

**ATTENDANCE &**

**PUNCTUALITY**

**POLICY**

# September 2023

Next Review: September 2025

**Attendance and Punctuality**

## Introduction

Regular attendance is essential if students are to make the most of the educational opportunities made available to them whilst at Chadwick High. Irregular attendance disrupts learning and undermines progress, leading to underachievement and disaffection.

At the Chadwick we adopt a whole school approach to attendance and punctuality, the benefits of which are:

* Responsibility is shared by all staff.

* The policy impacts on all aspects of school life and relates to the value and ethos of the Chadwick.

Expectations on Punctuality and Attendance

* Students should arrive at school before 8:45am or they will be registered as late o Detentions are given to those students arriving late to be completed at the end of the school day.

o Persistence lateness will trigger a letter to parents/carers.

* Students arriving very late, after 9:30am will be marked as “U” and will lose a full session from their attendance.
* Students who arrive late must enter the building by the main entrance and report straight to reception. This includes students who may be returning from appointments or have agreed late starts.
* Our expected attendance for students is 96%
* Attendance below 75% is considered “critical” and will trigger an attendance plan.

## Policy Aims

1. **To improve the overall attendance figures.**

This is achieved by establishing a high profile for attendance and punctuality so that regular attendance is part of the Chadwick’s culture and ethos. We expect student attendance to be higher than that from their previous setting and to aspire to be above 96%.

1. **To make attendance and punctuality a priority for staff, pupils and parents.**

Clear procedures for the recording of attendance and in sharing attendance information with staff, students and parents are in place.

* + Staff are trained to record attendance in SIMs and use appropriate codes  Staff work within the systems and do not accept “late” students into their classrooms who have not reported to the main office and registered as late.
	+ Attendance is celebrated and rewarded throughout the school day, week, term and year.
	+ Attendance is high profile and is well publicised in form rooms and in the school.
	+ Regular discussion with students and parents around attendance with key worker.

### 3. To monitor attendance and punctuality across 2 buildings

As the school is based on 2 buildings we have to have a shared SIMs network system which can be consistently applied over multiple sites. Our dedicated Attendance team have specific responsibilities for;

* Attendance Administration – Recording and monitoring of attendance
* Attendance Improvement – Acting on triggers and targeting attendance issues

**Procedure:**

* If a pupil is going to be absent, parents are expected to notify the Chadwick Office on the first day before 8:45am on 01524 840831 option 1, giving the reason and length of absence.
* If this does not occur, the **Attendance Manager** will begin contacting the home as part of our first day calling procedure when registers close from 9am and if no contact is made, again from 1:30pm.
* Should parents continue not to inform the school then on the third consecutive day the school will conduct a home visit.
* After 5 days consecutive unauthorised absence a case for a fixed penalty will be investigated.
* The decision to authorise an absence remains with the school not the parent.
* If a pattern of non-attendance or lateness starts to emerge then the **Attendance Manager** may seek to start non-attendance procedures.

Any decision to initiate attendance proceedings must first be authorised by the headteacher.

### Attendance Process Flow Chart

|  |  |  |
| --- | --- | --- |
| Check messages  | 8:30 am  | Update registers  |
| AM Registration  | 8:45 am to 9:00am  | Pupils in form  |
| Late  | 8:45 am to 9:30am  | Recorded as Late by the minute  |
| Register check  | 9:00 am  | Checking registers submitted  |
| Very late  | 9:30 am – onwards  | This will be recorded as “U”  |
| Contact 1  | 10:00 am  | Absentees/Lates  |
| PM Registration  | 13:30 pm  |   |
| Contact 2  | 13:35 pm  | Absentees not known.  |
| 3 days absence  |   | Unauthorised - Home visit  |
| 5 days absence  |   | Unauthorised – Absence proceedings  |

**All students that are late to school, even those with pre-arranged later start times, must report to the main office to be registered**.

**4. To develop consistent communication and support for parents.**

Parents are involved in attendance issues at the earliest possible stage by designated members of staff e.g. Attendance Team and the Key Worker.

**Procedure:**

Should there be incidences of long term unauthorised absence, in addition to established procedures, the member of staff allocated to the pupil (Key Worker) will maintain contact with the home and the child in a supportive capacity.

### 5. Promote effective partnership with other agencies

Other agencies are informed and involved should the necessity arise. Chadwick High operates an open door policy and actively supports multi-agency approaches that help improve attendance.

**Procedure:**

The host school or other agencies as appropriate, are informed of the reintegration strategies for individual pupils and are kept aware of any issues surrounding attendance.

This whole school approach is reflected in the ethos of the Chadwick where all staff aim to provide a welcoming, caring, learning environment in which pupils feel safe and valued. Regular attendance and punctuality are encouraged by all staff at Chadwick High School.

Multi agency plans developed to support pupils when necessary.

### 6. Absence Tracking

The Attendance team monitor absence and when a student triggers Attendance procedures they are raised with the SLT who advise next steps.

|  |  |  |
| --- | --- | --- |
| Triggers;  |  |  |
|  3 days consecutive unauthorised absence  |   | Home visit  |
|  5 days consecutive unauthorised absence  |   | Penalty Notice  |
|   5 days unauthorised in a term  |   | Attendance Letter  |
|   Patterns of Absence  |   | Attendance Letter  |
|   Persistent Lateness (5 in a term)  |   | Attendance Letter  |

Attendance Letters are the first step in a staged response of communications which also include;

* Meetings
* Attendance contracts
* Support (EHA)
* Formal Attendance Proceedings ie FPN

As directed by SLT the Attendance Manager will target students who have hit triggers to provide support in improving their attendance.

### 7. Leave in Term Time

**There is no automatic entitlement in law to take leave during school time**.

All applications for leave must be made, in advance, by the parent/carer to the headteacher. Requests will only be authorised if the circumstances surrounding the request are considered to be exceptional.

Leave in term time will **not** be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional.

In considering the request we will also look at various factors such as:

### The timing of the request

* When a pupil is just starting the school, absences should be avoided as this is a very important transition period as your child needs to settle into their new environment as quickly as possible.

* Pupils should not be absent where possible, both immediately before and during assessment periods e.g. GCSE or any other public examinations.

* Where a pupil’s attendance rate is already below 96% or will fall to or below that level as a result of taking leave.

* Other periods of leave which the pupil may have had, either during the current or previous academic year

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

In certain circumstances, parents risk losing their child's place on the school roll if the pupil does not return to school on the agreed return date. Re-admission cannot be guaranteed.

The specific circumstances which outline when a pupil can be removed from roll are laid out in Regulation 8 (1) (f) (i-iii) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2010 and 2013)

### Religious absence

School will authorise one day of absence per religious festival, eg Eid, and this will be marked as code R in the register. The day authorised will be that set aside by the religious body of which the parent is a member.

Parents must request any additional leave in advance and this can only be authorised if the head teacher agrees that exceptional circumstances apply; this would be marked in the register as code C.

### Use of Prosecution

Prosecution will only used as a last resort when all other options to improve attendance have not been successful.

Prior to the seeking of a Prosecution, Chadwick High School will have considered these other options;

* a Parenting Order
* an Education Supervision Order
* a School Attendance Order
* a fine (sometimes known as a ‘penalty notice’)

Parents/carers commit an offence if a child fails to attend school regularly and those absences are classed as unauthorised. Depending on the circumstances, such cases may result in prosecution under Section 444 of the Education Act 1996.

A penalty notice is an alternative to prosecution, which does not require an appearance in court unless the fine is unpaid after 28 days. Full payment of the penalty means that parents/carers can avoid being prosecuted and convicted.

Chadwick High School will consider issuing penalty notices in the following circumstances

* unauthorised absence
* truancy (including students found during truancy sweeps)
* parentally condoned absence without good reason or medical confirmation.
* Persistent late arrival to school (more than 30 minutes after register is taken)  Unauthorised absence in term time (please see notes on term time absence)  Delayed return from authorised leave.

In every case a pupil must have had a minimum of 10 school sessions unauthorised absence in a term or 14 school sessions unauthorised absence over 2 consecutive terms before a penalty notice is considered.

**Attendance Intervention Hierarchy**

|  |  |  |
| --- | --- | --- |
| **Attendance level**  | **Action**  | **By whom**  |
| **All pupils**  | Pupils receive individual percentage attendance on a half termly basis and set a target for the next half term   | Attendance Manager  Form tutors / Key workers  |
|  | Form tutors discuss attendance patterns and the impact of positive attendance on a regular basis.  Pupil progress towards attendance targets is monitored   |  Form tutors / Keyworkers  |
|  | Key workers link attendance and attainment on a regular basis   | All teaching staff / Keyworkers  |
| **96.1% and above** **GREEN**  | Rewards available- * Tuck shop
* Form of the week
* Weekly individual awards
* Half termly target awards
* Termly raffle prize
* Annual attendance trophy awards
* Attendance reward trips

  |  All staff  |
|  |  100 points awarded for weekly 100% attendance   | Attendance Manager Form tutor / Keyworker  |
| **85%- 96%** **AMBER**  | Letter of concern sent to all pupils in this category on a half termly basis.  | Attendance Manager / SLT     |
|  |  | Parents informed that their child will be monitored closely by the school and to be encouraged to contact the school if support is required.  Attendance Manager to identify pupils to be monitored at this level by the Key Worker. Pupils in this category due to extended illness (such as a broken leg) or a holiday will not be involved in monitoring. Pupils with holiday absences will be dealt with separately in accordance with Attendance Policy  |  Attendance Manager  Key workers              |  |
|  |  | Dialogue with pupils on the monitoring list on a weekly basis to review the weeks attendance, encourage, question absence etc   | Form tutor / Key worker  |  |
| **75- 84.9%** **RED**  |  | 1:1 meeting with pupil on a half termly cycle. Target set and communicated to parents.  | Attendance Manager Keyworker  | /  |
|  |  |   |   |  |
| **Less than attendance CRITICAL**  | **75%**  | Full action plan to be implemented involving pupil, parents, school and other agencies.  | Attendance Manager HT   |  |
|  |  | The School will use legal interventions to enforce attendance.  | Attendance Manager HT Local Authority  |  |