



MARSHLAND HIGH SCHOOL

WHOLE SCHOOL ATTENDANCE POLICY

Approved by: [Name] **Date:** [Date]

Last reviewed on: [Date]

Next review due by: [Date]

Contents

| | |
|--|---|
| 1. Aims..... | 2 |
| 2. Legislation and guidance | 2 |
| 3. School procedures | 3 |
| 4. Authorised and unauthorised absence | 4 |
| 5. Strategies for promoting attendance | 5 |
| 6. Attendance monitoring | 5 |
| 7. Roles and responsibilities | 5 |
| 8. Monitoring arrangements | 5 |
| 9. Links with other policies | 5 |
| Appendix 1: attendance codes..... | 6 |
| Appendix 2: MHS Attendance Procedures | 9 |

1. Aims

Our school aims to meet its 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.

Improving attendance and reducing Persistent absence is a school priority. National data shows that there is a clear link between attendance and achievement at school.

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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [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 \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [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.

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.40 on each school day.

The register for the first session will be taken at 8.50 and will be kept open until 9.30 The register for the second session will be taken at 12.30 and will be kept open until 13:00.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.40 or as soon as practically possible (see also section 6).

Parents inform school by calling 01945 584146 and leaving a message on the absence line.

Absence due to illness will be 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 parents 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 parents will be able to see if an absence is authorised or unauthorised via the parent gateway app.

If there becomes a frequent pattern of unplanned absences due to illness, the school may request a doctors note to confirm the authenticity of the illness and therefore be able to record the absence as authorized. Where authenticity has not been proven the school may record the absence as unauthorised until such a time that medical evidence is provided.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

Parents will need to notify the tutor or Head of House if they have an appointment during school time.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Students who are continually late to school will be dealt with in the first case by the Tutor who will ascertain the reason for lateness. Parents will be informed and sanctions such as after school or lunchtime detentions may be issued in order to catch up on work missed.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents

A child's attendance will be reported in the academic reports that are sent via the Sims gateway app. "live" attendance data for students can be seen via the Sims gateway app.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Exceptional circumstances can include funerals (for immediate family members only), weddings and representation in major sporting competitions. For advice on exceptional circumstance please speak to the Head of House.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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

Holidays during term time will not be authorised and if a family takes a holiday that has not been authorised a referral to the Local Authority for the issue of a fixed penalty notice will take place.

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay in accordance to the current penalty notice charges as set by Norfolk County Council. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 the parent or withdraw the notice.

5. Strategies for promoting attendance

Marshland High School have a variety of ways in which we support good attendance. Parents will be notified by letter when a child has missed 6, 12 and 18 sessions (equivalent to 3, 6 and 9 days). Attendance will be monitored closely by school and parents may be asked to attend attendance meetings with the relevant Head of House. In cases of persistent poor attendance that includes unauthorised both a fixed penalty notice or a "fasttrack" attendance panel will be considered.

Attendance is celebrated in school through reward points, reward assemblies, prizes to the tutor group with the best attendance, non-uniform days for tutor groups with excellent attendance and letters home to parents. Attendance is celebrated on a fortnightly basis in House Assemblies.

6. Attendance monitoring

Tutors monitor pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

Parents are expected to contact school for each day a child is ill.

Letters will be sent to parents following 6, 12 and 18 sessions of absence. If after contacting parents a pupil's absence continues to rise, we will consider starting an attendance review panel.

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 is 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. We compare our attendance data to the national average, and share this with governors.

7. Roles and responsibilities

Please refer to Appendix 2 "Marshland High school Attendance Procedures"

8. Monitoring arrangements

This policy will be reviewed Yearly by the Deputy headteacher. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our child protection and safeguarding 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: MHS Attendance Procedures

95-100%
90-95%
PA 90%>

Letters issued July 2018 to all students informing them of attendance for the year 2017/18. Show the link between attendance and academic performance and explain there will be a focus on attendance next year. Outline legal interventions to be used in 2018/19

REWARDS and RECOGNITION

House Assembly recognition every 2 weeks.
100% attendance letters every term and recognition at learning awards.
Most improved attendance award at the learning awards.
Whole school attendance and house attendance on computer screens throughout the school with target.
Tutor group attendance chocolates and certificate every term
Best attendance non uniform days.
PPG rewards for good attendance

DHT

"To be responsible for good attendance and low Persistent Absenteeism within school."

Strategic Overview of Attendance.
Hold attendance personnel to account making sure attendance procedures are adhered to swiftly and effectively
Weekly Attendance and PA report.
Report to Gov's.
Report to HT.
Report to Trust.
Authorise FPN.
Authorise Fastrack.
Authorise Leave of Absence.

RECEPTION

"To support attendance procedures when students are arriving and leaving during the school day."

Student sign in sign out.
Medical room log.
Alert Senior cover for missing students.
Register reception assistant.
Register Examinations.
Change registers with reason for late/leavers during the day.

DATA TEAM (CHO)

"To support the pastoral team by providing data from sims and providing support in using the MIS to promote good attendance"

Meet training needs.
Support attendance monitoring in HT 1.
Set up and update Tracking Sheets.
Provide a Weekly attendance report.
Provide a weekly PA report.
Setting up Letters for attendance in Sims.

GOVERNING BODY

"To hold the school and Senior Leaders to account for procedures and practices that support positive attendance in school."

Review and agree policy
Provide a Link Governor to meet and challenge the senior leaders responsible for attendance.
To provide challenge on attendance progress data at LGB's

Marshland High School Attendance Procedures



LETTER 1
Issued after 6 sessions absent
Further absences will require medical evidence to be authorized.

LETTER 2
Issued after 12 sessions absent
Fixed Penalty Warning Issued, attendance panel warning.

LETTER 3
Issued after 18 sessions absent
Fixed Penalty Notice issued where it meets criteria, Attendance panel arranged by HOH

FASTRACK PANEL
Where a FPN/attendance panel is ineffective and student meets the criteria a Fastrack meeting will be arranged.

FPN/Fastrack Criteria = 1 week unauthorised absence (10 sessions) in a 6 week period

Consideration will be given to known reasonable absences i.e. significant and genuine illness and HOH will support these students in making sure they catch up with work or medical considerations are taken.

SCHOOL ATTENDANCE PANELS

- Organised by HOH
- Parents and student attend
- Legal process explained
- Attendance target set
- 3 Action points
- Review in 4 weeks

Failure to improve attendance moves to FPN/Fastrack panel

| Sessions Missed | End of Year Attendance % |
|-----------------|--------------------------|
| 2 | 99.74% |
| 5 | 98.68% |
| 10 | 97.37% |
| 15 | 96.05% |
| 20 | 94.74% |
| 25 | 93.42% |
| 30 | 92.11% |
| 35 | 90.79% |
| 38 | 90.00% |
| 40 | 89.47% |

ABOVE Nat Average

BELOW Nat Average

PA Student

HEAD of HOUSE

"To have a strategic overview of attendance at a house level, to support good attendance by taking swift action with those at risk of PA/poor attendance."

Overview of House attendance via tracking sheet.
Meet with students who are off for 5 days or more.
Issue attendance monitoring reports.
Arrange and attend attendance panels.
Review attendance Panels.
Chase medical information.
Supporting students with low attendance.
Attend Fastrack Behaviour panels.
Collate information for rewards.
Celebrate attendance fortnightly in assemblies.

PASTORAL SUPPORT

"To make sure that all attendance's are tracked and explained and that all attendance concerns are addressed and reported to HOH/DHT/TUTORS."

First Day Calling
Attendance tracking
Tracking vulnerable groups
Reporting attendance concerns to HOH and DHT.
Home Visit following 3 day no notice absence.
Home visit for safeguarding/absence concerns.
Collate Medical information.
Information sharing with Tutors.
Off-site provision calling

ADMINISTRATION MANAGER

"To offer administrative support to the pastoral team in order to promote good attendance."

FPN administration.
Fastrack administration.
Attendance Panel Administration.
Leave of Absence response letters.
Reward certificates for learning awards.

TUTORS

"To promote good attendance and challenge poor attendance within the tutor group, to establish a positive relationship that supports good attendance with tutee's and parents."

Forward notes/medical information to Pastoral managers.
Weekly attendance conversations with vulnerable students.
Promote a culture of good attendance with the tutor group.
Monitor students attendance and forward concerns.
Establishing a relationship with parents to promote positive attendance.
Feed back attendance information to HOH/Pastoral Managers.

| ATTENDANCE TARGETS | | |
|--------------------|------------|----------|
| YEAR | ATTENDANCE | PA @ 90% |
| 2018/19 | 95.5 | 13% |
| 2019/20 | | |
| 2020/21 | | |