



Attendance Policy

NB/ the Covid operational plan and the Covid Conduct Contract are used in addition to this policy during the period of Covid-19 impact.

1. AIM

The aim of the attendance policy is to encourage and support full time attendance and punctuality for all pupils, in order to maximise learning opportunities.

2. PURPOSE

This policy outlines strategies which we employ to:

- Maintain good attendance and punctuality
- Safeguard our pupils
- Ensure access to effective learning by responding to absences

3. ATTENDANCE

The Home-School Agreement states:

“The school endeavours to contact parents quickly if there are problems regarding attendance or punctuality.

Pupils will do their best to attend school regularly and on time.

Parents will ensure that their child attends school regularly and on time.”

3.1 The school will aim to maintain accurate attendance registers in order to monitor and evaluate attendance and punctuality. Tutors register their tutor groups twice daily using School Information Management System (SIMS). SIMS is also used by class teachers to register their teaching groups each lesson. Where SIMS is unavailable, a paper register must be taken and passed to the Key Stage Office. These registers provide the school with an accurate record of pupils’ attendance and punctuality.

3.2 The school deems good attendance to be at least 97% of the maximum possible number of school sessions available.
The school will support students to avoid a decline in attendance if attendance falls below 97% on the following basis:
95-96.9% attendance is causing the student to be at risk of underachievement
93-94.9% attendance is causing the student to be seriously at risk of underachievement.
90-92.9% attendance is causing the student to be severely at risk of underachievement.
Under 90% attendance Local authority intervention is likely.



4. PROMOTING ATTENDANCE AND PUNCTUALITY

4.1 The school will actively promote and celebrate good attendance. In all Key Stages, praise and reward is used for positive reinforcement. Strategies include 100% attendance certificates, announcements in assembly, raffles, improvement letters and canteen vouchers. All tutors should display the attendance diamond (appendix 2) in their tutor rooms.

4.2 Key Stage 3 strategies to promote good attendance and punctuality

Attendance is scrutinised weekly by KS3 administrator and Head of Key Stage 3 to identify students of concern in Years 7,8 and 9. In consultation with the attendance officer, next steps are decided upon and then actioned. Examples of these actions include, tutor welfare checks, tutor attendance conversations, back to school meetings with the Key Stage 3 office, consultation with the Aspire department in cases of SEN requirements and regular student conversations to support them with controllable factors.

Tutors are central to the support to promote good attendance.

Progressive attendance letters may be sent to parents. In cases where attendance continues to be a concern an Attendance Improvement plan may be instigated whereby parents, students and a representative from Key Stage 3 office meet regularly. These are called Attendance Improvement Meetings (AIM). If no improvement seen, this may be escalated to Attendance Support Plan.

At each half term, where appropriate, a letter may be sent to the parent of persistent absentees detailing how their child's attendance compares to the average of the cohort.

Every Key Stage 3 student who achieves 100% attendance in a term may receive an email home and a voucher for the canteen. 100% attendance emails are sent home half termly. Students whose attendance has improved should also receive communication home.

Student lateness is tracked fortnightly. Where necessary, sanctions may be imposed for repeat offenders.

4.3 Key Stage 4 strategies to promote good attendance and punctuality

The Key Stage 4 team and the Attendance officer meet regularly to discuss the attendance of students in Year 10 and 11. Next steps are decided upon and actioned. Tutors support the attendance of students in their group.

Actions from the attendance meetings include regular 100% attendance emails at least half termly, 100% attendance termly email, prize draw for voucher (£10



voucher – 3 for year 10, 3 for year 11) and certificates. Students whose attendance has improved should also receive communication home.

Students with poor attendance records are highlighted and their progress scrutinised on a regular basis. Individual and regular conversations are carried out with these students to support them with controllable factors.

Student lateness is tracked fortnightly. Sanctions may be imposed for repeat offenders.

4.4 Key Stage 5 strategies to promote good attendance and punctuality

Promotion of good attendance is included in the induction process.

The daily monitoring of attendance identifies students whose attendance is of concern. The student attendance overview is monitored weekly and students in need are identified for support. This support may be provided by the students tutor or the KS5 team.

Patterns of attendance are analysed and monitored fortnightly so that tailored support can be initiated on a bespoke basis for individual students.

Back to school interviews may be carried out for those returning to school following absence so that a structure can be put in place for students support them to catch up with work missed. Where appropriate, every missing lesson is monitored and communicated to students with the aim of ensuring that good attendance remains a priority for all.

'Hanley Honours' rewards good attendance over a sustained period. Letters may be sent to recognise good attendance.

Percentage attendance is shared via ePraise so that students have a constant awareness of their own attendance and they can take responsibility for it.

5. ABSENCE PROCEDURES

- 5.1 The school's absence procedures have three objectives:
- ① to promote good attendance and punctuality.
 - ② to check on the safety of pupils in a safeguarding capacity
 - ③ to allow the school to authorise or deny authorisation of any absence

Daily Procedures

- 5.2 Tutors are required to take accurate registers by 8.50am in the morning and by 1.55pm in the afternoon. This is to allow for safeguarding protocols to be carried out.



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- 5.3 The school requires a communication from the parent or carer to school on each day of absence, usually by telephoning the school's switch board and selecting the absence line. This is a specially designated phone line and answer service that is provided for parents and carers. Key Stage Office staff will record all messages concerning absence in the relevant 'Attendance Book' and enter the absence into SIMS by 11am.
- 5.4 The relevant Key Stage Office staff should contact parents or carers if a pupil is absent without good reason on each day of their absence unless it is a planned absence. Before this is done, the signing in/out book or signing in app (KS5 only) will be checked and other reasonable checks made on the pupil's apparent absence from school. Reasonable checks are made to ascertain that the pupil is actually absent before parents or carers are contacted. If a pupil is actually absent and is safe in the care of parents or carers, then SIMS will be updated with that pupil's absence.
- 5.5 Key Stage Office staff will ensure that pupil attendance records are checked at least daily, checking that all pupils are accounted for. They need to remain aware of pupils leaving school during the day, check evidence of appointment markers on SIMS, liaise with Sick Bay and other relevant staff as necessary. This is particularly important to ensure the safeguarding of all pupils. When pupils are found to be absent without reason, either from the start of the school day or during the school day, the Key Stage Office staff will inform the Designated Safeguarding Lead or the HUET Attendance and Safeguarding Officer.
- 5.6 Pupils who sign out of school during the day without school having prior notification from parents or carers will trigger a communication to parents or carers to ascertain that they are aware of the arrangement.
- 5.7 A note or communication from parents or carers is required after any absence. The details from this information will be entered into SIMS.
- 5.8 Tutors or teaching staff will where possible, inform the Key Stage Office about any unexplained absences, concerns related to absence or if parental authorisation has not been received.
- 5.9 Regular or unaccounted or patterns of absence may trigger contact from the Key Stage Office or the HUET Attendance and Safeguarding Officer.
- 5.10 15 days cumulative or 15 days consecutive absence in one academic year may trigger the student being placed on an Individual Health Plan (Appendix 4) to consider their needs and inform further action planning.
- 5.11 Where a student misses 10 days of school consecutively, the school may inform the local education authority as the child is at risk of missing education.



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- 5.10 Parents may subsequently be contacted by the HUET Attendance and Safeguarding Officer or the Deputy Headteacher, Student Support if the school has increasing concerns about a pupil's attendance. She may visit the home or arrange meetings with parents or carers.
 - 5.11 Formal warning notifications may be issued to parents about their child's poor attendance.
 - 5.12 If there is no improvement in a pupil's attendance following advanced intervention, then a referral may be made to the Education Investigation Service of the Local Authority. Prosecution of parents or carers for their child's persistent non-attendance may be invoked by the LA, as necessary.

Absences during term time

- 5.13 The Headteacher may not authorise planned absence for holidays during term time.
- 5.14 However, the Headteacher can authorise absence where there are 'exceptional extenuating circumstances'
- 5.15 'Exceptional extenuating circumstances' are defined as those such as a family funeral or a request from a parent who is in the forces just prior to, or immediately after, a tour of duty.
- 5.16 Any request for absence meeting the criteria for 'exceptional extenuating circumstances' should be made in writing to the Headteacher at the earliest opportunity and at least 2 weeks in advance of the first day of absence.
- 5.17 The school reserves the right to issue penalty notices for absences not deemed to meet the criteria for 'exceptional extenuating circumstances.'

Part-time attendance

- 5.18 Pupils who have a medical condition or other identified need may be subject to a part-time timetable. All pupils on a part-time timetable should have an Attendance Support Plan (ASP) an Individual Health Plan (IHP) in order to support their partial attendance and to monitor their progress towards a return to full-time education.

Truancy

- 5.19 Truancy will be dealt with, in the first instance, with a period of free time removal commensurate with the amount of time truanting. Parents will be informed. The aim is to restore good attendance.



6. PUNCTUALITY PROCEDURES

Punctuality to School

- 6.1 Pupils are expected to arrive punctually for morning registration in their tutor base at 8.45am and at 1.50pm for afternoon registration.
- 6.2 If a pupil arrives after 8.45am, the time for morning registration but before the register closes at 9.30am, they will be awarded a late mark – Code L – in the register.
- 6.3 If a pupil arrives after 1.55pm for afternoon registration they will be awarded a Code L.
- 6.4 Patterns of, or persistent, lateness for morning and afternoon registration will be dealt with by the tutor in the first instance but then referred to the relevant Key Stage Leader.
- 6.5 The Key Stage Team may inform and seek the support of parents or carers either by telephone, letter or SIMS notification and will monitor the pupil's punctuality until improvement is noted.
- 6.6 An ASP may be used in those cases where there is no significant progress after liaison with the parent or carer.
- 6.7 In cases where pupils arrive late after the register closes at 9.30am, Code U is applied and the pupil is recorded as having arrived to school too late to gain a present mark. This then becomes an unauthorised absence for the whole of the registered session.
- 6.8 Patterns of lateness resulting in the recording of unauthorised absence or persistent lateness of this nature will be dealt with by the relevant Key Stage Office who may contact the parents and inform HUET Attendance and Safeguarding Officer and/or the Deputy Headteacher, Student Support.
- 6.9 The implementation of an ASP or IHP is likely to occur in order to monitor improvements in punctuality to school.
- 6.10 In cases where no progress or improvement is made, HUET Attendance and Safeguarding Officer or the Deputy Headteacher, Student Support may engage with the family in the same way as for unauthorised absence.

Punctuality to lessons

- 6.11 All pupils are expected to arrive punctually for lessons.



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- 6.12 Isolated cases of late arrival will be dealt with by the class teacher.
- 6.13 Patterns of lateness and persistent lateness will be referred, using the cause for concern system, by the class teacher to the Head of Faculty and Head of Key stage who may speak with the student, implement the means of monitoring punctuality, for example a subject report, and liaise with the pupil's parents. The Head of Faculty may also liaise with the relevant Key Stage Team in order to determine if there are any mitigating circumstances leading to the pupil being late to lessons.
- 6.14 If there is no sustained improvement in a pupil's punctuality to lessons, the Head of Faculty may refer the pupil to the relevant Key Stage Team who may implement appropriate and further intervention (e.g. Key Stage Report/ASP) until such time as the pupil's punctuality improves.

7. ATTENDANCE AND PUNCTUALITY AT OFF-SITE PROVISION

- 7.1 All pupils attending off-site provision are registered by the provision provider. This includes punctuality.
- 7.2 The off-site provision provider enters this data into the Collaborative Learning Management System which is then accessed by the Alternative Curriculum Co-ordinator and the HUET Attendance and Safeguarding Officer.
- 7.3 The HUET Attendance and Safeguarding Officer should follow up any absence or issues with punctuality using established school systems. The off-site provision provider will be informed of any findings or interventions being used to support improved attendance and punctuality at off-site provision.



Attendance Policy

APPENDIX ONE
Attendance Support Plan

Attendance Support plan

Date:

Student name:

Previous % attendance

Year	Year	Year	Year

Current attendance %:

Number of broken weeks this academic year:

Rank within the year group:

Number of times late before register closes (L):

Number of times late unauthorised late (U):

Reason for support plan:

Meeting notes

Attendees:

Notes:

Barriers to overcoming attendance concerns:



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Action plan to improve attendance/ lateness:

Action	Action by:	By when?
Future absences will <u>only</u> be authorised with medical evidence <ul style="list-style-type: none"> Prescribed medication with current date and child's name or Doctors appointment card with doctor's stamp, signature and current date 		
Absences without medical evidence will be marked as unauthorised. <ul style="list-style-type: none"> 10 unauthorised absences can result in a referral to the Education enforcement team which involves legal procedures for attendance A penalty notice may be issued. 		
Ensure punctual arrival at school at the key stage office <ul style="list-style-type: none"> Reduce numbers of L marks from..... in the last fortnight Reduce number of U marks from..... in the last fortnight 		
Contact the school if your child is experiencing any difficulties preventing regular attendance		

Date of next meeting:

It is the parent's legal responsibility to secure regular school attendance

It is the school's responsibility to promote good attendance

	Signature	Role	Date
Parent/ carer			
Student			
School staff			

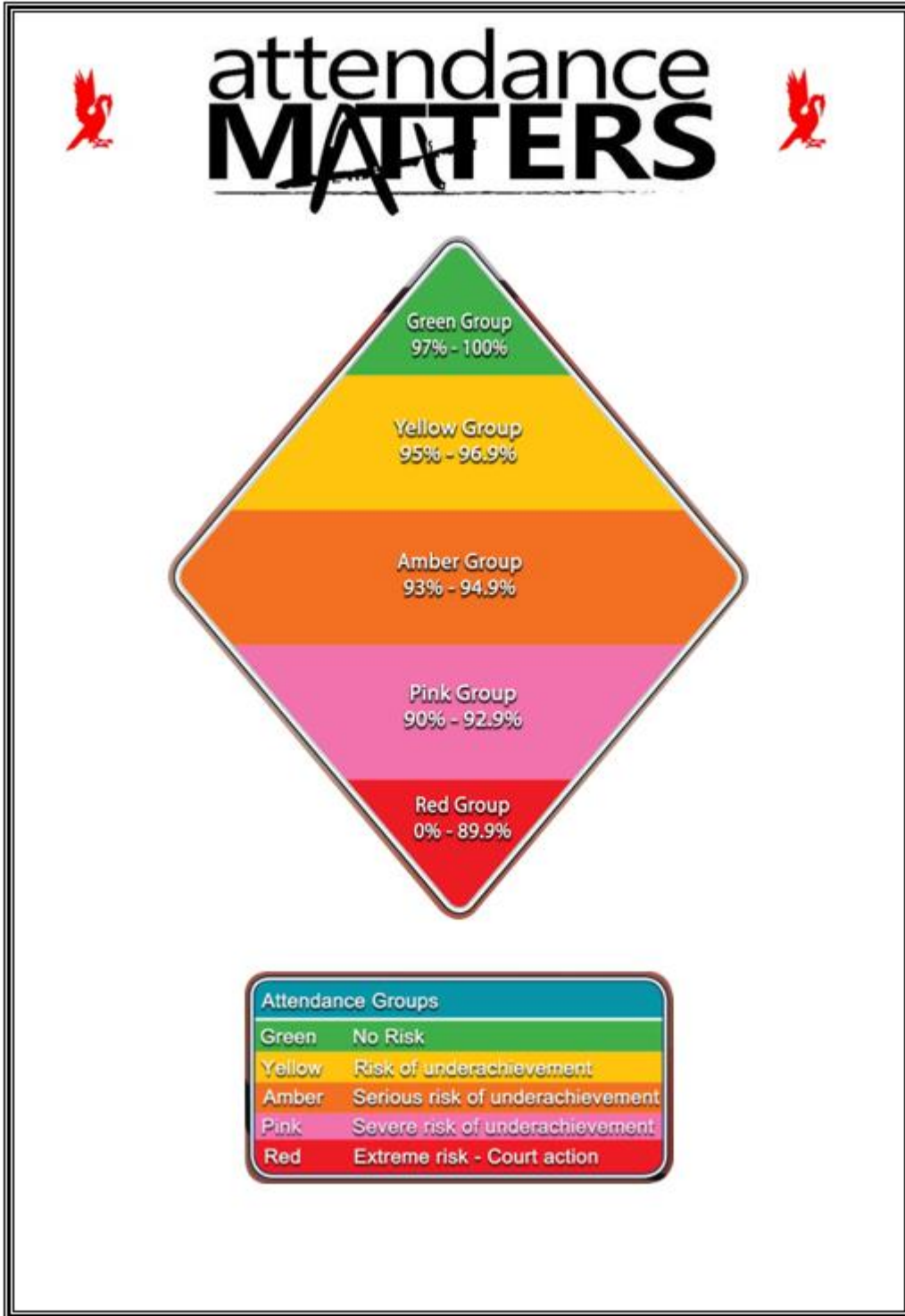
One copy to parent to take home, one to students file, one for safeguarding file.



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APPENDIX TWO

The attendance diamond- displayed in tutor room

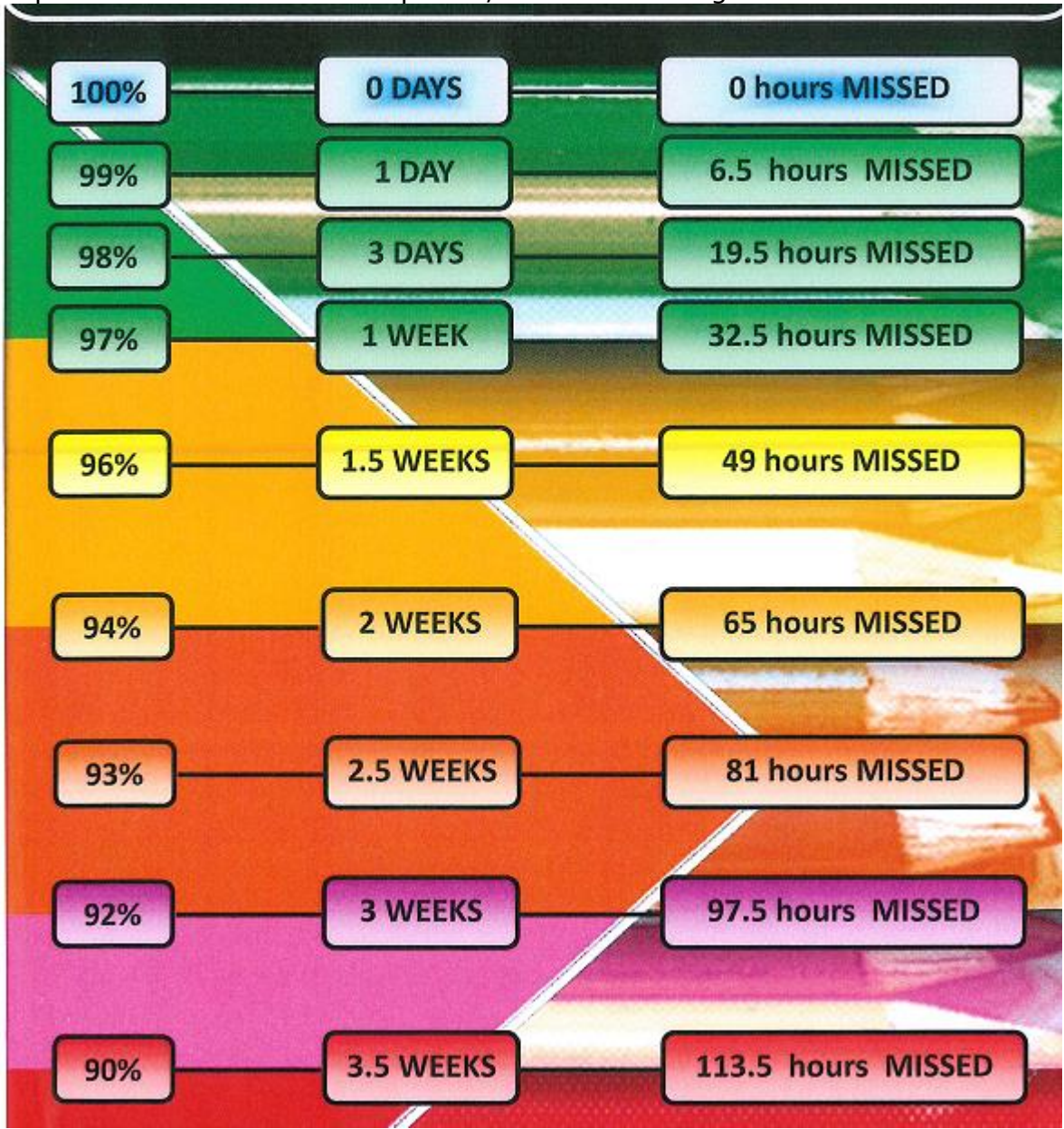




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APPENDIX 3

Impact of non-attendance for parent/ student meetings





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APPENDIX 4

Individual health plan

individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	
G.P.	
Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Staff training needed/undertaken – who, what, when

Form copied to

To be reviewed:

Signed: