



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Attendance and Punctuality Policy	
Lead	Miss N Thompson, Assistant Headteacher	
Governor Committee	BSII	
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1. Introduction

Henley in Arden is a successful school and your child plays an important part in making it so. We aim for an environment which enables and encourages all members of the school community to reach out for excellence. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day. The school will work together with Parents/Carers to support this aim.

It is intended that through this policy awareness of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance is established across the school. Absence whether it is long term, frequent or occasional leads to missed learning experiences and may cause fractured social friendships which encourage an increased pattern of non-attendance. We urge you to give this matter the priority it deserves.

Henley in Arden School expects its students to aim towards achieving 100 % attendance.

We have a responsibility to monitor the attendance of students and challenge absence where appropriate. We have a variety of strategies to support students whose attendance is giving cause for concern. In addition, we have a team of form tutors, pastoral managers, attendance officer, progress leaders and assistant head teacher who also work with students and families to ensure all students have good attendance records.

Some Important Facts:

- There are 190 school days each year and 175 other days for shopping trips, birthday treats and non-urgent appointments and holidays.
- One day a week absence is the equivalent over a school career of 2.5 whole years of education missed.
- 10 days holiday leave a year is the equivalent of two whole terms of education missed.
- 15 minutes of lateness a day equals one whole year of education missed.
- Half a day a week missed during Years 10 and 11 can mean the loss of a grade for every GCSE taken. Full attendance leads to the best educational outcomes – please give your child the best chance and make sure they are in school every day.

2. Aims and Objectives

The aims and objectives and policy are to:

To emphasize the importance of and secure from students, maximum attendance at school to enable them to take full advantage of their education opportunities.

- To make explicit to all relevant parties the school's expectations over Attendance levels;
- To promote a consistent approach across the school to all matters relating to attendance;
- To clarify the roles and responsibilities of all parties with respect to attendance;
- To communicate to all relevant parties (teachers, parents/carers, students) the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- To stress the need for home and the school to work in close partnership to achieve high attendance.
- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism;
- Promote effective partnership with the Local Authority's Attendance, Compliance & Enforcement service (ACE in Warwickshire) and other services and agencies and follow their standard approaches in managing attendance issues.

3. Statutory Duty of Schools

Schools are responsible for recording students' attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students of compulsory school age who are on the school's admission roll.

4. Parental responsibility and/or Day to Day Care

The Education Act 1996 section 7 defines the Duty of parents to secure education of children of compulsory school age.

(7) The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- (a) to his age, ability and aptitude, and*
- (b) to any special educational needs he may have, either by regular attendance at school or otherwise.*

The Education Act 1996 section 576 defines the meaning of "parent".

(1) In this Act, unless the context of otherwise requires, "parent", in relation to a child or young person, includes any person-

- (a) who is not a parent of his but who has parental responsibility for him, or*

(b) *who has care of him, except that in section 499(8) it only includes such a person if he is an individual.*

5. Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

6. School Day/Punctuality

The School day starts at 8.40am when the registration bell sounds. All students are expected to be in their designated area for registration.

Students arriving in school after 8.40am but within the registration time should enter through the side and back entrance. They will receive a C1 for lateness or a C3 if this is persistent lateness. All students enter through the back and side entrances up to 8.50am, no student should come through the main reception before this time. Students arriving after 8.50am are expected to enter through the main reception where they will be given a detention (see Lates Procedures below) and signed in. Students arriving after 8.50 am will be marked as Late (L code) onto the SIMS system and given a Late Detention. Students will go directly to their lesson.

Anyone without a valid note, who arrives after the close of registration at 9.30 am will be marked as unauthorised Late (U code) and given a Late Detention; unless a valid reason, in writing, for absence are supplied by parents. We recognise that Students arriving by school transport may on occasion arrive late and this is out of the control of parents.

The afternoon session starts at 1.50pm when all students are expected to be in their designated lesson for registration. Students arriving later than these timings will be marked as late.

7. Reporting an Absence/First Day Absence

If your child is too unwell to come to school, you should contact the school office as early as possible before 9.15 am on the first day of absence and then supply a signed note on their return confirming the illness and days absent.

Parents are requested to keep the school informed and also to supply a short note or medical evidence when the child returns to school. If we do not receive any information, the absence will count as unauthorised and could trigger a letter from our Attendance Officer.

Once your child has recovered, it is important that he/she returns to school as soon as possible to ensure they do not miss too much teaching – even if this means returning to school on the last day of the week or term.

8. Authorising Absences

Only Head Teachers and/or designated members of staff have the authority to authorise absences. The School will code all absences in line with the Department for Education School Attendance Coding Guidance.

There are two types of absence:

- authorised - where the School approves student absence;
- unauthorised - where the School will not approve the absence.

Authorised absences are those which the School deem to be acceptable, such as genuine illness, attendance at an interview, religious observance or other legitimate off-site events and these are coded accordingly in the School's attendance records and for monitoring purposes.

An unauthorised absence is when a student is absent without prior authorisation from the School and/or when no justifiable reason for absence is provided by the parent/carer.

9. Medical Notes and supporting evidence

The school fully supports student's welfare and medical conditions and if your child has a chronic, persistent or recurrent health issue, the pastoral manager or progress leader can arrange for a meeting with parents to discuss what additional support can be offered to help your child access school.

If your child's attendance falls to a level that is likely to adversely affect their long term educational success the school pastoral manager / progress leader will arrange to discuss this with you personally and may ask you to supply medical evidence for any future absences. This will enable us to provide suitable care in school and support our coding process.

Students with medical conditions should attend school as per normal and we shall try to meet their needs (depending on need / resource), however we cannot simply accept parental information without the correct medical evidence.

We ask that parents making medical appointments for their child, book them early or late in the day, so students can be in school for at least half the day.

10. Roles and Responsibilities in Managing Attendance

Tutor Responsibilities

- Marking the register accurately is a legal requirement.
- All staff will use the correct absence codes in line with DfE guidance.
- Tutors will arrive at their tutor rooms in time for the start of the registration period. Tutors to ensure tutor time is used in an informative/constructive way.
- Tutors will build a welcoming atmosphere within the group to encourage students to return after an absence.
- It is the tutor's responsibility to collect notes and monitor their group's attendance.

- School has a responsibility to track absences and then to liaise with parents, Pastoral Managers, Progress Leads and Attendance Lead.
- Tutors and subject teachers will monitor attendance absence patterns of friendship groups and all other pupil groups such as PP and SEN.
- Tutor room should display Henley in Arden's school attendance target.

Pastoral Manager/Attendance Officer/Progress Leaders' Responsibilities

- Attendance Officer to check student absences daily and a call will be made home if no reason has been provided for absence.
- Where there is no reason shared for absence and communication has not been received automatic alerts will go home in the form of a school comms message.
- Attendance Officer to record attendance concerns on the students SIMs file and liaise with Progress Leader regarding concerns as well as Stage 1 and 2 letters going home.
- Discuss tutor group attendance as part of the pastoral agenda and report to regular Pastoral Meetings – sharing information / implementing strategies.
- Use the SIMS printouts to bring to the tutors' attention the names of students with unauthorised absences. Attendance issues to be a standing item in **ALL** pastoral meetings. Pupil groups will be weekly reported to form tutors as will attendance summaries by form group via the Friday pastoral briefing.
- Vulnerable students will have their attendance communicated to teaching colleagues daily such that catch up support can be provided immediately by email or directly on return to school/the lesson
- The Attendance Officer will contact parents of students with attendance concerns at the earliest opportunity.
- The Pastoral manager will circulate information about individual student needs to appropriate staff, as directed by the Progress leader.
- Monitor % attendance of Year group and set targets for the group.
- Progress Lead to support tutor group and track students' progress.
- Monitor students attendance, the improvements and efforts made by individuals and reward appropriately. 100% attendance certificates awarded termly, students with 100% attendance receive bonus points and are eligible for the prize draw. Annually high attendance will be recognised as part of the PRIDE award as well as the Awards Assemblies. Attendance Officer to liaise with Progress Leader regarding the PRIDE Awards as well as provide a list of names to Progress Leaders for assemblies.

- Celebrate successful attendance, Progress Leaders and attendance Officer to regularly praise students where attendance has improved.
- Attendance Officer to contact parents/carers by letter when a student is continually late for school. Liaise with Pastoral managers, Progress Leads & DHT as necessary. SLT monitor lateness daily.

Attendance Officer to contact parents/carers by letter when a students' attendance falls below 97%. AO should discuss these names with PL.

- Attendance Officer after discussion with the Progress Leader (when appropriate) to contact parents/carers by letter when a student becomes a Persistently Absent student and/or students identified under Ofsted's' bottom 10% of school population.
- Attendance Officer to track/collate attendance for pupil groups; SEND; Tutor Groups; Whole School; Defined categories e.g. below 94%, 90%, Referral/penalty notice work. Pupil Premium eligibility; Students referred to Pre Legal meetings (Stage 3); Persistent Absence group support with the prepathways, pathways and Malachi interventions.
- Pastoral Managers and / or Progress Leads will instigate the Early Help Programme as appropriate. Internal support is through the pathways and prepathways programme where a lead is agreed. External support is through Malachi.

Pastoral Managers and / or Progress Leads to supply all appropriate agencies with student information when necessary.

- Involve outside agencies where and when appropriate. .

Deputy Head Teacher/Attendance Lead Responsibilities

- Ensure that parents are fully aware of the importance of good attendance. Publicise through Newsletter, Parent Evening, etc.
- Meet with students to empower them with the knowledge whole school of the value and importance of high levels of attendance and its integral role in academic success.
- Meet with Attendance Officer/Pastoral Managers on a regular basis so as to monitor all students.
- Build good systems of communication with teaching and pastoral staff.
- Analyse attendance data and devise strategies to rectify concerns. Commence Stage1 – 5 Interventions as appropriate.
- Analyse attendance data and devise strategies to rectify concerns of Persistently Absent students and students identified as Ofsted's' bottom 10% of school population.

- Collect data on students attendance, the improvements and efforts made by individuals and reward appropriately. Also analyse codes and compare to national averages yearly.
- Monitor unauthorised absences termly and refer and intervene when necessary. (Stage 1-3 Internal) At Stage 3 parents are invited to attend to discuss attendance and a 6 week target is set.
- Use reward systems to encourage good attendance.
- Participate in the Attendance Pre Legal Meetings with the ACE Casework Officer. (Stage 4) At this stage a 10 week target is set.
- Build good systems of communication with other agencies working within the school and a confidential form of exchanging information to support students.
- Meet with Ace Stage 4 level and upwards.

11. School Interventions for Managing Persistent Absenteeism

A student becomes a 'persistent absentee' (PA) when their attendance falls below expectations. All students whose attendance have fallen below expectations are at risk and will be closely monitored through the School's tracking procedure, and regular contact made with their parents/carers. Parents/carers will be given opportunities to work with the School in improving their child's attendance. (Stage 1-4)

The Attendance Officer will regularly monitor student absence and look for patterns of absence and take swift action where there is an attendance concern. Parents of students who have a series of medical notes and phone calls for medical reasons will be asked to provide medical evidence. We shall write to parents with our Stage 1 letter and Stage 2 letter, which details the procedures. If a parent of a student does not provide medical evidence then we shall code the absence as unauthorised.

Students whose percentage of attendance does not improve will be reviewed. If appropriate, an internal school attendance target will be set (Stage 3): parents will be advised by letter and invited to a panel meeting with the Attendance Officer and perhaps the Progress Leader or SLT dependent on pupil group status and other concerns. If there is a failure to make an acceptable improvement during the target period or if there is an immediate concern, further interventions will be considered. This could include escalation to legal proceedings.

Consideration for prosecution will be initiated in a pre-legal meeting, inviting parents/carers/student to discuss their attendance issues. A legal attendance target may then be set. Failure to achieve this target may result in some cases leading to penalty notices/prosecution. (Stage 5)

12. Student Support in Long Term Absenteeism

There are of course, good reasons (especially illness), which make attendance at school sometimes difficult. Nevertheless lessons missed cannot be repeated and “catching up” on work is never as good as the original learning experience.

The School recognises the need to support students during and after long term absence of any kind and will:

- i. Endeavour to provide work for students to be completed off-site where appropriate and medical evidence has been received.
- ii. Consider all strategies in partnership with other agencies, to encourage the return of students to the School. This may include negotiated timetables and/or gradual re-integration. (This is part of our prepathways and pathways approach – a lead will be assigned)
- iii. Ensure that there is a positive atmosphere within tutor groups and lessons in which students are welcomed back to the School.
- iv. Encourage parents/carers to be actively involved in re-entry programmes.

13. Attendance Rewards

Students who achieve 100% attendance each term will receive certificates and awards. Students who achieve high levels of attendance will be eligible for the PRIDE Award.

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.

- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

15. Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system. In this case the school will work with the family to encourage attendance. Students will not be removed from role until we are notified in writing. At this point we will issue a letter that discourages this approach but that provide all of the support required for successful Elective Home Education. The school will also inform Warwickshire.
- Failure to return from a leave of absence after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age

- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the school and local authority have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

Henley In Arden School will follow Warwickshire County Council Children Missing Education Protocol when a pupil's whereabouts is unknown.

16. School Attendance Focused Target

Henley in Arden School's attendance target is 97% however we do not set a PA target.

Previous attendance rates / persistent absence

In September 2015 the DfE increased the PA levels from 85% to 90%. The methodology used to calculate PA pupils has also been altered. In previous years a pupil would not be identified as a PA until they had amassed a set number of absences (e.g. 57 sessions in 2014/15). In September 2015 the threshold has been removed and a pupil is identified as PA once they miss 10% of their own individual sessions, this will mean all pupils below 90% will be PA.

The Ofsted Framework now requires pupils within the bottom 10% attendance to be monitored and for schools to be aware of the reasons for their absence.

17. Monitoring and Review

Achievement against Schools attendance targets will be reported upon to the Governing Body. The Assistant Headteacher with Lead over attendance will monitor the effectiveness of this policy and procedures and where necessary make recommendations to the Governing Body for improvement.

The school will keep accurate records on file for a minimum period of three years.

The absence rates will be reported on the School's website.

18. Relationship to other Policies

The Attendance policy should be read in conjunction with:

- Guidance on admissions
- Equality Statement
- Guidance for staff on the registration of pupils
- Keeping Children Safe in Education (otherwise known as safeguarding)
- The Behaviour Policy

APPENDIX :

Communication to parents via newsletter 2022

LEAVE OF ABSENCE DURING TERM TIME UPDATED INFORMATION FOR PARENTS

The Supreme Court recently reached a decision in the case of Platt v Isle of Wight Council which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.

It is for the Head Teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Your child's progress academically as well as socially is our shared priority

Please click here to access the [Application for Leave of Absence](#)