



To aspire, endeavour and thrive together.

ATTENDANCE & PUNCTUALITY POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	Assistant Headteacher for Behaviour, Attendance and Welfare	September 2019	Governors Committee	08/10/19

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1. Purpose of Policy

Glossopdale School believes that a student's good attendance and punctuality is vital if they are to gain the most from the education that we provide. We believe that to be successful, all learners require the highest level of access, attendance and engagement and we will work closely with all agencies in order to achieve this. The School aims to achieve an attendance target of 97% annually.

The purpose of this policy is to define the ways in which all stakeholders at Glossopdale School will work in order to ensure the best possible levels of attendance and punctuality for our students.

Statutory Duties

The School will work closely with agencies in order to fulfil the statutory requirement outlined in the 1996 Education Act that:

'The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to a) his/her age, ability and aptitude; and b) to any special educational needs she/he may have, either by regular attendance at school or otherwise.'

The Local Authority has powers to fine and prosecute parents for the non-attendance of their child at school.

Objectives

- To work in partnership with all agencies, including Family Support Team to help support families where attendance at school falls below the threshold of referral (91%).
- To achieve whole-school attendance figures of at least 97%.
- To reduce the number of persistent absentees (those with attendance of less than 90%) to below National average.

2. Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Persistent Absence/ Absentee	A child who has been absent for 10% or more of the sessions he/she has been eligible to attend. Attendance below 90%.
Fixed Penalty Notice	A fine issued to parents/carers who: fails to ensure the regular attendance of their child (including term time holidays) of compulsory school age (5-16) who is registered at a state school or fails to ensure that their excluded child is not found in a public place during schools hours without a justifiable reason. From September 2013, this fine is £60 if paid within 21 days of issue or £120 if paid after 21 days but before 28 days.
Session	There are two "sessions" in a school day. An AM session and a PM session.
EWS	Education Welfare Service
MAT	Multi Agency Team
FSW	Family Support Worker (School Based)
YM	Year Manager (pastoral support based in School)
DCC	Derbyshire County Council

3 Policy Content and Guidelines

3.1 Standard Operating Procedures

Registration

Morning registration takes place at 8:35 am in Tutor groups and the register is updated with late comers.

Registers are taken throughout the day at the start of each lesson. Teachers are expected to complete these within the first ten minutes of the lesson.

Registers taken at the start of period 4 inform afternoon session registration.

Absence

We expect and encourage all students at Glossopdale School to strive for 100% attendance, but as a minimum we expect 97%.

We expect students to be absent only when entirely necessary, because of illness or other authorised circumstance. As a diverse school community we will always respect a student's right to religious observation and will authorise any relative absences accordingly.

The school operates a first day response system to absence.

We expect parents/carers to adhere to the following protocol if their child is absent:

- Assess whether the child is definitely required to be absent from school or whether or not they could be sent in.
- Contact school before 8.30 am (using the absence line) on the first day of absence to inform the school of the reason(s) for their child's absence.
- Parents/carers must then contact school on every day of subsequent absence.
- If the child is absent through serious illness, they should seek medical advice/help for the child.
- If the child is able to come in later in the day, they should.

We expect students to adhere to the following protocol if they are going to be absent:

- Assess whether they are definitely required to be absent from school or whether or not they could come in.
- Catch up on any work missed from school.

As a school, if a child is absent, we will:

- Send a text message via SIMS (automated response system) before 10am to all parents/carers of absent students, who have not yet contacted school.
- Ring all parents/carers of absent students, who have not contacted school before 10 am or as a result of receiving the text message.
- Send a text or letter to all parents/carers of absent students who we have been unable to contact during the school day.

At the end of the school day parents/carers who have not contacted the school to report an absence will receive a text message advising them the absence has been unauthorised thus urging them to contact school.

Punctuality

We expect and encourage all students at Glossopdale School to attend school on time, every day.

Students who arrive after 8:35 am should report to reception where they will be marked late (L). **Students will receive a same day 30 minute after school detention where no valid reason (e.g. medical letter, parent/carer phone call) has been forwarded to YM/Attendance Assistant to explain their late arrival.**

Students who arrive after 9:30am do not get an AM mark and are considered to have had an unauthorised absence. 'U'.

If there is a legitimate reason for lateness, e.g. doctor's appointment, parents/carers must notify the school **before 8.30 am** that their child will be late for this reason and on arrival at school must show their appointment card/letter to the Attendance Assistant. They will not be marked as late but will be given an authorised absence for medical reasons (M).

Persistently late students may also be placed on punctuality report to their form tutor, Year Manager or a parent/carer meeting may be requested.

Medical Appointments

Our expectation is for all medical appointments (where feasible) to be arranged for after school or in the School holidays. Many surgeries will gladly provide appointments to students studying for their GCSEs outside of school hours.

Students who have appointments made for school time should attend school before and after the appointment. This will enable them, in most cases, to still get their AM and/or PM registration marks. They must sign-out and sign back in at main reception.

Parents must inform the school of any appointments and are expected to provide evidence for the appointment (card, letter, etc.) before the school authorises the absence.

Medical absences will be authorised for 3 days. On the fourth day medical evidence **must** be provided or absence will be marked as 'unauthorised'.

Leave of absence during term time

The Department of Education (September 2013) states that: "The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher should determine the number of school days a child can be away from school if the leave is granted." At Glossopdale School, we will not authorise any absence in term time unless in exceptional circumstances.

Parents/carers wishing to take their child/children out of school during term time should put this in writing using the absence form found on the school website <https://www.glossopdale.school/-Parents/Attendance-and-Absence/>

Once the Headteacher/Assistant Headteacher with responsibility for Attendance has received the absence form they will decide whether or not to authorise the absence and will then notify the parent in writing. Parents/carers can expect a written response within 10 working days.

Parents/carers who then decide to take their child out of school during term time, without the Headteacher/Assistant Headteacher's permission or when the Headteacher/Assistant Headteacher has not authorised the absence, are likely to be issued with a Penalty Notice. Section 444(a) of the Education Act 1996 empowers the Local Authority to issue Penalty Notices to parents/carers if they take a leave of absence in term time without the school's authorisation.

Leaving school during the school day

Students wishing to leave school during the school day should approach a Year Manager who will make a decision for the best course of action. This should only be at break or lunchtime. Students should not make their own arrangements with parents/carers to leave school. Students will only be allowed to leave school if they are ill or for other authorised circumstances. No child will be allowed to leave school without the verbal permission of their parent or carer (or without written permission submitted in advance e.g. for a medical appointment).

Students are not allowed to go home at lunchtime unless permission is granted by the Headteacher.

Students have to leave the school site following a fixed term exclusion (E). Students will only be allowed off-site once contact with a parent/carer has been made.

Truancy

Teachers take registers at the start of every lesson to determine lesson by lesson attendance. Teaching staff will notify the Attendance Assistant and Year Manager immediately if a child who should be attending that lesson, does not arrive. The Attendance Assistant/ Year Manager will put a call out to 'On Call' staff to see if that child is elsewhere in school. If the child cannot be located, Student Services or the child's Year Manager will contact the child's parent or carer to notify them that their child is no longer on school premises. If the child has social care involvement, they will also be notified. The school will advise the parent/carer to contact the police to report the child as missing if appropriate.

Students will be recorded as Truancy on the ClassCharts/SIMs behaviour system and will be issued a sanction in accordance with our Behaviour Policy.

Authorising absences

The Board of Governors delegates authority to a member, or members, of staff who may 'authorise' absences on their behalf. It is the school and not the parent/carer who authorise absences. The members of staff who have this delegated responsibility are the Attendance Assistant, Year Managers, Assistant Headteacher (Behaviour, Attendance and Welfare) or Headteacher.

Absences will not be authorised if:

- Parents or carers do not contact school, within a reasonable time period, to inform us of why their child is absent.

- Students are already receiving additional support for their attendance or are at risk of becoming, or are, a Persistently Absent Pupil and have received written confirmation that medical evidence is required for any further authorisation of absences.
- Parents or carers keep their child absent from school for longer than 3 continuous days. After the third day of absence medical evidence will be required for authorisation.
- The school deems the child to be absent without an acceptable reason.
- The child has truanted or has refused to come to school.
- If the child's attendance is below 91% at the time of absence and medical evidence has not been received.

Trips and Visits

Any member of staff who organises a trip/visit or any other event resulting in students being taken off-site must provide a register of attendance and pass to the Attendance Assistant before they leave site.

Children Missing from Education (CME)

When a student fails to attend school for a fixed period of time with no contact from parents/carers they will become classified as a Child Missing from Education. This occurs when a student does not attend for the first week of a new term without contact from parents/carers or when a student does not attend for 10 consecutive days with no contact from parents/carers.

In the event of a student not attending school for 10 consecutive school days where there has been no contact from parents/carers, the school will make every attempt to contact the parents/carers (phone calls, home visits, etc.). If this is not successful, the school will make a referral to the Local Authority to report the student as a Child Missing from Education. The CME Officer will then attempt to trace the family and will report back to the school with an update after 4 weeks (following referral) and will advise the school that the student can be removed from the school roll or of any further action needed to be taken by the school to regain and secure the student's attendance.

3.2 Roles and Responsibilities

At Glossopdale School all staff are dedicated to ensuring that all students achieve to the very best of their abilities and as such contribute to the whole school drive to improve attendance and punctuality. All staff play a role in ensuring students' high levels of attendance and punctuality. The different roles and responsibilities are detailed below:

<p>Headteacher</p>	<p>Leads by example by demonstrating a commitment to improving attendance and punctuality. Ensures that a weekly Attendance focus takes place in Staff Briefings. Provides regular reports to the Board of Governors, Department for Education, Local Authority and Ofsted about school attendance and punctuality. Monitors the work of all staff in developing and improving school attendance and punctuality. Is available to parents, carers and students who may wish to discuss specific problems or difficulties they are experiencing in ensuring good attendance and/or punctuality. Considers requests for leave of absence during term time. Provides opportunities to celebrate attendance in school.</p>
<p>The Board of Governors</p>	<p>Supports all stakeholders in the school in improving attendance and punctuality. Challenges the school over poor attendance and/or high persistent absence figures. Monitors the school's attendance and punctuality figures and the systems in place to combat poor attendance and punctuality. Sets challenging attendance and persistent absence targets. Delegate's authority to a member, or members of staff, for authorising absences.</p>
<p>Assistant Headteacher Behaviour, Attendance and Welfare</p>	<p>Demonstrates a commitment to improving attendance and punctuality. Ensures that Attendance is a priority in fortnightly Safeguarding/Student Support briefings. Regular line management meetings with staff involved with Attendance – Attendance Assistants/YM/FSWs to monitor progress and develop ways in which the school manages attendance and punctuality. Challenges staff with responsibility for attendance and punctuality matters. Lead and support the implementation of this policy. Monitor and evaluate the work of staff to ensure that specific responsibilities are carried out consistently. Provides opportunities to celebrate attendance in school. Facilitates attendance panel meetings and co-ordinates external agency involvement. Considers requests for leave of absence during term time. Supplies data provided by the Data Manager to all staff, including Tutors for student planners. Provides regular impact reports on Attendance and Punctuality to Governors.</p>

Attendance Policy

Attendance Assistant	<p>Supervises the whole school registration system, ensuring registers are completed accurately and on time and that registration records are accurate.</p> <p>Supervises the school's SIMS text message system.</p> <p>Takes responsibility for authorising absences.</p> <p>Administers requests for leave of absence during term time.</p> <p>Along with the Data Manager provides daily, weekly and half termly data to staff, students and parents/carers.</p> <p>Liaises with SLT, Form Tutors and Family Support Workers, Year Managers and external agencies such MAT, DCC.</p> <p>Works with Year Managers to focus on a specific cohort of students (DisA, SEND) with the aim of keeping PA figures below and overall attendance above National Averages.</p> <p>Casework includes meetings with parents/carers, students and other agencies, actioning home visits, letters, etc.</p> <p>Responsible for executing the Glossopdale School Attendance Procedures.</p> <p>Provides advice and guidance to stakeholders on all issues relating to attendance.</p> <p>Lead and support the implementation of this policy.</p> <p>Develops ways in which the school manages and improves attendance.</p> <p>Monitors the attendance of students attending provision off-site.</p> <p>Ensures that any Children Missing from Education are identified and that procedures are followed accordingly.</p> <p>Identifies and requests Penalty Notice Warnings and Fines for poor attendance and unauthorised absence during term-time, in line with the Local Authority's Code of Conduct.</p> <p>Prepares case files for prosecution in the Magistrates Court for poor or non-attendance.</p> <p>Prepares case files for Education Supervision Orders where appropriate.</p> <p>Manages the arrival and departure of students during the school day, including truancy.</p> <p>Attends attendance panel meetings where required and ensures that appropriate administration/paperwork is prepared.</p>
Year Managers	<p>Monitor the attendance of the students in their year group.</p> <p>Work swiftly to identify actions and monitor impact in order to improve attendance and punctuality in the cohort of students (particularly DisA and SEND)</p> <p>Liaise with and support the school's Attendance Assistant in tackling poor attendance by attending appropriate meetings and by making home visits.</p> <p>Attends TAF and Child Protection Meetings as appropriate for allocated students.</p> <p>Provide opportunities to celebrate attendance in school. Via tutor programme/assemblies/end of term rewards etc.</p> <p>Support and motivate Form Tutors.</p> <p>Arranges and attends attendance panel meetings.</p> <p>Provide weekly reports of actions and impact at cluster meetings.</p>

	<p>Conduct home visits for specific students.</p>
Family Support Workers	<p>Work collaboratively with the Attendance Assistant, Year Managers and Assistant Headteacher – Attendance, Behaviour and Welfare to ensure that students identified as having below expected attendance are challenged and actions are swiftly implemented.</p> <p>Use referrals from Year Managers to identify PA students in need of home visits.</p> <p>Attends TAF and Child Protection Meetings as appropriate for allocated students.</p> <p>Report back to YMs regarding identified barriers so that effective interventions can take place.</p> <p>Attend Attendance Panels.</p>
Form Tutors	<p>Monitor the attendance of the students in their Tutor groups.</p> <p>Use data supplied on a weekly basis to inform conversations with students, and supervise data being written into planners.</p> <p>Liaise with and support the school’s Attendance Assistant and Year Manager in tackling poor attendance.</p> <p>Administer the school’s registration system accurately.</p> <p>Provide opportunities to celebrate attendance in school.</p>
Teachers	<p>Take an accurate register within the first 10 minutes of each lesson.</p> <p>Students arriving late are recorded immediately with the minutes that they arrived late added and comment as appropriate.</p> <p>Return paper registers to the Attendance Assistant in the event of SIMs being down.</p> <p>Report concerns with absence/punctuality to the Faculty Team Leader (FTL) and Year Manager (YM).</p> <p>Promote good attendance/punctuality through the delivery of challenging, pacey and differentiated lessons.</p> <p>Support the reintegration into a class of students after prolonged absence with appropriate provision to facilitate the catching up of missed work.</p> <p>Supply appropriate work for students if they are absent for a prolonged period through ill health.</p>
Parents/Carers	<p>Ensure their child attends school regularly and only keeps them off for legitimate reasons.</p> <p>Contact the school if their child is going to be absent before 8:30am.</p>

Attendance Policy

	<p>Support and work with the school in improving their child's attendance, i.e. actively respond to school concerns, attend meetings etc.</p> <p>Discuss issues and concerns with staff to avoid escalation.</p> <p>Avoid taking their child away during term time.</p> <p>Make medical appointments for their child outside of school hours.</p>
Students	<p>Ensure they attend school each day and only stay off for a legitimate reason.</p> <p>Support and work with the school in improving their attendance.</p> <p>Discuss issues and concerns with staff to avoid escalation.</p> <p>Not leave the school site without permission during the school day.</p>

3.3 Glossopdale Attendance Procedures

The school has a dedicated Attendance Assistant, who is supported by the school's SLT, Pastoral Team and Local Authority, to ensure that all students attend school regularly. Through work with students and parents/carers the school will endeavour to remove any barriers to good attendance. The school has developed the following procedures to do this:

Attendance Stage 1: 100 - 99% Attendance – Celebration/Rewards and recognition for good attendance. Through various pastoral events, letters, texts and assemblies. Students receive attendance badges/certificates and rewards based around excellent attendance. Weekly and half termly information will be disseminated amongst, staff, students and parents/carers.

Attendance Stage 2: 98% - 96% Attendance - A text message every week will be sent to parents/carers informing them that their child's attendance has dropped below 97%. Minimum attendance target is 97% Form Tutors will discuss attendance with the student and ensure the student is aware that their absence has been noted.

Attendance Stage 3: 95% - 91% Attendance - When attendance falls below 95%, initial support will be offered to parents/carers in order to improve attendance. A letter will be sent to the parent or carer explaining that the school expects to see improvements in their child's current level of attendance and are able to offer support. Parents/carers will be informed they need to provide medical evidence for all future absences. Having received a letter, if their child's attendance hasn't improved, the parent/carer will be invited to meet with the school's Attendance Assistant, Year Manager or Senior Leadership link to discuss the reasons for their absence and identify strategies and set targets to help them to immediately improve. Referrals to other agencies may be made at this stage. Parents/carers will be reminded they need to provide medical evidence for all future absences.

Attendance Stage 4: Below 90% - This is classed as **Persistent Absence (PA)** and parents/carers may be liable for a **Fixed Penalty Notice Fine** by the local authority if there is no improvement in attendance. The school will invite the parent/carer in again to attend an Attendance Panel meeting and discuss an Improvement Contract, where a set of targets and action points will be agreed. Parents/carers will receive a pre-legal letter outlining attendance requirements in a set period. The student will have their attendance monitored **up to** a maximum of a six week period. During which time the school will make telephone calls, home visits and arrange review meetings where appropriate. Parents/carers will be reminded they need to provide medical evidence for all future absences.

If the student's attendance fails to show significant and sustained improvement after **Attendance Stage 4**, the Attendance Assistant will begin prosecution proceedings against the parent/carer under Section 444 (1) or 444 (1a) of the Education Act 1996 (as amended by S23.1 Anti-Social Behaviour Act 2003). For this offence, a fine will be issued of £120 (payable within twenty-eight days) reduced to £60 if paid within 21 days. Failure to pay will result in a prosecution under Section 444 of the Education Act 1996. Prosecution may result in a fine of up to £2,500, community service or even a prison sentence of up to 3 months.

3.4 Fixed Term Penalty Notices

The school works closely with the Local Authority in order to issue Fixed Term Penalty Notices to

parents/carers for persistently poor attendance at school (PA) and for unauthorised leaves of absence during term time. The school will, on a half termly basis, issue Penalty Notices for students who meet the threshold.

3.5 Monitoring and Evaluation

The School's attendance procedures and outcomes are monitored and evaluated annually.

Individual student attendance concerns are monitored weekly and the graduated response is discussed with the FSW/MAT/SC and, where appropriate, their manager. The effectiveness of implemented strategies is evident in the overall change in percentage attendance, considered at the weekly review meetings. If attendance concerns continue then a referral to the Multi Agency Team via Starting Point at DCC may be made.

The FSW and MAT worker is a member of the School's Multi-Agency Team who work together to share information and identify strategies to support young people struggling to access their education. Actions identified in these meetings are evaluated half-termly, including those around attendance.

Regular attendance data is provided to all stakeholders including daily data, weekly, half termly, termly.

3.6 Reporting

Data is reported to students and staff weekly.

SLT receive weekly updates, this is discussed in briefings and shared with all staff.

Attendance statistics are shared on a half-termly basis with the Leadership team and the Board of Governors.

The Local Authority provide absence and persistent absence data in the summer term (including terms 1-5) and annual attendance data for the previous academic year in January.

3.7 Policy Amendments

It is important to note that the Headteacher reserves the right to make changes to the policy should the need arise. A number of factors could influence change including but not limited to: Government legislation, procedural changes at authority level, OFSTED recommendations. Governors, parents and other relevant stakeholders would be notified of any policy amendments.

4. Legislative Compliance

The School is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

The Education Act 1996

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education Act 2002

The Education (School Day and School Year) (England) Regulations 1999

The Changing of School Session Times (England) (Revocation) Regulations 2011

Crime and Disorder Act 1998

The Anti-social Behaviour Act 2003

The Education Act 2005

The Education and Inspections Act 2006

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

Magistrates' Courts (Parenting Orders) (Amendment) Rules 2007

The Education (Penalty Notices) (England) Regulations 2007

The Education and Skills Act 2008

The Education (Penalty Notices) (England) (Amendment) Regulations 2012

Copy of Attorney General's Guidelines for Crown Prosecutors

Police and Criminal Evidence (PACE) Act 1984

The Children Act 1989

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 ([External link](#))

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 ([External link](#))

5. References

This policy should be read in conjunction with other Glossopdale Policies found on the School's website.

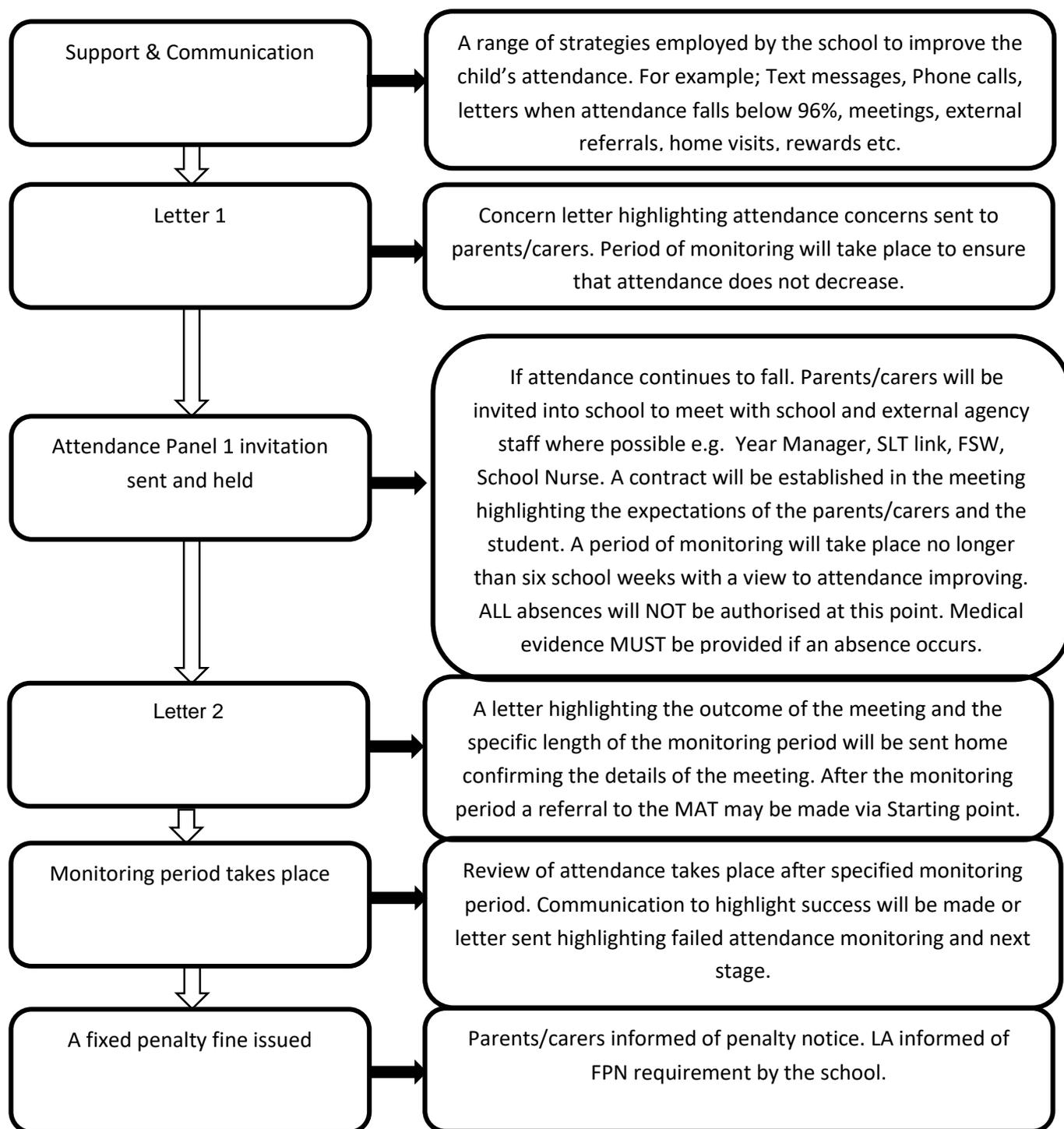
- Behaviour Policy
- GDPR Data Protection Policy
- Child Protection & Safeguarding Policy
- Parent/Carer guide to attendance and punctuality at Glossopdale School
- Request for leave of absence in term time

6. Appendices

Appendix 1 - Protocols for attendance at Glossopdale School

Appendix 2 – Registration Codes

Appendix 1 - Protocols for attendance at Glossopdale School



Appendix 2 Registration Codes

Code / \	Present in school / = am \ = pm
Code B	Off-site educational activity
Code C	Leave of absence authorised by the school
Code D	Dual registered – at another educational establishment
Code E	Excluded but no alternative provision made
Code G	Holiday not authorised by the school or in excess of the period determined by the Headteacher
Code H	Holiday authorised by the school
Code I	Illness (not medical or dental appointments)
Code J	At an interview with prospective employers, or another educational establishment
Code L	Late arrival before the register has closed
Code M	Medical or dental appointments
Code N	Reason for absence not yet provided
Code O	Absent from school without authorisation
Code P	Participating in a supervised sporting activity
Code R	Religious observance
Code S	Study leave
Code T	Gypsy, Roma and Traveller absence
Code U	Arrived in school after registration closed
Code V	Educational visit or trip
Code W	Work experience
Code X	Not required to be in school
Code Y	Unable to attend due to exceptional circumstances
Code Z	Pupil not on admission register
Code #	Planned whole or partial school closure