HENDON SCHOOL

Learning Together Across the World

Attendance Management Policy

Date of Ratification: May 2024

Date of Next Review: May 2027

Trustee Committee: Student Welfare Committee

School Staff Responsible: SLT with responsibility for Attendance & Punctuality

Nominated Trustee: Chair of Student Welfare

Policy Held: School Policy File
                 School HR Officer

Version	Date	Summary of changes
2.0	28.4.21	Policy re-write Appendix 2: Further Covid-19 update

Contents

1. Aims

We are committed to meeting our obligations with regards to school attendance by:

> Promoting good attendance and reducing absence, including persistent absence

> Ensuring every pupil has access to full-time education to which they are entitled

> Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the school attendance guidance 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 (Pupil 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 monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. Attendance is reviewed and discussed at our termly Welfare Committee meetings chaired by Dr Sinead Mehigan/Mr Ross White.

3.2 The Headteacher

The headteacher is responsible for:

> Implementation of this policy at the school

> Monitoring school-level absence data and reporting it to Trustees

> Supporting staff with monitoring the attendance of individual pupils

> Issuing fixed-penalty notices, where necessary

3.3 Head of Year

The Head of Year:

> Monitors attendance data across their year group and at an individual pupil level

> Reports concerns about attendance to the Assistant Headteacher with responsibility for attendance and punctuality

- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Assistant Headteacher when to issue fixed-penalty notices

3.4 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and inputting this information to SIMS.

3.5 School admin staff

School admin staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil 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 keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:30am (KS3) and 8:55am (KS4 and KS5) on each school day.

The register for the first session will be taken at 8:40am (KS3) and 9:05am (KS4 and KS5) and will be kept open until 10:05am. The register for the second session will be taken at 2:10pm (Mon-Thurs) / 1:30pm (Fri) and will be kept open until 2:30pm (Mon-Thurs) / 1:50pm (Fri).

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9:30am or as soon as practically possible (see also section 7).

Parents/carers should call 0208 202 9004 Option 1 then Option 1 (again) to report absences for all year groups.

Alternatively, please email info@hendonschool.co.uk to report your child's absence and attach any supporting evidence. E.g. Photo of appointment card, letter from medical professional etc.

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 is in doubt, the school may ask the pupil'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, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Requests (and supporting evidence) for permission to attend an appointment should be approved and signed by your child's Head of Year in the first instance; where this is not possible, the request may also be approved by the Senior Leader with responsibility for attendance and punctuality. At the time your child needs to sign out and leave school, the pre-signed request for permission should be taken to Student Support where the registers will be updated with the appropriate absence code.

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

The pupil'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 pupil 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

Parents/carers of students who repeatedly arrive late to school may be invited into school by their child's Head of Year to discuss concerns and set targets for improvement. Where no improvement is made, the school may pass on our concerns to the Education Welfare Officer at Barnet.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

> Follow up on their absence with their parent/carer to ascertain the reason, by telephone call and/or ParentMail

> Ensure proper safeguarding action is taken where necessary

> Identify whether the absence is approved or not

> Identify the correct attendance code to use

4.6 Reporting to parents

The school reports on student attendance at the time of producing your child's grade sheet. This information is communicated with home at least 3 times per year. Parents/carers may receive more frequent written communication from us where attendance levels are a cause for concern.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

We define 'exceptional circumstances' as:

- acute family trauma

- terminal illness or death of a family member

- if a family member serves in the Armed Forces - 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

- following advice from a health professional

- out of school programmes such as music, arts or sport operating at a high standard of achievement

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

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 pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

> Traveller pupils 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 pupil is attending educational provision

5.2 Reducing persistent absence

Students at risk of being identified as 'persistently absent' will be closely monitored by their Head of Year and the Education Welfare Officer. Parents/carers will be contacted by telephone and/or letter in the first instance to inform them of our concerns. Where attendance does not improve, parents/carers will be invited into school for a meeting to discuss concerns and set targets; these will be reviewed on a regular basis until a consistent improvement is made.

5.3 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 headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may consider:

> The number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil 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.

6. Strategies for promoting attendance

All teaching staff have been trained in using our 'SOL Attendance Tracker' to inform conversations with students

Weekly dedicated mentoring session with form tutor to share attendance information and celebrate success and investigate follow up areas for improvement

Attendance rewards celebrated at each end of term assembly

Dedicated member of Senior Leadership Team with whole school overview of attendance and punctuality

7. Attendance monitoring

Pupil attendance at our school is monitored on a weekly basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

A pupil's parent/carer is expected to call the school each day their child is ill.

If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-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.

Hendon School stores attendance data on SIMS, and this data is used for internal purposes. For example, to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as needing intervention and/or support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 3 years by the Senior Leader with responsibility for attendance and punctuality. 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)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil 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 pupil's absence

U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil 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 pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2

Attendance Management Policy - Covid-19 Update

Following government guidance, all students began a phased return to school from 8 March 2021 to allow for lateral flow testing to take place. From 15 March 2021, all students have been expected to attend school, full time as per pre-Covid guidance.

Students will continue to be registered with an X code if they:

- Develop Covid-19 symptoms and are waiting for the results of a PCR test

- Test positive for Covid-19

- Are identified as a contact of someone who has tested positive for Covid-19 and they have been advised to isolate

- Return from a holiday abroad and are following current government guidance to self-isolate at home OR in a government approved hotel