



HEADLANDS SCHOOL
SINCE 1965

Attendance Policy

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support good punctuality when attending school and lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the Head of School to account for the implementation of this policy
- › Mr G Thomas is our Governor link for attendance and safeguarding

3.2 The Head of School

The Head of School is responsible for:

- › Implementation of this policy at the school
- › Monitoring school-level absence data and reporting it to governors
- › Supporting staff with monitoring the attendance of individual students
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Arranging calls and meetings with parents to discuss attendance issues
- › Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Miss B Brown and can be contacted via 01262 616198 or admin@headlandsschool.co.uk

3.4 The attendance office

The school attendance office is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Head of School
- › Working with education welfare officers to tackle persistent absence
- › Advising the Head of School/ designated senior leader when to issue fixed-penalty notices
- › Seeks first day contact with parents/families when a student fails to attend Headlands School without providing a valid reason

The attendance officer is Mrs K Wrightson and can be contacted via 01262 676198, ext. 231 or Mrs J Barker on 01262 676198, ext. 208 or alternatively parents can email attendance@headlandsschool.co.uk

3.5 Form tutors

Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via [EduLink](#). Morning registers are completed at 8.30am.

3.6 The attendance office

School staff working in the attendance office will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the pastoral teams in order to provide them with more detailed support on attendance or where support is needed
- Contact parents who do not call the school on each day of absence

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day and to each lesson on time
- Call the school to report their child's absence before 9:00am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Students

Students are expected to:

- Attend every timetabled session on time
- Sixth form students must call the school to report their absence before 9am on the day of the absence and each subsequent day of absence
- Attend school regularly

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, in SIMS and place all students onto this register. We will take our attendance register at the start of the first session of each school day every lesson following this. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- For students in Years 7 to 13, whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity

- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 9.15am The register for the second session will be taken at 1.40pm and will be kept open until 2pm.

4.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling or emailing the school attendance office (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness or absence is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness or absence the absence will be recorded as unauthorised. Please see appendix 2 for NHS guidance relating to school absence.

Students with more than 10 sessions (5 days) of unauthorised absence will be referred to Education Welfare Officers for consideration of a penalty notice.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment, evidence of the appointment should also be provided.

Parents should call or email into the Attendance Officers to inform them of the planned absence. Students can also bring medical letters or appointment cards to the attendance office.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

- A student who arrives late:
- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Lateness to school is sanctioned with a Senior Leadership Detention on a Friday. Late marks are calculated from Friday to Thursday.

- 2 late marks 60-minute detention
- 3 late marks 90-minute detention
- 4 late marks 120-minute detention
- 5 late marks 150-minute detention

Students who are late to class will be sanctioned in the following way:

- 3+ late marks 30-minute detention
- 6+ late marks 60-minute detention

As an Attendance Team, we can also now monitor a student's attendance through 'A* Attendance'. This feeds directly into SIMS and allows us to track attendance data in one central place; enabling us to send appropriate letters to parents in the event of a FPN, Action Plan or Court Order.

4.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may also contact the Police, Education Welfare Officers at ERYC or East Riding Safeguarding Partnership.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving our Education Welfare Officer - Mrs K Harros.

Procedures for following up absence:

Absences should be explained by parents/carers, to the school on the first day of absence prior to 9.00am. Records of notes, letters and telephone messages will be retained by the school in SIMS, with dates and times if appropriate, to ensure evidence is available for recording purposes and any legal intervention taken by the LA's Education Welfare Service. All verbal conversations should be recorded with date, time and names of staff and parents involved for the same reason.

To ensure the safety of children, where parents have not contacted the school prior to 9.00am the school will operate its first day contact procedures and SMS message or telephone parents to ascertain the reason for absence. Where there are concerns as to the safety or welfare of a child, because families can not be reached for 2 days, the school will endeavor to contact parents via an immediate home visit. This may be done in conjunction with Education Welfare Service, Children's Social Care, Health or the Police where appropriate.

Failure to respond within 5 days to absence telephone calls and letters or home visits will result in an immediate 'Child Missing in Education' referral to the Education Welfare Service for investigation. For those students with Social Services involvement or significant concerns action will be taken on day 1 of absence.

If a student is persistently absent or late after register has closed and the school's efforts to effect an improvement have proved unsuccessful, a referral will be placed with the Education Welfare Service for investigation and legal intervention if necessary. This may include a full prosecution, penalty notice or Education Supervision Order. Parents should be advised that the school will no longer authorise absences without appropriate evidence.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via written reports, letters and Edulink.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Head of School will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head of School's discretion, including the length of time the student is authorised to be absent for.

Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.
5. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Head of School agrees to consult with the Principal Education Welfare Officer prior to any authorisation being given to the parent. The East Riding of Council Principal Education Welfare Officer will discuss each case with the Head of School and will make a recommendation on the proposed absence.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website. The Head of School may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a

traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Head of School, Local Authority Officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year, for example 13 sessions of absence in a 10-week period.
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If attendance is poor and does not improve Headlands School will place a referral into the Education Welfare Service as part of the prosecution process as 'Failure to ensure regular attendance may result in the matter being placed before the Magistrates' Court under Section 444(1a) of the Education Act 1996. Penalties can include fines up to £2,500 for each parent, consideration of a parenting order or a period of imprisonment'. When a referral is made, an action plan will be devised for those students without justified reason for absence and those students whose authorised absence appears to be unreasonably extended. The action taken includes interviewing students in schools, telephone contact with parents, interviewing parents in schools, written correspondence and home visits.

The Education Welfare Service is a key source of help and support; therefore, it is very important that you speak with them at the earliest opportunity if you have any problems securing your child's attendance. The school and the Education Welfare Service will give you advice and support to help you fulfil your responsibility to secure improvement in your child's attendance. If you wish to make contact with your Education Welfare Officer, please contact them using the methods below:

Education Welfare Service, County Hall, Beverley, HU17 9BA, East Riding of Yorkshire

Tel: (01482) 392146 Email education.welfare@eastriding.gov.uk

6. Strategies for promoting attendance

Good attendance at school is rewarded regularly through; rewards breakfast, daily routine reward stamps, attendance prize draws, Challenge 100, reward assemblies at the end of each half term and termly reward trips.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data daily, weekly, half-termly, termly and yearly across the school and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance, for example Early Help and Youth Family Support.
- Letters will be written to alert families to falling attendance and attendance that is a cause for concern- for example when it drops below 96%, 94%, 92% and 90%. School Action Plans will be utilized for all students who drop below 92% following 2 warning letters.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 1 year by Miss B Brown. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition | Scenario |
|------|-------------------------------|---|
| / | Present (am) | Student is present at morning registration |
| \ | Present (pm) | Student is present at afternoon registration |
| L | Late arrival | Student arrives late before register has closed |
| B | Off-site educational activity | Student is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Student is attending a session at another setting where they are also registered |
| J | Interview | Student has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Student is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Student is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Student is on a work experience placement |

| Code | Definition | Scenario |
|---------------------------|-----------------------------|--|
| Authorised absence | | |
| C | Authorised leave of absence | Student has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Student has been excluded but no alternative provision has been made |
| H | Authorised holiday | Student has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a student will be absent due to illness |
| M | Medical/dental appointment | Student is at a medical or dental appointment |
| R | Religious observance | Student is taking part in a day of religious observance |

| | | |
|-----------------------------|-----------------------------------|---|
| S | Study leave | Year 11 student is on study leave during their public examinations |
| T | Gypsy, Roma and traveller absence | Student from a traveller community is travelling, as agreed with the school |
| Unauthorised absence | | |
| G | Unauthorised holiday | Student is on a holiday that was not approved by the school |
| N | Reason not provided | Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| O | Unauthorised absence | School is not satisfied with reason for student's absence |
| U | Arrival after registration | Student arrived at school after the register closed |

| Code | Definition | Scenario |
|------|---|--|
| X | Not required to be in school | Student of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody |
| Z | Student not on admission register | Register set up but student has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

Appendix 2

We refer to and use the following NHS information as a guide when authorising absence from school

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

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table>

Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.

There are government guidelines for schools and nurseries about managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

Other illnesses

Follow this advice if your child does not have coronavirus symptoms or they had a test and it was negative (they do not have coronavirus).

Coughs and colds

It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes.

Encourage your child to throw away any used tissues and to wash their hands regularly.

High temperature

If your child has a high temperature, keep them off school until it goes away.

Chickenpox

If your child has chickenpox, keep them off school until all the spots have crusted over.

This is usually about 5 days after the spots first appeared.

Cold sores

There's no need to keep your child off school if they have a cold sore.

Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

Conjunctivitis

You don't need to keep your child away from school if they have conjunctivitis.

Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

Coronavirus (COVID-19)

Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:

- have a high temperature
- do not feel well enough to go to school or do their normal activities

If they have mild symptoms and they feel well enough, they can still go to school.

Ear infection

If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

Hand, foot and mouth disease

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Head lice and nits

There's no need to keep your child off school if they have head lice.

You can treat head lice and nits without seeing a GP.

Impetigo

If your child has impetigo, they'll need treatment from a GP, often with antibiotics.

Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.

Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

Ringworm

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP.

It's fine for your child to go to school once they have started treatment.

Scarlet fever

If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.

Your child can go back to school 24 hours after starting antibiotics.

Slapped cheek syndrome (fifth disease)

You don't need to keep your child off school if they have slapped cheek syndrome, because once the rash appears, they're no longer infectious.

If you suspect your child has slapped cheek syndrome, take them to see a GP and let their school know if they're diagnosed with it.

Sore throat

You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.

A sore throat and a high temperature can be symptoms of tonsillitis.

Threadworms

You don't need to keep your child off school if they have threadworms.

Speak to your pharmacist, who can recommend a treatment.

Vomiting and diarrhea

Children with diarrhoea or vomiting should stay away from school for 2 days after their symptoms have gone.