



Attendance and Punctuality Policy

This policy was approved and ratified by

Cox Green School

on 7th June 2016

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	16/7/13	16/7/13	July 2015
1.2	Full Governing Body	7/7/15	1/9/15	July 2017
1.3	Cox Green School	7/6/16	7/6/16	June 2019



Introduction

Full attendance and good punctuality are key to achievement in school. We consider them vital to providing equal opportunities for all students, ensuring access to the full curriculum and achieving both academic and social success.

Cox Green will therefore work in partnership with students, parents and outside agencies to support all families and ensure students make progress with their education and life beyond education. We recognise that students who are absent will miss important educational opportunities which will affect their grades. We do however acknowledge that some absences will occur from time to time due to illness or unavoidable family circumstances.

Aims:

Cox Green aims to:

- Work in partnership with parents/carers to secure full attendance and good punctuality, This means that students should have 96% or above for both attendance and punctuality;
- Ensure that there are effective systems, known to all, to ensure attendance and punctuality is correctly recorded and monitored and evaluated accurately;
- Communicate with parents/carers regularly about attendance and punctuality;
- Reward positively for attendance and punctuality;
- Follow up any issues regarding attendance and punctuality with parents/carers and outside agencies to ensure a student attains a good attendance and punctuality record.

Attendance Legislation

Under section 7 of the Education Act 1996 the parent is responsible for making sure that their child of compulsory school age receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special educational needs that the child may have. This can be regular attendance at school or by education otherwise.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

If a student is absent for more than 10% of school sessions they are deemed as persistent absentees.

Rewards:

Our students are actively encouraged to achieve excellent attendance and punctuality and to understand their importance in helping them to achieve academic success.

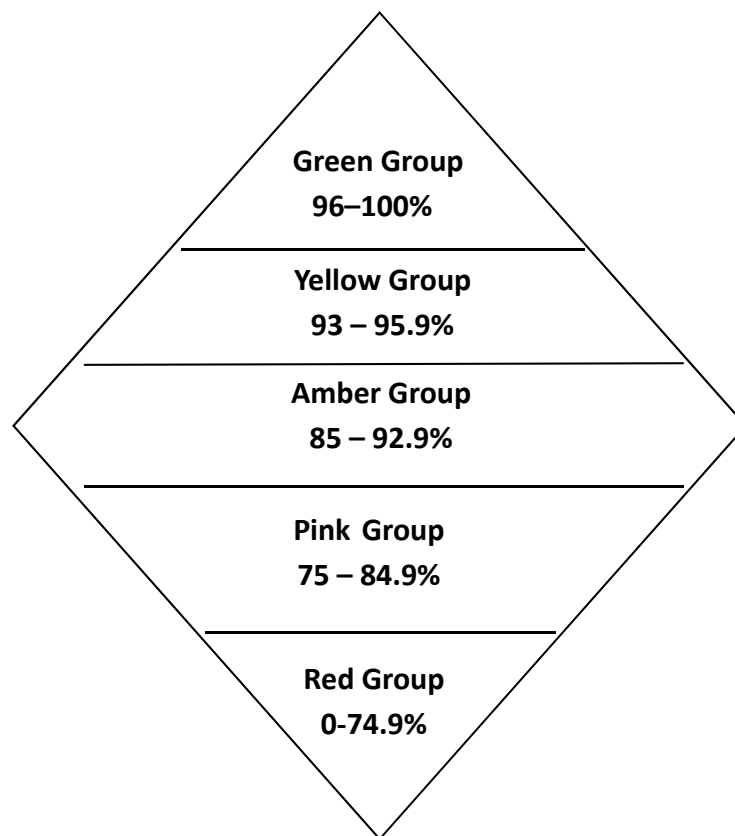
Our tutor and assembly programmes promote and emphasise the importance of good attendance and punctuality. Cox Green School also runs inter form and House attendance competitions and recognises those students who improve their attendance and punctuality record.



Attendance Practice

Improving attendance is a whole school responsibility. Parents, students and all members of staff have a responsibility to encourage and support students to ensure they reach at least 96% attendance.

The diagram below highlights the whole school approach to attendance monitoring and intervention. Targeted interventions are implemented each week where a student has declining attendance. This robust monitoring is led by the Attendance Officer in conjunction with the SAFE Team, the Key Stage Leaders who work with their teams to ensure students maintain attendance in the 'Green Group'. The link between attendance and attainment is regularly reinforced.



Green: No Concern

Yellow: Concern

Amber: Risk of Underachievement

Pink: Severe Risk of Underachievement

Red: Extreme Concern



Intervention by Educational Welfare Officer

If there is no improvement in the student's attendance, the school may make a referral to the Education Welfare Officer attached to the school. Persistent Absentees are automatically referred once their attendance drops below 90%.

Education Welfare Officers are employed by the local authority to monitor the attendance and welfare of children. They can offer support and guidance if you are having problems getting your child to school. They also have a duty to ensure that parents are following their legal duty in ensuring their children have regular attendance.

The Education Welfare Service can advise parents on rights and responsibilities regarding attendance and exclusion, liaise with school staff, meet with children in school, suggest other agencies who might be able to help, visit families at home, and provide further information on the consequences of non-school attendance.

Fixed Term Penalty Notices

The law states that it is a parent's responsibility to ensure their child has regular attendance at the school at which they are registered. If after consulting with parents and the Educational Welfare Officer, attendance or punctuality of an individual student does not improve, the school may consider asking the Education Welfare Service to issue a Fixed Penalty Notice.

The circumstances in which a Fixed Penalty Notice might be issued include:

- Truancy
- Parent-condoned absences
- Persistent lateness after the Roll Call has closed
- Unauthorised absences
- Deliberate taking of a holiday in term time.

From September 2013, the issue of a Fixed Penalty Notice incurs a cost to the parent of £60, if paid within 21 days of issue, rising to £120 within 28 days. Failure to pay can lead to prosecution in a Magistrate's Court, where if found guilty you may receive a criminal record and a possible fine and / or a custodial sentence for failing to ensure your child's attendance in school

Fixed Penalty Notices may be restricted to one per student per academic year. In cases where families contain more than one poor-attending student multiple issue may occur but this may be subject to careful consideration with external agencies.

There may be no restriction on the number of times a parent/carer may receive a formal warning of a possible issue of a Penalty Notice. A student must be absent from school for at least ten sessions (the equivalent to 5 days) in any term before a Penalty Notice may be issued.



Return to school after long term absence/integration:

Cox Green School is committed to ensuring that all students achieve their potential. Any barriers to learning are considered on an individual basis and we therefore make flexible arrangements to integrate students back into lessons after prolonged absence, whatever the reason for the absence.

Once again a staged approach to this reintegration will be taken, as follows:

A meeting will take place with the student, parent/carer, SAFE Manager and any other relevant staff and or outside agencies. A tailored plan will be drawn up which will acknowledge the reasons for the student's absence plus temporary additional support arranged. All teaching staff and form tutors will be advised by the SAFE Manager in advance of an anticipated return. This is to enable all staff to plan how to re-introduce the student successfully.

Any barriers to re-engagement will be discussed and possible solutions explored. A member of staff may be appointed to act as a mentor to support the student and family.

A modified or reduced timetable may also be utilised in conjunction with parental consent.

Religious Observance

There is no legislation or regulation or DFE guidance on this matter. The Head will review each application reasonably, and in consultation with the members of the pastoral team and the parents. The school expects advance notice, since religious festivals are likely to be fixed well ahead.

Leave of Absence/holidays during term time

Leave of absence including holidays may not be granted unless there are exceptional circumstances. Only the Headteacher can agree exceptional leave of absence. Exceptional situations may be taken into consideration if a letter outlining such a request is submitted to the Headteacher a minimum of 15 school days prior to the dates requested. If leave is taken without the Headteacher's authorisation, the leave may be marked as an unauthorised absence and may result in a Penalty Notice being issued.

Punctuality

Students are expected to arrive punctually to school and to lessons. Punctuality is monitored on a daily basis; students arriving late to school/lessons without an acceptable reason may be issued with a Late Detention this is usually 30 minutes in length.

If students persistently record late marks, a meeting will be arranged by the SAFE Manager. The school may record late marks as unauthorised absence if a student arrives at school 60 minutes after the start of the school day. Unauthorised marks for punctuality may be referred to the local authority for issue of a Penalty Notice.



Communication of policy

The Policy is published on the school website for parents and the school intranet "Sharepoint" for Staff.

Evidence of implementation

The Senior Lead will report back to the Senior Leadership Team as requested and Governors will complete visits to evaluate the effectiveness.

Review of policy

This policy shall be reviewed every 3 years by Cox Green School.



Operational Procedures

APPENDIX 1: Roles and responsibilities

<p>Students will:</p> <ul style="list-style-type: none"> • Attend school every day unless ill; • Arrive to school by 8.35am in good time for registration. • Recognise that he/she is late when they arrive after the form tutor has started calling the register. • Attend all lessons during the school day; • Take responsibility for lateness and non-attendance and accept the consequences of this; • Sign out with the Attendance Officer if they are leaving school during the day. A student will only be allowed to leave site if a note is provided in the planner / or by phone by a parent. 	<p>Parents will:</p> <ul style="list-style-type: none"> • Ensure that their child attends school every day unless they are ill; • Book medical, dental and health appointments during holiday periods and after school, where this is impossible then a note will be provided; • Take holidays during school holiday periods. Any holiday taken outside of the school holiday will be considered unauthorised and will result in a Fixed Penalty Notice. • Ensure their child arrives by 8.35am to school ready for morning registration; • If their child is ill to notify the school by 9am on the first day and every following day of absence, including an estimation of the likely length of absence; • Respond to any text sent daily, indicating why their child is absent; • Contact the school at an early stage about any concerns they have about their child's attendance; • Recognise that the school will be concerned when any child fails to meet the attendance target and work with the school to improve their child's attendance.
<p>Form Tutors will:</p> <ul style="list-style-type: none"> • Ensure students are registered accurately in accordance with their legal obligations • Follow up students who have been absent and ask for an explanatory note. These notes must be passed onto the Attendance Officer on the same day; • Speak to students who have missed sessions to find out the causes • Inform pastoral staff of students causing concern • Celebrate and reward good attendance 	<p>Class Teachers will:</p> <ul style="list-style-type: none"> • Ensure students are registered accurately in accordance with their legal obligations • Inform the Attendance Officer or SAFE Team of any student who is absent without notification; • Provide work for students who are off long term sick.
<p>Attendance Officer/SAFE Team will:</p> <p>Monitor and evaluate data to:</p>	<p>The Lead SAFE Manager will:</p> <p>Support the Attendance Officer in providing data systems which will enable her to:</p>



<ul style="list-style-type: none"> • Identify individual absence and lateness to both school and lessons • Identify patterns of lateness and absence and the identification of trends by year groups, house, seasonal patterns, patterns and nature of unauthorised absence and vulnerable groups e.g. SEN, EAL, CLA, FSM. • Intervene and communicate with parents / carers of students who have declining attendance/ punctuality levels; • Set a termly individual student attendance target, monitor and record in planner; • Initiate with appropriate staff strategies to improve attendance; • Liaise with Local Authority regarding Persistent Absentees; • Liaise with the Local Authority and police when they wish to exercise their powers to enforce truants to return to school. 	<ul style="list-style-type: none"> • Identify individual absence and lateness to both school and lessons • Identify patterns of lateness and absence and the identification of trends by year and groups, seasonal patterns, patterns and nature of unauthorised absence, vulnerable groups e.g. SEN, EAL, CLA, FSM. • Provide information on attendance and punctuality for parent reports, prospectus and DfE returns. • Deliver staff training/ advice and support regarding attendance to staff, highlighting use of the Attendance Tracker
<p>Key Stage Leaders will:</p> <ul style="list-style-type: none"> • Lead and manage Form Tutors to ensure the school attendance and punctuality target is met for their year groups. • Ensure their Tutors arrive on time for registration and follow their legal obligations of accurately recording attendance and punctuality; • Highlight/update attendance at Year Team meetings/assemblies • Identify students causing concern and analyse data of vulnerable groups e.g.: SEN, CLA, FSM. • Monitor and intervene with all students whose attendance is declining • Implement Individual Attendance Plans (IAP) for those students who become persistent absentees • Liaise with external agencies about students causing concern • Organise celebration events for good/improved attenders in their year • Work with parents and other external agencies as appropriate to raise attendance and punctuality percentages 	<p>Senior Leader will:</p> <ul style="list-style-type: none"> • Ensure the attendance and punctuality policy takes account of all students; • Provide information to Attendance Officer and Pastoral staff about SEN students; • Identify patterns or trends that emerge from SEN data with regards to attendance and punctuality; • Identify the areas of policy which will remove barriers to learning for all students; • Model good examples of inclusive practice across the school; • Model and promote effective teaching skills which show manageable differentiation to address student needs; • Contribute to professional development to address effective teaching to improve attendance and behaviour; • Develop links with support services to provide expert advice on SEN students; • Provide feedback to LT on where good SEN practice exists within school and use this to provide training for NQTs and new staff; • Develop good recording and monitoring procedures to inform practice, groupings and levels of support required. Lead and manage SAFE Managers, Attendance Officer and Lead SAFE



	<p>Manager to ensure the school attendance and punctuality target is met;</p> <ul style="list-style-type: none"> • Lead and manage the SAFE Team to ensure SAFE Managers monitor and evaluate attendance and punctuality; • Set whole school and year group and ‘vulnerable groups’ attendance and punctuality targets and monitor and report progress towards these; • Set attendance and punctuality targets as part of the performance management cycle for Key Stage Leaders and SAFE Managers; • Work with Key Stage Leaders and SAFE Managers to identify students causing concern and analyse data of vulnerable groups e.g.: SEN, CLA, and FSM. • Monitor the work of Key Stage Leaders and SAFE Managers who are working with students whose attendance is below 85% • Provide regularly report to governors, the Head and parents information about attendance and punctuality and write the relevant section of the SEF. • Ensure that strategies are in place to promote and implement the policy throughout the school.
<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Set attendance and punctuality targets as part of the school development plan, target-setting process; • Monitor progress towards targets • Review Leave of Absence requests • Notify parents, as appropriate, that if a student of compulsory school age fails to attend regularly his/her parents commit an offence; • With the Leadership Team member compile an annual report with statistics to the Governing Body. 	
<p>The Governors will:</p> <ul style="list-style-type: none"> • Review the Attendance and Punctuality Policy each year and evaluate its impact • Review attendance and punctuality figures each term at the sub – committee and report to Full Governors; • Ensure that the policy is promoted and implemented throughout the school and is known by parents; • Organise Governors and Attendance and Punctuality Panels to see students and families about attendance issues 	



APPENDIX 2: The Attendance Diamond and Attendance Tracker

- The Attendance Diamond should be displayed in every tutor room.
- The Attendance Tracker will be prepared each week by the Lead SAFE Manager and sent to all staff via email.
- The attendance statistics for every student at the school will be displayed weekly by the Attendance Officer.
- The tutor is responsible for the overview of attendance in their group; however they will be supported by Key Stage Leaders and SAFE Managers.
- For those students with a down arrow the tutor should complete their actions as identified on the notes section of the tracker. The SAFE Manager will review and escalate interventions each week.
- The tutor should share tutor group attendance with their group issuing reward points for every student with an up or sideways arrow. The tutor has initial responsibility for praising students in the green group for high attendance and encouraging and supporting students in the yellow, amber, pink and red groups.
- To support this process the Attendance Lead (where appropriate), Key Stage Leaders, SAFE Managers and the Attendance Officer will hold weekly, attendance meetings for each year group including Sixth Form. In these meetings the attendance of students whose attendance is declining will be reviewed. A series of actions to support improvement will be agreed, delegated and recorded.

A staged approach occurs in order to intervene with student's each week their attendance declines. In summary these are as follows:

Escalations

Interventions	Explanation
Tutor conversations with student	Initial conversations with student to address first attendance drops without valid reason.
Letter 1	Letter sent to parent(s) raising initial concerns regarding declining attendance.
Letter 2	Letter sent to parent(s) to schedule first meeting within the school.
Meeting 1	SAFE Worker meets with parent(s) to discuss attendance concerns, and offer support to improve attendance.
Letter 3	Letter sent to parent(s) raising further concerns regarding declining attendance, scheduling a second meeting at the school.



Meeting 2	Key Stage Leader/Achievement Leader and Attendance Officer meet with parent to discuss attendance concerns, and make parent aware of legal implications of poor attendance.
Letter 4	Letter sent to parents outlining further concerns, and providing a final warning prior to legal action initiating.
Legal action	Penalty Notice or prosecution

Note:

The Platt judgement has now been published. The judgement makes clear that if a parent takes a child out of school on an unauthorised holiday, this will not automatically entitle the school to issue a penalty notice. However, otherwise, the legal position is somewhat unclear. Parents commit an offence if they fail to ensure that their children attend school regularly but there is no legal definition of what 'regularly' means. The Platt decision suggests that each case will need to be judged on its own merits, including the attendance record over a wider period. At Cox Green School we will suggest that if a parent takes their child out of school on an unauthorised holiday, we will look at their overall attendance record before issuing a penalty notice and it is likely we will use 95% as a starting threshold.