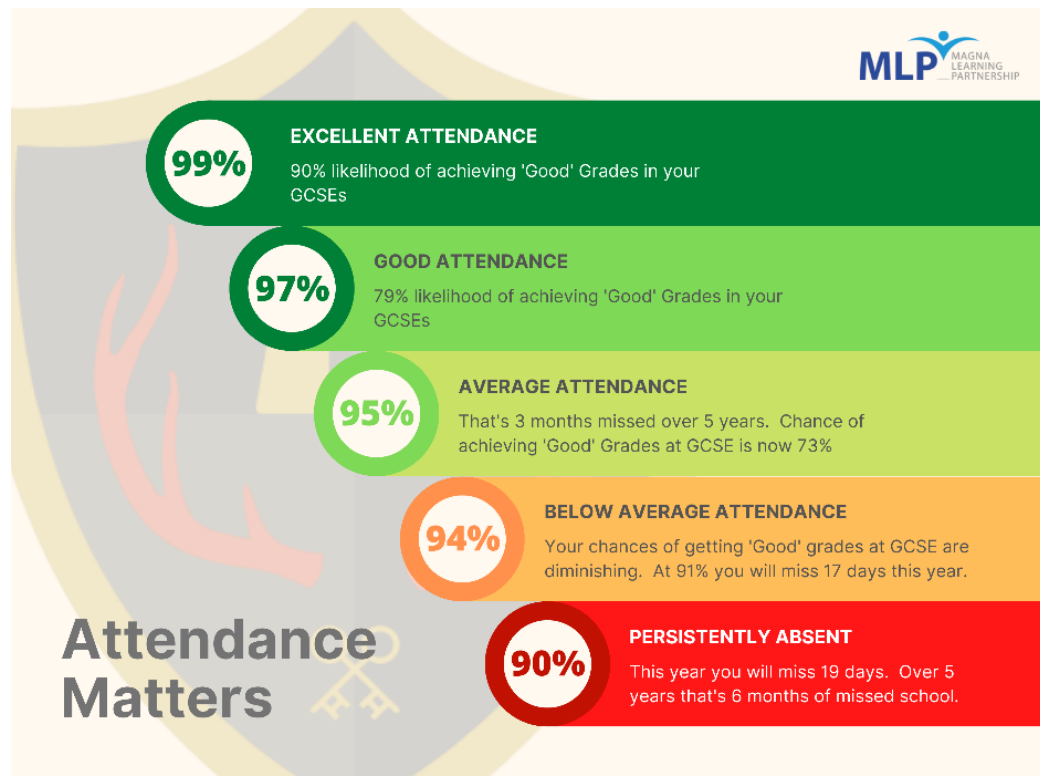
## Expectations and responsibilities

95% attendance is the National Average for students. 95% attendance equates to 9.5 days of missed school in an Academic Year of 190 days. A student with attendance below 90% is deemed persistently absent. This equates to over 19 days of missed school in an Academic Year and approximately 6 months over 5 years.

**>99% 'Excellent attendance'**

**>97% 'Good attendance'**

**>95% 'Average attendance'**



Attendance	Number of days absent	Approx. time missed in 5 years
99%	2 days	10 days
97%	6 days	2 months
95%	9.5 days	3 months
90%	19 days	6 months
85%	28.5 days	9 months
80%	38 days	1 year

### **Transition to secondary school**

At the time of transition the Transition Coordinator will identify individuals with patterns of attendance below 95%, and any student at or above this figure who required significant intervention by the school in achieving this attendance, and share this information with Heads of House prior to the start of the school year.

Heads of House will 'red-flag' siblings in families with poor attendance histories. This 'watch' list will be monitored closely by Heads of House and Tutors.

### **Empowering young people**

Realising the Academy's strategic aims and objectives is a significant contributing factor in assuring high attendance without the need for intervention. It is our collective responsibility to realise these aims and objectives and in doing so demonstrating that securing 'good' attendance is a collective responsibility. Our ultimate aim is to achieve an attendance of 100%. Through the completion of regular stakeholder surveys we will seek the views of our students and respond to this information. We want students to enjoy their school experience, make positive lifestyle choices and forge resilience when faced with challenges.

### **Policy Review**

The Deputy Headteacher with overall responsibility for attendance will ensure this attendance policy and practice is reviewed annually.

## Procedures – Guidance for all staff

### Work with students, parents and carers

#### The importance of communication and positive relationships

The school will ensure it communicates with both students and parents regularly and 'strongly' about the importance of 'good' attendance. This includes at Transition through a parent contract, though communications at least termly, though the reporting cycle and at parent events, through the Tutor programme, through rewards and through the school website. For individual communications see response to student absence.

It is vital that all staff 'notice absence'. ***"I note you were absent yesterday"*** is a common phrase we all must use. Do not allow students' absence to go under the radar. For this communication to work well we must first build a positive relationship with the student and then 'lift the lid' to find out what are the barriers to good attendance.

In all communications links will be made between attendance and how it enables students to achieve. There is compelling evidence that correlates good attendance to 'at least' good achievement and attainment.

In communicating with both students, parents and carers we will: 'listen, understand, empathise and support – **but not tolerate**'. For this communication to work effectively, staff need to have built positive working relationships with parents, so that parents trust them. At the same time, these relationships need to be built on honesty, so that parents accept tough messages about attendance when they need to. It is vital that Tutors build these positive relationship with parents at the earliest opportunity.

#### Why do some students attend better than others?

There are any number of reasons for non-attendance. They may include:

- parents did not have a good experience of school themselves and do not see the importance of attendance
- parents may be working shifts and there is no-one to get a student out of bed and ready
- attendance data is misunderstood by parents – while 90% may be good as a mark in a test, in attendance terms it means one day a fortnight being missed
- basic routines are not in place at home, leading to lateness, which can lead to non-attendance through missing the school bus
- parents cannot get their secondary-age children to come to school, even though they understand the importance of attendance
- older pupils' non-attendance is affecting their younger siblings – the whole family stops attending

- the student is a young carer
- there are financial barriers, for example parents being unable to afford transport to school, school uniform or sanitary products
- anxiety may be a factor
- they may dislike a particular teacher or subject
- they may be experiencing bullying

By asking the right questions and listening, sometimes problems can be solved easily.

The importance of **'not letting up'** cannot be underestimated. Whilst this might 'strain' these relationships at times it is in the best interest of the student and the parent.

### **Response to student absence – Who is responsible?**

In matters of attendance there is a hierarchy of people in place to provide information, challenge and support where needed. This hierarchy is outlined below with responsibilities outlined at each stage. Overall responsibility sits with the Deputy Headteacher with responsibility for attendance. She will work closely with the Attendance Manager ensuring that staff fulfil their responsibilities regarding attendance.

<b>Intervention</b>		<b>Responsibility</b>
Level 0	<b>Attendance Admin</b> and record keeping	<ol style="list-style-type: none"> <li>1. To ensure registers are completed accurately, students coded accordingly. Reasons for absence given.</li> <li>2. To contact home on the first day of absence using ClassCharts- <b>First Day Contact</b></li> </ol>
Level 1	<b>Tutor</b>	<ol style="list-style-type: none"> <li>1. To build positive relationship with students and their parents/carers</li> <li>2. To monitor attendance and punctuality for all members of the Tutor Group</li> <li>3. To contact home if absence is unexplained or is beginning to show a pattern</li> <li>4. To make students and parents aware of the importance a maintaining 'excellent attendance'</li> <li>5. To liaise with the Head of House regarding any attendance concerns (Level 2)</li> </ol>
Level 1	Supplementary – <b>Pupil Premium (PP) Champion</b>	<p>All of the above alongside the Tutor and Head of House. And:</p> <ol style="list-style-type: none"> <li>6. Meet with all PP students on any 2<sup>nd</sup> absence</li> <li>7. Meet with PP students and their parents on any 3<sup>rd</sup> and subsequent absence</li> </ol>

Level 2	<b>Head of House</b>		<ol style="list-style-type: none"> <li>Promote a strong attendance ethos within the House, and with Tutors</li> <li>Seek to unlock any barriers to 'excellent' attendance working with Tutors</li> <li>Intervention with students between 85%-95% and not improving following actions from the Tutor. School Attendance Meeting to be initiated.</li> </ol> <p>Ensuring:</p> <ol style="list-style-type: none"> <li>Regular contact with home regarding attendance concerns</li> <li>Meeting with students and their parents for a School Attendance Meeting where attendance does not improve to establish an <b>Attendance Contract</b></li> <li>Involving a Senior Leader to reinforce a clear message regarding attendance should other interventions not worked.</li> </ol>
Level 4	<b>SLT</b> Year 7 Year 8 Year 9 Year 10 Year 11	Link: RF JCu PS JC GJ	<ol style="list-style-type: none"> <li>Celebrating improved attendance</li> <li>Supporting Heads of House in School Attendance Review meetings with students, parents and careers where impact has been ineffectual following the first SAM. A clear message must be given around expectations, making the links between attendance and achievement.</li> </ol>
Level 5	<b>Deputy Headteacher</b> with responsibility for attendance		<ol style="list-style-type: none"> <li>Provide strategic planning for attendance</li> <li>Ensure regular attendance communications with stakeholders</li> <li>Systematically analyse attendance information looking for patterns and trends</li> <li>Use this analysis to target their actions, both for individuals and at a whole-school level</li> <li>Monitor the fulfilment of roles with regards to attendance</li> <li>Make attendance referrals to the School Attendance Manager</li> <li>Provide fortnightly attendance updates to the Headteacher</li> </ol>
Level 5	<b>Attendance Manager</b>		<ol style="list-style-type: none"> <li>Respond to Leave of Absence requests</li> <li>To convene School Attendance Meetings (SAMs) for students</li> <li>Meet with EWO and refer students for Fixed Penalty notices as appropriate</li> </ol>



## Flow Chart Response to absence

<p><b>First Day Contact (Admin)</b></p> <p>Parents contacted via ClassCharts as soon as child is absent without the school being advised of the reason. Request details regarding absence. <i>(Recording unwell/ill is not sufficient)</i></p>
<p>Concerns remain i.e. absence is regular or patterns emerge</p>
<p><b>Absence falls below 97% (Tutor)</b></p> <p>Tutor to consider student circumstances and discuss with student. What has been the students' (siblings of) attendance history? Is it a 'one-off'?</p> <p>Use Appendix 1.0 – How attendance improves over time. Target set.</p>
<p>Concerns remain i.e.</p>
<p><b>Head of House Attendance Meeting (SAM)</b></p> <p>Meeting arranged with student and parent. This could be virtually or in person. Attendance Contract agreed and written. 6 week monitoring period – 100% target for that period.</p>
<p>Concerns remain</p>
<p><b>Head of House Attendance Meeting with SLT link (SAM)</b></p> <p>Meeting arranged with student and parent. This should be in person. Attendance Contract reviewed and amended. 6 week monitoring period – 100% target for that period.</p>
<p>Concerns remain</p>
<p><b>Refer to Attendance Manager</b></p>
<p>Concerns remain</p>
<p><b>Refer to Educational Welfare Service (EWS)</b></p> <p>Single Agency Referral Form (SARF) &amp; Documents to EWS</p>

**IMPORTANT NOTE:** It is important to recognise improvements in attendance. Use ClassCharts to praise or reward when no further action is required.

## Registers

Attendance registers are legal documents and the accurate completion of registers is a contractual obligation. Registers must be completed electronically at the beginning of each lesson by the teacher. If ClassCharts is unavailable, a paper register must be completed and sent to the Main Office as soon as possible.

Staff must ensure that the appropriate mark is recorded against each student. No gaps should be left on the register. If a reason for a student's absence cannot be established, then the member of staff must report the absence immediately via email.

Registers are monitored throughout the day by the administration team and anomalies investigated.

The Main Office will ensure that accurate registers are printed at 9.15am. and will be available in the event of a fire. These will be passed to the appropriate Fire Officer at the assembly point, to carry out an immediate head count.

## Truancy and Punctuality



We will not accept truancy and we will inform parents of any truancy. Truancy is defined as missing all or part of a lesson. Truancy will be sanctioned in the following way:

Late to school- L10 – 10 minute lunchtime detention on the same day

Late to lesson L10 – 10 minute lunchtime detention

Lesson missed – Break and lunchtimes removed for a given period.

## Record keeping and information sharing

Registers are an official document, which are coded accurately and checked regularly to ensure consistency. In addition, tutors and Heads of House can access attendance records and reports on each child through ClassCharts.

There is a weekly attendance focus in tutor groups where both individual and group attendance is highlighted.

The Attendance Officer provides weekly attendance update to Heads of House and SLT with both vulnerable grouping breakdowns and assessments of

persistent absentee attendance for that week. All of this is underpinned by the regular use of FFT Attendance tracker.

### **School Attendance Meetings (SAMs)**

If a student's attendance falls below 95% or they have an unexplained absence of more than 2 days in a term, School Attendance Meetings will be held by the Head of House responsible for that student. Parents and carers will be invited in to discuss and agree an Attendance Contract. There must be a clear focus on the importance of attendance and agreement by all parties that attendance will improve and that any barriers to this will be removed by either home or school as necessary.

Students will be expected to attend for 100% of the review period. If this does not happen, then a School Attendance Review meeting will be held with the designated member of SLT present. If the student does attend for 100%, then the meeting will be held either in person or virtually to praise and congratulate the student without the need for the SLT link.

## Appendix 1.0 How attendance improves over time

We know absences can be for more than 1 day per absence. The following table can be used to help explain how attendance for students improves over time. A student with a long absence in Term 1 (say 5 days) can still achieve 'good' attendance by Term 6 should no further absences occur.

Days Absent	End of Term 1	End of Term 2	End of Term 3	End of Term 4	End of Term 5	End of Term 6
0	100.0	100.0	100.0	100.0	100.0	100.0
1	97.1	98.6	99.0	99.2	99.4	99.5
2	94.3	97.1	98.0	98.5	98.8	98.9
3	91.4	95.7	97.0	97.7	98.1	98.4
4	88.6	94.3	96.0	96.9	97.5	97.9
5	85.7	92.9	95.0	96.2	96.9	97.4
6	82.9	91.4	94.0	95.4	96.3	96.8
7	80.0	90.0	93.0	94.6	95.6	96.3
8	77.1	88.6	92.0	93.8	95.0	95.8
9	74.3	87.1	91.0	93.1	94.4	95.3
10	71.4	85.7	90.0	92.3	93.8	94.7
11	68.6	84.3	89.0	91.5	93.1	94.2
12	65.7	82.9	88.0	90.8	92.5	93.7
13	62.9	81.4	87.0	90.0	91.9	93.2
14	60.0	80.0	86.0	89.2	91.3	92.6
15	57.1	78.6	85.0	88.5	90.6	92.1
16	54.3	77.1	84.0	87.7	90.0	91.6
17	51.4	75.7	83.0	86.9	89.4	91.1
18	48.6	74.3	82.0	86.2	88.8	90.5
19	45.7	72.9	81.0	85.4	88.1	90.0

 Persistent Absent

## Appendix 2.0 – Communication with students, parents and carers<sup>1</sup>

### Why does school attendance matter?

Missing a few days of school here and there may not seem a big deal, but research shows that it can have a significant impact on children's learning. Children who miss a substantial amount of school fall behind their peers, and struggle to catch up. Most of the work they miss is never made up, which can lead to big gaps in their learning.

Poor attendance often starts at primary school, and children who fall into this pattern are likely to underachieve at secondary school. Pupils who miss between 10 and 20% of school (that's 19 to 38 days per year) stand only a 35% chance of achieving good GCSEs, compared to 73% of those who miss fewer than 5% of school days.

Friendships can be affected by persistent absence, too: it can be hard for a child who misses lots of school to form relationships with their classmates.

### What counts as 'good' attendance?

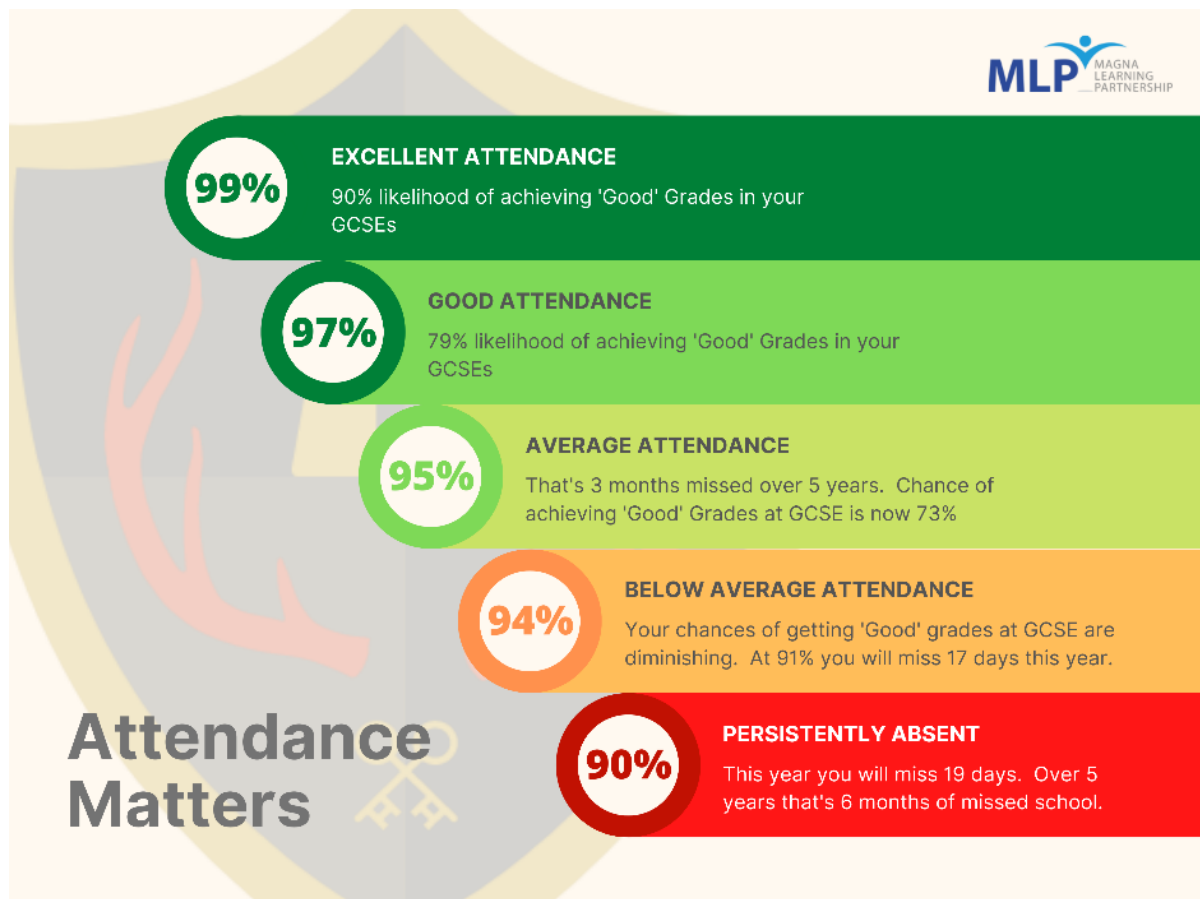
The Government doesn't set specific attendance targets, but schools are expected to set their own. **An attendance rate of 97% is considered good** at The Trafalgar School at Downton; this allows for children to miss 5 days across the school year.

Persistent absence (PA) is defined as an attendance rate of 90% or below. That's at least 20 missed school days.

Attendance	Number of days absent	Approx. time missed in 5 years
99%	2 days	10 days
97%	6 days	2 months
95%	9.5 days	3 months
90%	19 days	6 months
85%	28.5 days	9 months
80%	38 days	1 year

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<sup>1</sup> <https://www.theschoolrun.com/parents-guide-school-attendance>



## Factors to support good attendance

### Building good routines

Having consistent good attendance helps students develop a positive view of school and the importance of attendance. Routines can help families with the busyness of the mornings during the school week. Set an early bedtime to ensure rest for the school day. Follow a night time routine:

- Set a consistent alarm, leaving extra time for unexpected delays
- Lay out clothing and supplies for the next day
- Place school bag and shoes near the door
- Have a back-up plan in case of transportation challenges

### The importance of sleep

There are any number of studies show that students with better sleep patterns and sleep routines attend better and achieve better in school. Building good routines and 'bedtimes' is crucial.

### Arrival – The importance of punctuality

The first lesson of the day starts at 8.35am. which is preceded by a warning bell at 8.30am. We expect all students to arrive at school by 8:30am. and to be at the classroom for their first lesson before 8.35 am.

Students must additionally ensure that they are punctual to all lessons as poor punctuality to lessons can result in a truancy late mark.

### **What happens if a student is late for school?**

Students who arrive after 8.35am. are deemed late and must report to the School Reception where a member of staff will record the lateness. Students arriving late without good reason, e.g. a bus issue beyond their control, will be given a lunchtime detention on the same day. Parents will be notified through ClassCharts that a detention has been set.

### **What happens if a student arrives after 9.00am.?**

The am. register will be closed at 9.00am. and an unauthorised absence mark will be recorded.

### **What absences can be authorised?**

The Department for Education (DfE) states that you can only allow your child to miss school if they are ill, or if you have advance permission from the Headteacher.

The following types of absence will be marked as authorised:

- Leave of absence authorised by the Headteacher (such as time off due to bereavement).
- Illness: you must notify your child's school on the morning of their first day of absence.
- Medical or dental appointments, although you should try to arrange these outside school hours if possible.
- Religious observance but only if absence is requested in advance
- Gypsy, Roma and Traveller absence when the family is travelling for occupational purposes.
- Offsite educational activities: this could include music, dance or drama exams, or participation in a sporting event. Approval is at the Headteachers discretion.

### **What absences are not authorised?**

Certain types of absence will be marked as unauthorised. Unless there are exceptional circumstances agreed by the Headteacher. Time off for holidays is always unauthorised and a fixed penalty notice may be sought.

- Absences where the parents haven't given the school a reason are also recorded as unauthorised.
- If your child is late to school and the registers have closed (after 9.00am.), they will be marked as an unauthorised absence, even if they turn up later in the day.

### **What happens if your child's absence is not authorised?**

As a parent, it's your responsibility to make sure your child is at school, unless they have a long-term health problem. If your child doesn't go to school and you haven't contacted the school, you'll be contacted by the school to find out why they're absent.

If your child's attendance continues to fall you will be contacted firstly by your child's Tutor, then Head of House, then by a member of the Senior Leadership Team, then by the School Attendance Officer. If your child is persistently absent, you will then be contacted by the Wiltshire Council Local Education Welfare Officer.

They will discuss your child's attendance with you, and help you come up with a plan to make sure they get to school. The emphasis will be on providing support to help you improve your child's attendance. At all times we will 'Listen, understand, empathise and support – but not tolerate'.

You may be asked to sign a Attendance Contract: a voluntary written agreement stating that you will work with the Academy to improve your child's attendance.

Ultimately, if your child continues to miss school, legal action can be taken. Consequences include a parenting order compelling you to do what the court says to improve your child's attendance; a fine of £60, rising to £120 if you don't pay within 21 days; and prosecution, which could lead to a community service order, a fine of up to £2,500, or a custodial sentence of up to three months.

### **What to do if your child is ill?**

If your child is too ill to go to school, you must provide a **detailed** reason for their absence. You can provide this information on ClassCharts.

If the school disputes the authenticity of their illness, they could ask you for medical evidence such as a doctor's note, an appointment card or a copy of their prescription.

Some children miss long or recurrent periods of school due to health issues. In this case, the local council is responsible for them getting a suitable education. This could include home tutoring or a hospital school or teaching service.

### **How long should your child stay off school with an illness?**

The NHS gives the following advice on how long children should stay off school if they are unwell.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

As a general rule, your child should return to school when they feel well enough to do so.



**What is my child suffering with Mental Health difficulties?**

As a school we will always support our students and are very aware that some students can struggle to get into school for a variety of reasons, including their mental health. Not being in school can exacerbate anxiety and add to a students struggles.

In most cases a calm approach at home and in school and a consistent routine help those students to feel settled and more positive about school. Sometimes students need a tough but loving message to get them into school. Once they are through the doors we will support them in whatever way they need.

We also work with external professionals to ensure that every one of our students can achieve and we have an expectation that all of them can attend well and be successful.

With everyone working together, students invariably feel more successful and their attendance improves.