



Attendance Policy

Ratified by Governing Body:

6th April 2017

Signed on behalf of Governing Body:

Diane Fairfax

Signed on behalf of Headteacher:

Adrian Kneeshaw

Review date:

April 2020

Section 1

Policy Statement

Students need to attend school regularly to benefit from their education. Missing out on school and lessons leaves children vulnerable to falling behind and at risk. Children with poor attendance achieve less in school and this damages their outcomes and their future life chances. (DfE: School Attendance November 2016)

At Carlton Bolling we are committed to providing education which maximises learning outcomes and enables young people to embark on a successful future. This policy outlines our principles and practices in securing good attendance. The policy embraces the concept of equal opportunities

We provide an environment where all students feel valued, safe and welcome. For a young person to reach their full educational potential good school attendance is essential and we will consistently work towards a goal of 100% attendance for every student. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and this school attendance policy is written to reflect these laws and is underpinned by Department for Education guidance,

Attendance, punctuality and persistent absence data is collected daily and tracked using SIMs and CPOMs, and reviewed weekly by the attendance team and half-termly by the SLT. This data is used to inform the effectiveness of the school's practice and review procedures as required.

A dedicated attendance team work alongside the pastoral team to ensure the processes are consistently applied across the school. Daily contact is made with parents where absence occurs by telephone, Schoolcomms, SMS or a home visit.

Targets will be set annually which reflect national attendance targets. This policy will be reviewed at annually. Processes and procedures are revised as necessary throughout the school year.

ATTENDANCE TARGETS

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

Our school's target is:

2016/17: 96.0% overall school attendance.

Principles

- Regular attendance at Carlton Bolling is essential in order to ensure that students achieve their full potential and is the key to their future success.
- We will work with students, families, members of our Attendance Team and other staff members as well as outside agencies to identify the reasons for poor attendance and attempt to resolve any difficulties.
- We recognise that attendance is a matter of priority for the whole school community and we treat it as high profile alongside students' behaviour and progress. It is a common strand which runs through all aspects of school improvement.
- We recognise that some students are vulnerable and that poor attendance is a safeguarding issue.

Aims

- To actively promote the importance of good attendance and punctuality to students and their parents/carers.
- To form positive relationships with students and their families.
- To ensure that the whole school approach towards attendance is consistent and it is viewed as a shared responsibility of the school staff.
- To monitor the implementation of Attendance Policy and school strategies.
- To ensure that all attendance related legislation is complied with.
- To ensure that attendance data is collected and analysed on weekly basis to identify patterns of absence in each attendance cohort and the adequate solutions are implemented.
- To liaise with the external authorities.
- To document interventions used to a standard required by the local authority.

Section 2

SCHOOL PROCEDURES

ABSENCE

Any student who is absent from school at morning (period 1) or afternoon (period 4) registration must have their absence recorded as being authorised, unauthorised, unexplained or as an approved educational activity (attendance out of school). Only the Head teacher or a member of staff acting on their behalf such as: Attendance Coordinator, Education Welfare Officer, Deputy/Assistant Headteachers, Pastoral or a Head of Year can authorise absence.

LATENESS

Morning registration will take place at the start of school at 8.30 am. Registers will close 30 minutes after the start of registration (9.00am). Any student arriving late to a lesson before registers close will be marked as late (L) with a note of the number of minutes late. Any student arriving after this time will be marked as unauthorised absence (U) unless there is an acceptable explanation. In some cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Students who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with the relevant member of staff, student and parent/carer will be arranged to discuss what support can be offered.

The afternoon registration will be at 11.45am at the beginning of P4, with registers closing at 12.15pm.

Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close. After-school detentions will be issued by Heads of Year for all students late to their morning lessons with no valid or authorised reason for their morning absence.

CATEGORISING ABSENCE

- Where students of compulsory school age are recorded as absent, the school register must show whether the absence is authorised or unauthorised.
- Absence can only be authorised by the school. It cannot be authorised by parents/carers.
- All absences will be treated as unauthorised unless a satisfactory explanation is provided.

FIRST DAY ABSENCE

If a student is absent, parents/carers should call the school on the first day before 9am, stating the reason for the absence. If no contact is made by parents/carers explaining the absence on the first day, Attendance Coordinator, Education Welfare Officer or a Head of Year will make contact to secure an explanation.

FALLING ATTENDANCE

If attendance falls below 95%, contact will be made with parents/carers outlining the importance of good attendance and offering support. If the attendance rate does not improve a home visit may take place or parents/carers will be invited to a formal meeting. These students' attendance will be tracked by Heads of Year but monitored by Form Tutors (see *Roles and Responsibilities section for more details*).

PERSISTENT ABSENCE

A student is deemed to be a Persistent Absentee if their attendance falls below 90%, whether this is for authorised or unauthorised absence. In this case, a range of strategies will be implemented. The strategies may include: home visits, letters sent home, Attendance Panel Meetings in school, possible referrals to Education Social Work Service or other relevant agencies.

A student who is persistently absent is at risk of failing to achieve their full potential and could be a safeguarding concern. These students will be monitored by Heads Of Year, Attendance Coordinator or Education Welfare Officer depending on the percentage attendance cohort (*please see Roles and Responsibilities section for more details*).

FREQUENT ABSENCE

It is the responsibility of the Attendance Coordinator and Education Welfare Officer to be aware of and bring attention to, any emerging attendance concerns. They will track and monitor students with the overall attendance that falls below 87%. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s.

ABSENCE / ATTENDANCE CODES

UNAUTHORISED ABSENCE (0)

Absence will not be authorised unless parents/carers have provided school with a satisfactory explanation and that it has been accepted as such by Carlton Bolling school. Examples of unsatisfactory reasons for absence include:

1. Student's/family member's birthday; family member's wedding.
2. Shopping for uniform/school equipment.
3. Having a haircut.
4. Closure of sibling's school.
5. Too tired/ "Couldn't get up".
6. Illness where the child is considered well enough to attend school.
7. Full day for a medical appointment (except for serious medical examinations at hospitals/clinics)
8. Extra holidays taken within school term.

ILLNESS (I)

- Parents/carers must inform school of their child being ill and unfit to attend school on the morning of the first day of absence and any following days. This should be done by a phone call or a text message. It should give the reason for absence rather than just "illness".
- Parents/carers may be asked to provide medical evidence - appointment cards, prescriptions, sick notes from GP, hospital letters etc.

MEDICAL/DENTAL APPOINTMENTS (M)

- Parents/carers are advised to book medical appointments outside of school hours whenever possible.
- If it is not possible - students must attend school for part of the day, leaving in time for the appointment/arriving back after the appointment. i.e. If the appointment is in the morning, pupil must attend school immediately afterwards. If the appointment is in the afternoon, pupil will be let out of school. Students should be collected by parents on those occasions. In both cases a medical note/appointment card must be provided.

OTHER AUTHORISED CIRCUMSTANCES (C)

- School will authorise occasions where there is a cause for absence due to exceptional circumstances such as:
 - Family bereavement.
 - Visiting a parent in prison.
 - A tailored timetable which has been agreed as a part of a reintegration process following exclusion or prolonged absence.

EXCLUSIONS (E)

- Exclusion at Carlton Bolling school is marked as an authorised absence.

PRESENT (P)

- P (Present) – students will be marked present twice per day, during P1 and again during P4 within the first 10 minutes of each lesson. Lesson attendance will also be marked.

- **B codes**

Students who are educated off site will be marked with a B code. Daily contact will be made with the provider to ensure students are present.

- **D Codes**

Students who are dual registered (students on Managed Moves) will be marked with a D code. Daily contact will be made to ensure the student is attending their placement.

Section 3

ROLES AND RESPONSIBILITIES

Subject staff will:

Take and send an accurate SIMS register within 10 minutes of the start of every lesson. Inform the attendance team in advance of any educational visits and hand in the register in the day.

Inform Heads of Year, Attendance Coordinator or Education Welfare Officer of any patterns of absence to their lesson.

Students who are late to school or to lessons will be placed on Hoy detention the same evening.

Arrive promptly to start the lesson and supervise students' entry to the classroom using a positive meet and greet approach.

Heads of Faculty will:

Maintain accurate teaching group lists.

Monitor and act on attendance patterns in all faculty lessons.

Wherever possible, supervise the faculty area at lesson changeover and ensure any latecomers are challenged.

Ensure staff within faculties are marking registers in accordance with the policy.

Form Tutors will:

Take and send an accurate SIMS register at tutor time.

Check their form group's attendance in lessons each week.

Stress the importance of attendance and punctuality.

Liaise with Heads of Year, Attendance Coordinator and EWO re persistent poor attendance.

Track and mentor students on **green** Attendance Reports (allocated by Heads of Year at the beginning of each Half Term.)

Monitor **only** students with attendance **between 91%-95%** with poor attendance - odd days off.

Use their own discretion to place other students on green report if they feel they are at risk of falling below 90%.

Challenge students on their attendance and punctuality in Form Time.

Alert the HOY, EWO or Attendance Manager to any concern.

Heads of Year will:

Maintain an overview of attendance cohorts for their year group and monitor impact half termly.

Track and monitor students with attendance **between 87%-91%**.

Place students on **orange** Attendance Reports.

Identify students for Form Tutors at the beginning of each Half Term to be placed on green Attendance Reports: between 90%- 95%.

Make morning phone calls for all students who are absent (unless the student is on the EWO or Coordinator list)

Attend weekly attendance meetings with Lead HOY and attendance team and report on issues.

Take part in meetings with parents or home visits (e.g. safeguarding issues) if necessary.

Track students through SIMs by creating a User Defined Group on SIMS for tracking/monitoring purposes, updating half-termly.

Update tracking spreadsheets weekly.

Liaise with EWO and Attendance Coordinator where necessary.

Attendance Coordinator will:

Track and monitor students with attendance **between 85%- 86.9%**.

Place students on **orange** Attendance Reports.

Make phone calls, send letters home, arrange meetings with students and parents in school.

Attend attendance Panel Meetings.

Co-run weekly attendance meetings.

Track students through SIMs by creating a User Defined Group on SIMS for tracking/monitoring purposes, updating half termly.

Update tracking spreadsheets weekly.

Produce weekly and termly attendance data for Heads of Year and SLT.

Liaise with external agencies and local authority.

Education Welfare Officer will:

Track and monitor students with attendance **below 85%**.

Place students on **red** Attendance Reports.

Make phone calls, send letters home, do visits, arrange meetings with parents and students in school.

Arrange Attendance Panel meetings - beginning of each half term.

Co-run weekly attendance meetings.

Refer students/families to ESW Service.

Track students through SIMs by creating a User Defined Group on SIMS for tracking/monitoring purposes, updating half termly.

Update tracking spreadsheets weekly.

Mail merge letters to students and families in each attendance cohort at the beginning of each half term.

Liaise with external agencies and local authority.

Contribute to agreements with LA regarding ESW support.

Contribute to the review of policy following monitoring processes.

Provide training for new staff/staff who need further support.

Allocate case-load for LA ESW and track impact.

SLT will:

Support all the above and challenge poor attendance and punctuality.
Ensure the policy is adhered to.
Provide half termly feedback to SLT regarding attendance and PA.
Agree action plan with the attendance team and pastoral team half termly.
Allocate resources and personnel within budget.
Provide monitoring and review information on attendance to Headteacher, Governors and the LEA.

Parents/Carers will:

Contact school via phone, text message or email in case of an absence.
Attend meetings held in school.
Work with school on making sure that attendance, behaviour and attainment of their children is of the highest standard.
Inform school of any extended leave at least 4 weeks prior to the departure.
Inform school of any changes in family circumstances that should be updated on school records such as: telephone numbers, addresses.
Reinforce school rules and strategies on attendance and punctuality.
Support school in its actions and build positive relationships with members of staff.

It should be noted that *parents are responsible for making sure that their children of compulsory school age receive suitable full-time education.*

If a child of compulsory school age fails to attend regularly at school at which they are registered, the parents may be guilty of an offence and can be prosecuted by the local authority. (School attendance parental responsibility measures (January 2015))

Section 4**EXPECTATIONS AND ACTIONS****HOLIDAYS IN TERM TIME**

Term time holidays and extended leave are not allowed and will not be authorised. The school will only grant leave of absence in **very** exceptional circumstances that are not related to holidays.

Parents/carers must complete the leave of absence form at least **four** weeks before the leave to request permission to take their child out of school during term time. However, there may be exceptional circumstances such as sudden death which may require request for leave of absence within a short space of time. The Headteacher will respond to the request within ten working days but emergency requests will be dealt with immediately. If the parents/carers choose to continue with the planned holiday it will be taken as an unauthorised absence and could result in a penalty notice.

Extended leave where no form has been completed will not be authorised and a fine could be incurred. If a parent/carer fails to return their child/children within 10 school days they are at risk of their child/children being removed from school roll, their child/children will also be referred as missing education to the local authority for further investigations.

PENALTY NOTICES

Taking Leave of Absence without school's permission could result in parents/carers being issued with a Penalty notice fine of **£60**. Penalty notices are issued per parent per child. If a parent/carer fails to return their child/children within 10 school days they are a risk of their child/children being removed from school roll.

A Penalty Notice may be issued in the following circumstances:

If a minimum of 10 sessions or five school days of unauthorised absence are taken during the current term for:

- Overt truancy
- Parentally condoned absences
- Holidays taken in term-time
- Persistent late arrival at school (after the register has closed)

STUDENT ILLNESS IN SCHOOL

- If a pupil is seriously injured in school, is vomiting, or showing a sign of illness then contact is made with parents/carers requesting they arrange for the child to be collected from school.
- If urgent medical attention is required, we will arrange for the student to be taken to the hospital. An ambulance will be called and a member of staff/ First Aider will inform medical staff of the injury/illness suspected. Parents must be informed that the pupil has been taken to hospital. If at all possible it is preferable that parents/carers make the journey to hospital rather than a member of staff.

Section 5

PROMOTING GOOD ATTENDANCE

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

ATTENDANCE REWARDS

Tutors will reward students with attendance reward achievement points each week for 100% attendance. Tutors will reward students with improved attendance over a half term by allocating additional reward points.

Students with 100% attendance will be rewarded with specially arranged trips or activities in addition to weekly rewards within tutor groups.

Students with significantly improved attendance half-termly will also be rewarded. This may include: certificates, vouchers, trips and visits.

APPENDIX 1

THE LAW

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive fulltime education suitable –

[a] to his age, ability and aptitude,

and

[b] to any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child. The legislation that [apertains](#)~~apertains~~ to children who are of compulsory school age and are registered at school is contained within this Act.

Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping -

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

APPENDIX 2

CATEGORISATION OF ABSENCE

Any student who is on roll but not present in the school must be recorded within one of these categories:

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note: Students recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

APPENDIX 3

THE REGISTRATION SYSTEM

The school will use a computerised system and/or manual paper registers for keeping the school attendance records.

The following national codes will be used to record attendance information:

CODE -

/ Present (AM)

/ Present (PM)

B Educated off site (NOT Dual registration)

C Other Authorised Circumstances (not covered by another appropriate code/description)

D Dual registration (i.e. pupil attending other establishment)

E Excluded (no alternative provision made)

F Extended family holiday (agreed) authorised absence

G Family holiday (NOT agreed or days in excess of agreement) unauthorised absence

H Family holiday (agreed) authorised absence

I Illness (NOT medical or dental etc. appointments) authorised absence

J Interview

L Late (before registers closed)

M Medical/Dental appointments

N No reason yet provided for absence

O Unauthorised absence (not covered by any other code/description)

P Approved sporting activity Approved Education Activity

R Religious observance

S Study leave

T Traveller absence

U Late (after registers closed)

V Educational visit or trip Approved Education Activity

W Work experience

X Untimetabled sessions for non-compulsory school age absence

Y Enforced closure – not counted in possible attendances

Z Pupil not yet on roll – not counted in possible attendances

School closed to pupils – not counted in possible attendances

Registers by law must be kept for at least 3 years and safely stored.

APPENDIX 4

Children Missing from Education

The school follows the LA procedure available at:

[https://bso.bradford.gov.uk/userfiles/file/ESWS%20CME%20Guidance%20for%20Schools%20September%202017\(4\).doc](https://bso.bradford.gov.uk/userfiles/file/ESWS%20CME%20Guidance%20for%20Schools%20September%202017(4).doc)

APPENDIX 5

LINKED DOCUMENTS

School attendance parental responsibility measures (January 2015)

(DfE: School Attendance November 2016)

Carlton Bolling Child Protection and Safeguarding Policy