



Attendance and Punctuality Policy

Approved by:	Sacha Schofield
Last reviewed on:	10/2020
Next review due by:	10/2022

Legislation

This policy takes account of the following legislation:

- School attendance; Guidance for maintained schools, academies, independent schools and local authorities (July 2019)
- School attendance parental responsibility measures; statutory guidance for local authorities, school leaders, school staff, governing bodies and the police (January 2015)
- Children missing education; Statutory guidance for local authorities (September 2016)
- Exclusion from maintained schools, Academies and pupil referral units in England (2017)

Rationale

The Government expects that:

Schools, colleges and local authorities:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence

Parents:

- Perform their legal duty by ensuring that children of compulsory school age are registered at school and attend regularly

Students:

- Be punctual to school and to access their lessons

Bents Green secondary school is committed to maximising the achievement of all students irrespective of race, gender or disability. Regular attendance and good punctuality are vital to educational achievement and social integration at school. Success at school can help the student gain access to appropriate post 16 opportunities and equip them with the skills needed for a fulfilling adult life. In supporting good attendance the school will work in partnership with the student, parents / carers and wider professionals including MAST, Social Care and Health professionals. Good attendance will be seen as an achievement in school and students will be recognised and rewarded as such. Attendance will be continuously monitored and intervention / support developed where problems are identified.

Bents Green adheres to Education Regulations 2006 (Pupil Registrations) which came into force on 1st September 2013. These regulations state that schools may

not grant leave of absence for holidays during term time unless there are exceptional circumstances. All holidays taken during term time will therefore be deemed as unauthorised absences unless considered to be special or exceptional. Parents will be informed of the importance of their child attending school and of the need for holidays to be taken only during term time. This will be included in the school information given to parents at the beginning of each academic year. All requests for leave during school time will be considered individually by the attendance coordinator in line with the recommendations by the National Association of Head Teachers. Each application received will be reviewed as to whether circumstances are deemed to be special / exceptional. Individual student attendance data will also be carefully considered alongside the request. In general, requests will be declined where the student's attendance is below 97% and where there is insufficient evidence of exceptional need. However, this statement will be approached with caution regarding students' individual circumstances.

Purposes

- To promote an ethos in which good attendance is expected and is the norm
- To promote, support and reward good attendance and punctuality
- To have effective systems of recording, monitoring and reporting student attendance
- To work closely and effectively with MAST to support students and families to improve their attendance
- To support and encourage parents/carers to enable their children to reach good attendance levels
- To be sensitive to the particular circumstances of students and their families and how these can effect attendance
- To inform all staff of the key roles and responsibility within the school
- To monitor and provide effective information on levels of attendance and punctuality
- To ensure a safe, secure school environment and curriculum which meets students' individual needs is in place to promote and enable good attendance

Responsibilities

Responsibilities of the Head Teacher

- The Head Teacher has overall responsibility for attendance matters
- To oversee and monitor the work of the Attendance coordinator in school
- To make decisions regarding absence requests for special occasions / holidays in line with DfE guidelines and school procedures

Responsibilities of the Attendance Coordinator (Safeguarding and Inclusion Deputy)

- To have strategic oversight of attendance matters in school
- To monitor, review and ensure appropriate implementation of attendance and punctuality policies across all school settings
- To monitor / analyse all attendance data termly and work with tutor teams to identify appropriate interventions (for all students who are persistent absentees (below 90%) and for those with lower than 93% attendance
- To ensure attendance is promoted and rewarded in school
- To support and advise year team support, Safeguarding and Intervention Team, and Assistant heads with regards to matters relating to attendance
- To ensure that all absences are recorded appropriately and in line with DfE guidelines
- To liaise with the Local Authority Attendance Officer to clarify any attendance issues in school
- To produce and supply attendance information to the Head Teacher/Deputy Head and governors
- To ensure all students in school have access to a full-time equivalent educational offer
- To coordinate liaison with other agencies, including health, MAST and social care, in order to identify appropriate Educational Provision and attendance
- To ensure single referrals are made to the Local Authority Attendance Officer/ MAST for students for whom the main concern is attendance (and internal interventions have not been successful in improving attendance figures)
- To ensure that information regarding attendance, punctuality and absence is available to all parents
- Make referrals to the police / social care for any student with unexplained absence on the third day (for a safe and well check) and on the first day of unexplained absence for a child on a child protection plan
- To ensure year team support responsible for attendance are aware of the students whose attendance information must be passed onto the safeguarding team / attendance coordinator urgently

- To identify / support reintegration packages for students previously missing from education
- To ensure the Local Authority is informed if a student is to be removed from the attendance register
- To provide attendance information to the Local Authority as required
- To liaise with medical professions for advice around attendance issues as needed
- To inform the Local Authority of any students with a reduced timetable and ensure that 2 week review timescales are adhered to.
- To support Phase Leads to regularly review, with the intention to increase, attendance arrangements for students on temporarily reduced timetables, ensuring that a full-time educational offer is in place for these students through alternative packages
- To ensure any student with reduced timetables or access Alternative Provisions have PEAP's Part Time Education and Attendance Plans and review termly.
- To make referrals to Alternative Provisions and liaise with progressions team around appropriateness of placements.

Responsibilities of the Deputy Head/ Assistant Heads

- To monitor the implementation of intervention plans across their phases with tutor teams
- To ensure that all students in their phase have access to a full-time educational offer
- To ensure that where students have alternative educational provision / timetables that full-time equivalent education is available to them
- To analyse attendance data for students with low attendance (less than 90%), looking for patterns and enabling timely intervention
- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues
- To liaise with other professionals, including MAST, social care and health
- To discuss Attendance at each child's Annual Review meeting
- To ensure that admin staff are aware of students on external placements and that the planned procedures for notifying attendance are in place and followed
- To support reintegration plans for students previously missing from education
- To regularly review, with the intention to increase, attendance arrangements for students on temporarily reduced timetables, ensuring that a full-time educational offer is in place for these students through alternative packages

Responsibility of Safeguarding Team

- To track students attendance where there are safeguarding concerns and ensure appropriate action is taken in line with the schools safeguarding procedures / individual student plans / school attendance and children missing from education guidance
- To be the link person for contacting home regarding attendance where this is deemed to be the most appropriate procedure
- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues

Responsibilities of the Tutor

- To keep an accurate, timely and up-to-date register of attendance following the agreed procedures and codes using SIMS
- To ensure that information provided by parents regarding absence and attendance is communicated to the year group manager
- To promote an ethos of good attendance and punctuality with parents and students
- To liaise with Assistant Head teachers and Attendance Co-Ordinator where concerns are held/ raised about a child's attendance in school
- To ensure that students on agreed part-time timetables are provided with the agreed work to undertake at home
- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues
- To liaise with other professionals as needed to support student attendance in school
- To provide a safe, secure school environment and a curriculum which meets individual needs
- To discuss attendance at each child's Annual Review meeting and parents consultation meetings
- To ensure that action identified in student's intervention and PEAP plans are implemented fully
- To participate in student progress meetings working with Deputy and Assistant heads to identify appropriate action for individual students and their families to improve attendance
- **To ensure that, if a member of the tutor team phones a parent regarding a child's absence, the Year Team Support responsible for Attendance is immediately informed of the call and outcome of the call. (This is important to ensure families only receive one call regarding the day's absence)**

Responsibilities of the Tutor Team (TA's)

- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues
- To promote an ethos of good attendance and punctuality with parents and students
- To ensure that information provided by parents regarding absence and attendance is communicated to the year group manager
- When covering for a teacher ensure that procedures for completing registers are undertaken

Responsibilities of parents

- To contact school if their child is absent to inform us of the reason for the absence
- To inform school in advance, by telephone or letter, of any medical appointments which need to be taken in school time. Parents should also provide school with a copy of any appointment letters.
- To make every effort to take holidays during school holiday periods
- To request and complete a holiday request form for any planned absences from school
- To try to arrange medical appointment out of school hours where this is possible
- To promote and encourage good attendance
- To notify school of any concerns or difficulties you have with getting your child to attend
- To support your child to attend school by working cooperatively with school and other agencies where needed; by attending meetings and following agreed actions
- To support their children to be ready punctually for collection by transport

Responsibility of students

- To make every effort to be ready on time for school transport in a morning
- To come to school every day unless you are too ill to attend
- To talk to an adult in school if you have any concerns or worries about coming to school

Responsibility of the Year Team **Support** for all sites / Office Manager

- To liaise with tutor teams to ensure information received from parents regarding absence is communicated
- To check that tutor teams have appropriately marked registers, that appropriate codes have been used and that unexplained absence is chased up with parents
- To contact parents on the first day of any unexplained absence (in liaison with tutor teams)
- To pass on concerns regarding student attendance to the safeguarding team / tutors as appropriate
- To ensure that on the third day of any unexplained absence the Attendance coordinator is informed in order to ensure that procedures are followed to ensure that the child is safe and well. This will include contacting police and/or social care as needed for a safe and well check
- To ensure that any unexplained absence is referred to the Designated Safeguarding Lead or **Safeguarding Manager/Deputy** for a child on a child protection plan
- To follow systems for recording attendance for any students on external placements
- To notify **Attendance Co-ordinator**/ Assistant Head Teachers of any concerns regarding attendance / attendance procedures for students on alternative placements
- To perform weekly monitoring of attendance data; including appropriate use of coding and chasing up unexplained / unauthorised absences
- To provide attendance data to the attendance coordinator as needed each half term and for the Head Teachers Report
- To produce half termly attendance certificates for all students achieving 100% attendance for that half term
- To produce a half termly attendance certificate for the tutor group with the highest attendance score for each half term
- To produce end of year 100% attendance certificates
- To ensure information about attendance data is made available to parents on through displays and on the school website.
- To pass on information to parents regarding attendance / absence procedures as needed
- **To request medical evidence from parents for any absences such as Ryegate, GP, CAMHs and Dentist appointments. This does not mean that we require doctors notes as evidence.**

Monitoring, review and Implementation of the Policy

Office staff are primarily responsible for the implementation of the attendance policy. Any concerns regarding attendance procedures will be highlighted to the attendance coordinator in school. Training for staff will be developed as needed to ensure all staff in school are able to follow the given policies and procedures. The attendance policy will be reviewed each Autumn Term by the attendance coordinator in conjunction with the office manager, year team supports and governing body.

Attendance Codes

Code	Code Meaning	Statistical meaning
/	Present (am)	Present
\	Present (pm)	Present
U	Late (after registration closed)	Unauthorised absence
B	Off site educational activity	Present
C	Leave of absence authorised by school	Authorised absence
D	Dual registration	
E	Excluded but no alternative provision made	Authorised absence
G	Term time leave unauthorised by the school or in excess of the period determined by the head teacher.	Unauthorised absence
H	Term time leave authorised by the school	Authorised absence
I	Illness (not medical or dental appointments)	Authorised absence
J	Interview	Authorised absence
L	Late (before registration closed)	Present
M	Medical or dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Absent from school without authorisation	Unauthorised absence
P	Approved sporting activity	Present
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
V	Educational visit	Present
Y	School closure	Not counted
W	Work experience	present
X	Circumstances relating to Coronavirus.	Not Counted

Attendance Procedures on all sites

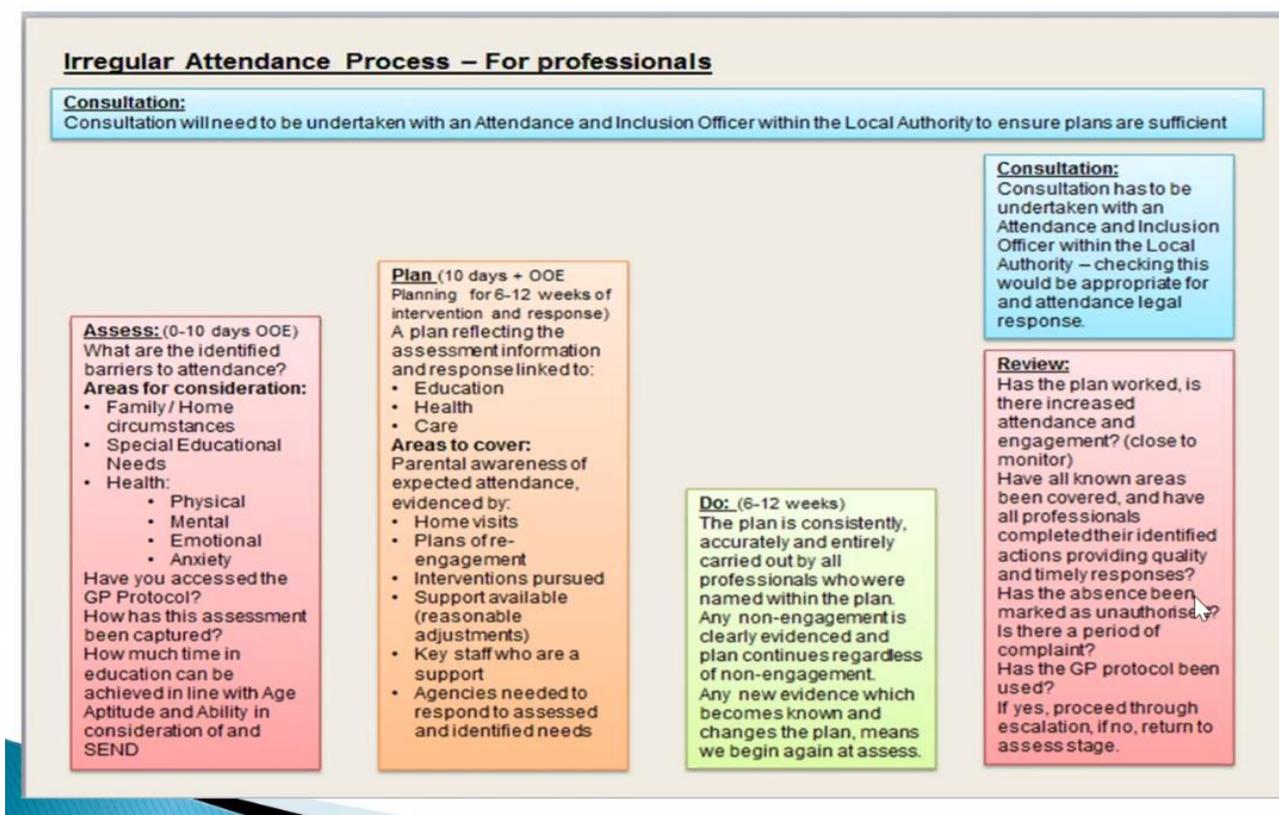
- All registers should be completed by tutor teams before the closing of registers at 9.20am and 1.10pm respectively
- Any known reasons for absence should be recorded on SIMS by the tutor team or year team supports as the information is received and the explanation put into the comment box provided for each student when their attendance is recorded in SIMS. If class teams are unable to do this when information is received the year team supports should be informed verbally to enable the data to be appropriately input into SIMS
- **Year team supports** will contact parents on the first day of absence for any unexplained absences and the explanation recorded in the comment box
- If alternative arrangements for home contact are in place (ie for safeguarding reasons) the **year team support** will check to make sure the appropriate person responsible is making the required contact with home. **Tutor teams must make year team support aware of families they wish to make contact with. Any contact made / information provided should be passed on to your team managers immediately following the call (This is important to avoid families being contacted twice)**
- Daily monitoring by the phase year team supports is made for any unexplained absences and missing marks. This is also reviewed weekly to ensure the attendance registers are complete and accurate. The Attendance Coordinator is consulted if clarity is required for attendance codes. **No N codes should be left in the register.**
- Staff must only use the official codes as listed above. If the reason is unknown N should be used until further information is received. **Tutor teams should not use authorised codes such as H for holiday unless they have been informed by the year team manager that the holiday absence has been approved by the Attendance Coordinator**
- All staff should direct parents to fill in a holiday absence form if they are made aware of parental plans for holidays / absences. Parents should be reminded of the importance of attendance and encouraged to take holidays during school holiday periods wherever possible
- Students arriving in school after the close of registers must be registered on entry into the building. The receptionist must contact the relevant year team support to notify them of the student's arrival immediately
- Any student leaving school premises during a school session must sign out before leaving the building
- For **Bents Green at Westfield School** students' attendance is populated on Westfield SIMS. **Each site has their own Year Team Support and** attendance is scrutinized in the same way as attendance at Bents Green School. Westfield Hub students are discussed with **Local Authority Attendance Officer** and are subject to the same interventions and support as other Bents Green Students.
- For **Bents Green at Sheaf Training** students' attendance is populated on Westfield SIMS. **Each site has their own Year Team Support and** attendance is scrutinized in the same way as attendance at Bents Green School. Westfield Hub students are discussed with **Local Authority Attendance Officer** and are subject to the same interventions and support as other Bents Green Students
- For **Bents Green at Gleadless** students' attendance is populated on Westfield SIMS. **Each site has their own Year Team Support and** attendance is scrutinized in the same way as attendance at Bents Green School. Westfield Hub students are discussed with

Local Authority Attendance Officer and are subject to the same interventions and support as other Bents Green Students

- For students who attend **external placements** and travel to the venue independently, the supporting TA should contact school by phone to confirm their attendance with the phase year team support, to enable the appropriate mark to be entered in SIMS. Or the Year Team Support will contact external placements if the student is not supported.
- For **students who attend school on a reduced timetable**, phase year team supports are notified by reception on their arrival/non-arrival to enable registration to be completed. Non-attendance procedures are followed as required.

Local Authority Attendance Officers new Protocol Sept 2020. Bents Green School follows this planning process through the Annual review process and PEAP reviews.

Assess, Plan, Do, Review



Attendance Appendix Sept 2020

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil.
- schools' responsibilities to record attendance and follow up absence.
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.

Attendance and Monitoring Procedure at Bents Green School during Co-Vid 19

- We will resume taking our attendance register using Sims. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.
- All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).
- Follow our usual attendance procedures as detailed within this policy.
- Inform Welfare Call of any absences for CLA students via egress or phone call weekly.
- If a child is absent from school and the circumstances are related to Coronavirus then the code X should be used to record their absence. With a comment for reason of absence e.g. 14 day quarantine. See guidance below. Year Team Support on all sites should notify Headteacher and Year Team Support on Ringinglow Site so that the absence can be confirmed and input to the X code spreadsheet.
- Any student who is absent from school due to Coronavirus circumstances will be supported with remote learning during the period of absence. Year Team Support on all sites should notify tutor teams and nominated member of staff to collate the packs.
- Any students who refuse to attend school due to concerns surrounding coronavirus but the circumstances are not under the reasons detailed below. It will be an unauthorized absence. This then should be passed to Attendance Co-Ordinator Ringinglow Site, Safeguarding Deputy Gleadless Site, Westfield Site and Sheaf site. So they can support the families with a plan for the child to return to school.
- If a parent rings up and states their child has a cold, please advise them to complete the NHS 111 online form which will then inform them whether they need to take their child for a test.

- When a student has been at home awaiting a test outcome and parents inform school the outcome of the test is negative. We cannot insist on providing evidence of this for the student to return to school but we can ask if they are willing to provide school with this information.
- When a student is to return from a Holiday outside of the UK the Year Team Support to check whether the student should quarantine before returning to school using the up to date guidance on the gov.uk website.

Code X Guidance

Taken from Addendum recording attendance in relation to Coronavirus (COVID-19) during the 2020-2021 academic year- gov.uk.

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure schools record this accurately and consistently, we have made changes to the regulations² governing school attendance registers to add a new category of non-attendance – ‘not attending in circumstances related to coronavirus (COVID-19)’.

This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State’s expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Students who are required to self-isolate:

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The [NHS test and trace](#) guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice

on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X should be used for these pupils during this period.

Students who are clinically vulnerable- future lockdown scenario only

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

Schools should contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X should not be used for sessions after the pupil has been advised to return to school.

Local Lockdown

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

Remote Learning

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

Risk Assessments

Some of our students returning to school will require a risk assessment to support the return to school. In particular those students who display challenging behaviour an require Individual Support Plans. Due to the high risk they may pose to others safety.

Vulnerable Students/ BAME Students and Students who are anxious about returning to school

Vulnerable students are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plans or who are a looked-after child

- have an education, health and care (EHC) plan
- have been assessed as otherwise vulnerable by education providers or local authorities (including children's social care services), and who are therefore in need of continued education provision. This might include children on the edge of receiving support from children's social care services, adopted children, or those who are young carers.

We will notify social care or any external agencies supporting our vulnerable families, if any absences occur and follow Safeguarding Protocols.

Pupils and families who are anxious about returning to their educational setting

All other pupils must attend school. As a school we will bear in mind the potential concerns of pupils, students, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of students with significant risk factors are concerned, we recommend that you notify us of your concerns as soon as is possible. We will offer support and provide reassurance of the measures that we have put in place to reduce the risk in school. All students of compulsory school age must be in school unless a statutory reason applies (for example, if the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance).

We recognise that some children and young people with EHC plans will need preparation for their return to full provision. This might include, for instance, visits to the setting, social stories, and any other approaches that settings and local authorities would normally use to enable a child or young person with SEND who has spent some time out of education, to return to full time attendance.