

## Attendance Policy

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| <b>Name of Unit/Premises/Centre/School</b>     | The Toynbee School        |
| <b>Date of Policy Issue/Review</b>             | Autumn 2021 / Autumn 2022 |
| <b>Name of Responsible Manager/Headteacher</b> | Deputy Headteacher        |
| <b>Governors' Sub-Committee</b>                | Welfare and Guidance      |

### Rationale

For a child to reach their full educational achievement a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils/students and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

### Good Attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

### Day to Day Organisation

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- celebrate good attendance by displaying individual and class achievements
- reward good or improving attendance through class competitions, certificates and outings/events
- set attendance targets for the school

## **Roles & Responsibilities**

A member of the senior leadership team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

## **Responsibilities of Staff:**

- Monitoring of pupil attendance is the responsibility of: Teachers, Guidance Manager, Progress Director, the Designated Member of SLT (Deputy Headteacher) and the Attendance Officer.
- Tutors are responsible for marking the attendance register in morning Tutor Time.
- Teachers are responsible for marking the attendance registers at the beginning of each lesson (including afternoon registration at the beginning of Period 5 at 2pm).
- The Attendance Officer is responsible for ensuring a record has been requested from the Parent/Guardian to explain pupil absence.
- The Attendance Officer follows up any query concerning a pupil absent from school. This involves discussion with the Guidance Manager and, if appropriate, immediate contact with the parent.
- Registers are checked daily by the Attendance Office and on a week by week basis by the Guidance Manager.
- A clear distinction is made between authorised and unauthorised absence. In the case of unauthorised absence, contact is made with parents. If this proves difficult additional support is sought from External Agencies. Where attendance is a significant concern a referral is made to the Attendance Legal Panel where parents can be subject to legal proceedings.
- The Attendance Officer meets with Guidance Manager on a fortnightly basis to highlight problems and monitor pupils' return to school.
- The Attendance Officer and Guidance Manager will follow up continued absence of more than three days, without notification from parents. Poor punctuality will be monitored and

followed up where necessary.

## Responsibilities of students

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.

## Responsibilities of parents/carers:

Ensuring is your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- inform the school on the first day of absence
- discuss with the tutor/class teacher any planned absences well in advance
- support the school with their child in aiming for 100% attendance each year
- make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter if a phone is unavailable
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence if it is for an exceptional circumstance

## Recording attendance

Legally the register must be marked twice daily. The register will be marked:

- Morning Registration will take place in morning Tutor Time at 8.40am and close at 9.05am.
- Afternoon Registration will take place at the beginning of Period 5 at 2pm.

In addition, whilst not a legal requirement the register shall be taken at the beginning of each lesson.

## Lateness/punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

- **The school day begins at 8.40am and all pupils are expected to be in school at this time.**

- Morning registration is at 8.40am and will close at 9.05am.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence and coded *U* in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded *M*. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action. Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school or Hampshire County Council will be required to issue parents with a Penalty Notice in accordance with Hampshire County Council's Code of conduct: issuing Penalty Notices for unauthorised absence from schools.

## **What to do if my child is absent?**

### **First day absence**

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

If your child is absent you must:

- contact us as soon as possible on the first day of absence
- send a note in on the first day they return with an explanation of the absence or you must have already telephoned us or you can call into school and report to reception.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance
- Invite you in to discuss the situation with our attendance officer, Guidance Manager, Progress Director or Deputy Headteacher if absences persist
- refer the matter to the Hampshire County Council's Attendance Legal Panels if absence is unauthorised and falls below 90%.

### **Third day absence**

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start child missing in education procedures as set down by Hampshire County Council guidance. We will make all

reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family and possible Home Visits by Pastoral Staff.

## **Ten days' absence**

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

## **Continued or ongoing absence**

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you and, depending on the reasons for the absence, will invite you in for a meeting with Pastoral Staff.

## **Request for leave of absence**

Amendments to school attendance regulations were updated and enforced from September 2013: The Education (Pupil Registration) (England) Regulations state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form available from School Reception or via <http://documents.hants.gov.uk/application-form-to-request-absence.pdf> and before making any travel arrangements.

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Hampshire County Council's Code of conduct, parents/carers will be issued with a fixed-penalty fine or other legal action in accordance with the code. Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

## **Understanding types of absence**

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- Authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised
- Unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:
  - parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
  - truancy before or during the school day
  - absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

## COVID Related Absence

In line with the DFE guidance, no parent will be penalised for following official public health advice for their child not to attend a given session. In all cases the school will follow the guidance from the DFE: <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

If parents are unclear whether they should send their child to school, they should contact school or seek advice from NHS 111. Parents should inform the school if they or their child are awaiting a COVID test. In addition, they should inform the school of the outcome of the test.

Reasons for pupil absence during the COVID outbreak may include:

- underlying health concerns or feeling of vulnerability within the family/those living in the home.
- a mistrust of government handling of Covid-19,
- extended holidays abroad and worried about covid-19 increased risk on flights back to UK
- There may be other scenarios, the list is not inclusive.

Shielding advice for all adults and children was paused on 1 August 2020 which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding. See

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

If parents refuse to send their child back to school but do not meet the DFE criteria for authorised absence, the school will:

- Seek to communicate with parents either by phone or face to face to ascertain the reason for absence.
- Decide about the reasonableness of the reason for non-attendance.

- Reach a decision on whether to authorise an extended leave of absence if the reason is considered 'exceptional'. (in line with the HCC guidance: <https://documents.hants.gov.uk/guidance-for-schools-requests-for-extended-leave-of-absence-final.pdf>)
- If the absence is not authorised, the school will follow the process for unauthorised absence
- If a Parent decides to Electively Home Educate their child, the school will follow the Hampshire County Council guidelines <https://documents.hants.gov.uk/childrens-services/HIAS/EHEadvicetoschools.pdf>

## Penalty Notices for non-attendance and other legal measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

## Legal measures for tackling persistent absence or lateness

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- 1) The child or family do not require the support from any agency to improve the attendance
- 2) The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence

The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- parenting contracts set at Education Planning Meetings
- parenting orders
- Penalty Notices
- Education Supervision Orders
- Prosecution.

Where a child has unauthorised absence the school must enforce *Hampshire County Council's Code of conduct: issuing Penalty Notices for unauthorised absence from schools* or follow its guidance on other legal measures for non-attendance. The *Code of conduct* is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from:

<https://www.hants.gov.uk/educationandlearning/hias/teaching-learning/behaviour-attendance/resources-for-schools>

The *Code of conduct* states that schools or Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during last 100 possible school sessions – these do not need to be consecutive

- persistently late (coded U) for up to 10 sessions after the register has closed
- persistently late before the close of the register (coded L), for up to 10 sessions (five days)

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed. If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a Penalty Notice will be issued.

This includes where a pupil has unauthorised absence due to either:

- non-approval of a parent/carer's request for leave of absence, or
- a holiday that has been taken without permission.

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website. The Penalty Notice is a fine that is issued to each parent/carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued to **one or more parents/carers** for each child. **NB:** This could mean four Penalty Notices for a family with two siblings, both with unauthorised absence for holiday, ie one Penalty Notice for each child to each parent.

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

**Please note:** If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order. For further information parents/carers can request a leaflet from their school and should visit Hampshire County Council's website at:

<https://www.hants.gov.uk/educationandlearning/hias/teaching-learning/behaviour-attendance/resources-for-schools>

## **My child is trying to avoid coming to school. What should I do?**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.



Contact your child's Guidance Manager or Tutor immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

## **What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

## **Leavers**

If your child is leaving our school (other than leaving at the end of Year 11) parents are asked to provide the Attendance/Admissions Officer with comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing

If pupils leave and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## **Absence through child participation in public performances, including theatre, film or television work and modelling**

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

## **Absence through competing at regional, county or national level for sport**

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

## **Gypsy, Roma, Traveller and Showman families**

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

## **Record preservation**

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups or microfiche copies.

## **Conclusion**

The school and governors expect an extremely high rate of attendance from pupils. Annual attendance levels to be reviewed at Sub-Committee level. Success at the Toynbee School is made possible where pupils come to school on a regular basis and have continuity of progression. This policy stresses the importance of good attendance as an integral part of successful learning.