



# **Denefield School**

## **Attendance and Punctuality Policy**

Date of next review	December 2021
Review cycle	Annual
Policy control sheet updated	Yes
Type of policy	Statutory
Policy owner	Headteacher
Location of policy	Website



## **Status**

### **Statutory**

### **Aim**

At Denefield School we believe that attendance and attainment are strongly linked. We want all of our students to attend school regularly and on time so that they can become resilient and confident learners who are able to achieve their potential and make a positive contribution to society.

### **Purpose**

This policy sets out the expectations and procedures with regard to attendance and punctuality at Denefield School.

### **Expectations**

We expect all of our students to attend school regularly and on time. We set all students a minimum attendance target of 96%. Students whose attendance falls below 92% will be included in the Fixed Penalty Notice (FPN) cohort. Students whose attendance falls below 90% will be regarded as persistent absentees.

Fixed Penalty Fines will be issued when students have missed 20 half-day sessions from school within a ten-week school period, where the absences are unauthorised. The level of fine is set by West Berkshire local authority and is the same as that imposed for holidays.

Leave of absence will only be granted, by the Headteacher, in exceptional circumstances. This must be requested, in advance, through completion of a leave of absence request form. Holidays will not be authorised.

### **Roles and responsibilities**

The Headteacher will:

- implement the school's Attendance and Punctuality Policy within the school;
- ensure all staff are aware of their responsibilities in relation to attendance and punctuality;
- consider any request for leave of absence during term time due to exceptional circumstances. The Headteacher is the only person in school who can authorise a student's absence.

The Deputy Headteacher / Assistant Headteacher with responsibility for attendance and punctuality will:

- monitor and track whole school attendance and punctuality on a weekly basis;
- meet with the attendance officer, student managers and the Educational Welfare Officer on a weekly basis to discuss attendance concerns;
- liaise with the attendance officer and House team on a weekly basis regarding punctuality concerns;
- liaise with the attendance officer and House team to identify students whose attendance falls below 92% for inclusion in the Fixed Penalty Notice (FPN) process;
- ensure that targeted support and intervention is put in place for students whose attendance falls below 92%;
- write to parents/carers of students whose attendance falls below 92% to inform them of their inclusion in the FPN process;
- follow up with any staff not taking a timely or accurate register.

The Attendance Officer will:



- monitor student attendance and punctuality in their House on a daily and weekly basis
- contact home on the first day of absence for any student whose attendance is below 90%;
- identify students whose attendance is below 92% for inclusion in the FPN process and contact home regarding this;
- discuss any attendance concerns or issues with the Educational Welfare Officer at their weekly meetings;
- oversee the first day response process at 9.00am every morning to ensure that the parents of students with unexplained absence are notified. This will be in the form of text, e-mail or voicemail;
- produce the monthly attendance bulletin and ensure this is shared with all staff.

#### Student managers will

- ensure that the lates protocol is followed by all tutors in their House;
- put in place sanctions for students with more than two lates per term;
- ensure that targeted support and intervention is put in place for students whose attendance falls below 92%;
- contact home for students who are persistently late to ensure that same day sanctions are put in place;
- celebrate and reward excellent and/or significantly improved attendance and punctuality.

#### The House team will:

- ensure that the lates protocol is followed by all tutors in their House;
- put in place sanctions for students with more than two lates per term;
- ensure that targeted support and intervention is put in place for students whose attendance falls below 92%;
- contact home for students who are persistently late to ensure that same day sanctions are put in place;
- celebrate and reward excellent and/or significantly improved attendance and punctuality.

#### Tutors will:

- take an accurate and timely register during morning and afternoon registration, marking students as present, absent or late;
- mark any students arriving after the late bell as late;
- follow the lates protocol when their tutees have acquired two lates in a term;
- monitor the attendance and punctuality of students in their tutor group;
- contact home on the second day of absence for any students in their tutor group;
- complete a return-to-school form for their tutees following any absence;
- discuss any attendance or punctuality concerns with individual students and their parent/carer;
- raise any concerns regarding attendance or punctuality with their House team.

#### Subject teachers will:

- take an accurate register within the first five minutes of every lesson;
- inform the attendance officer of any student with unexplained absence from their lesson.

#### The Trust Board will:

- monitor and review the attendance and punctuality policy through reports to the Standards Committee;



- monitor data on attendance by protected characteristics through termly reports to the Standards Committee;
- set annual attendance targets and monitor the school's progress towards these through termly and annual reports to the Standards Committee.

#### Parents/Carers will:

- ensure their child attends school regularly and on time;
- notify the school by telephoning the school's absence line if their child is unable to attend school on the first and each subsequent day of absence;
- provide a written explanation of their child's absence on the day s/he returns to school following absence;
- provide medical evidence for any absence due to illness of more than three days (unless their child is part of the FPN cohort, in which case medical evidence must be provided for any absence due to illness);
- ensure that any dental or medical appointments are, wherever possible, made for out-of-school hours; and
- complete and submit a leave-of-absence request form if they need to request time off school for their child during term time due to exceptional circumstances.

#### Students will:

- attend school regularly and on time;
- attend every lesson on time;
- comply with any lates sanctions put in place;
- sign in at student reception if they arrive after the end of tutor time;
- sign out at student reception if they need to leave school for an appointment before the end of the school day.

#### **Arrangements for monitoring and evaluation**

This policy will be reviewed annually and will be updated in response to new guidance and/or legislation as necessary.

Termly attendance reports are provided to the Standards Committee to enable the Governing Board to monitor data on student attendance by protected characteristics.

The Headteacher reports termly to the Trust Board to enable them to monitor and evaluate the impact of the school's policies, practices and procedures.

#### **Who/what was consulted**

The Senior Leadership Team

Educational Welfare Officer

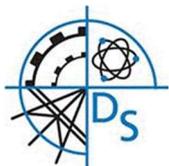
Department for Education: School Attendance – Guidance for Schools (updated November 2016)

#### **Linked policies**

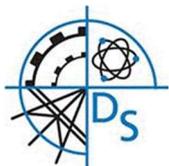
Behaviour and Discipline Policy

Exclusions Policy

Safeguarding and Child Protection Policy



Teaching and Learning Policy



## **Appendix 1: Leave of absence request**

### **Request for Leave of Absence from school during term time**

Central to raising standards in education and ensuring all children can fulfil their potential is an assumption so widely understood that it is insufficiently stated – children need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Education is a once in a lifetime opportunity and the Department for Education has recommended that leave of absences should not be taken in term time.

This school follows Government guidance when deciding whether to authorise leave of absences during term time. The guidance (November 2016) states:

“Headteachers should only authorise leave of absence in exceptional circumstances. If a Headteacher grants a leave request, it will be for the Headteacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.”

Leave of absence in term time has a serious detrimental impact on a student’s education and can be damaging to an individual’s development in school and educational chances.

Leave of absence in term time is not a right and will not automatically be granted.

- Approval will not be given for leave of absence during examination weeks. Parents should check for information on such dates.
- Long weekends and ‘odd’ days off will not normally be authorised as term-time leave of absence.
- Approval will not be given for leave of absence which is taken due to availability of cheap holidays or desired accommodation.

For any absence taken where a request has been refused by the Headteacher, the absence will be recorded as “Unauthorised Absence”.

If you feel your application for a leave of absence falls within the exceptional circumstances criteria please complete the attached form.

You are advised not to make any booking before ascertaining if the proposed leave of absence can be authorised.



### **Request for Leave of Absence from school during term time**

To be completed at least one month before the proposed leave of absence.

Name of student: Tutor:

Purpose of absence:

Reason for absence during term time:

Proposed start date of absence: Date of return to school:

Reason why it is not possible to take leave of absence other than in term time:

Are there siblings at another local school? YES/NO

If so, which school is it?

Signed: \_\_\_\_\_ (Parent/carer) Date: \_\_\_\_\_

School to complete:

Number of days absence requested:

Percentage attendance:

Has leave of absence during term time been requested previously and if so, when and how many days:

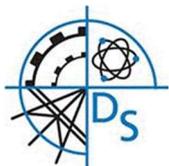
Leave of absence is: APPROVED/NOT APPROVED

Reason:

Date parent/carer informed of

decision:

Signed \_\_\_\_\_ (Headteacher) Date \_\_\_\_\_



## **Appendix 2: Lates protocol**

This protocol will be applied for any student with an L or a U mark

A bell will ring at 8.28am in the morning and 1.30pm in the afternoon for students to attend registration. A second bell will ring at 8.30am in the morning and 1.35pm in the afternoon. If students are not in the tutor room for the second bell they are marked as late.

### **Lateness Sanctions**

Two lates in a term

- Tutor detention (20 minutes)
- Date and name of student logged in tutor notebook and on cyclical monitoring

Four lates in a term

- Deputy Head of House detention (one hour)
- Deputy Head of House contacts home to inform
- Keep Kids Safe (KKS) text sent home

Failure to attend Deputy Head of House detention:

- refer to Head of House for two-hour detention
- KKS text sent home

Six lates in a term Head of House detention (two hours) and in addition:

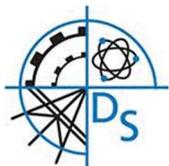
- Two week punctuality report to Student Manager
- If late whilst on report to Student Manager (first time), two-week punctuality report to Head of House
- Parent/carers should be made aware of each report and the escalation to the next stage

Eight lates in a term

- Referral to Deputy Head and Education Welfare Officer for punctuality meeting with parental invitations and targets agreed

Persistent lateness

- 30-minute daily detention organised by Head of House



### Appendix 3

#### Sixth Form attendance

The school's expectations with regard to attendance and punctuality apply to all Sixth Form students. Sixth Form students are expected to attend school for all lessons and briefings and tutor time.

#### Attendance monitoring:

- The Assistant Head with responsibility for Sixth Form and the Sixth Form Student Manager, with Sixth Form tutors, have a responsibility for monitoring student attendance on a daily, weekly and termly basis;
- Students who have attendance below the school's target of 96% are closely monitored by tutors, the Student Manager and the Assistant Head with responsibility for Sixth Form.

#### Stages of intervention:

Student's attendance is between 96%-100%:

- Internal monitoring
- Keep Kids Safe text sent home on day of student absent if not reported by parents/carers or authorised by Headteacher.

Student's attendance has fallen below 96%:

- Tutor Intervention
- Tutors will arrange a meeting with parents/carers and student;
- Student will be placed on attendance report to tutor with specific targets set. Student's attendance has fallen below 92% and tutor intervention has been unsuccessful:

#### Student Manager intervention

- Student Manager will arrange a meeting with parents/carers and student;
- Student Manager will place student on a four-week contract with specific targets which will be monitored daily and reviewed weekly.
- Student's attendance continues to fall below 90% after the four-week targeted support:

#### Assistant Headteacher / Head of Sixth Form intervention

- The Assistant Head with responsibility for Sixth Form will arrange a meeting with parents/carers and student; student will be placed on two-week final contract which will be monitored daily and reviewed with parents/carers at the end of the two-week period; The Assistant Head with responsibility for Sixth Form may escalate to the Headteacher if there is no significant improvement in attendance;
- Student may have post-16 bursary payments withdrawn (if applicable);
- Student's place in Sixth Form may be withdrawn.

### Absence

The school must be notified by parents/carers in advance of foreseen absence. The following absences will be authorised:

- University open days;



- Interviews (university, college, apprenticeship or post-18 job) ;
- Driving tests;
- Scholarship programmes;
- Relevant and appropriate work experience; and
- Community service.

Absence will not be authorised for any of the following:

- Driving lessons;
- Shopping trips;
- Studying at home (outside of allocated study leave times);
- Family holidays;
- Any other non-educational activity which is deemed inappropriate.