

# THE TELFORD PRIORY SCHOOL



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Date adopted by the Education Advisory Board	June 2019
Policy Review Cycle	Biennial
Date for Policy Review	June 2021

## STUDENT ATTENDANCE POLICY

# The Telford Priory School Student Attendance Policy

## 1. INTRODUCTION

For any student to meet their full potential academically, a high level of attendance is crucial. At The Telford Priory School, our aim is to ensure the highest possible levels of attendance for all, in order to enable every student to take full advantage of the educational opportunities, both academic and social, which are available to them.

In line with our ethos, The Telford Priory School is committed to providing the best possible education for our students, ensuring equal opportunities for all. Our intention is that each student feels valued and supported and our emphasis on building excellent working relationships with students is a key feature in the way in which we promote excellent attendance.

This policy outlines the various strategies we employ to promote outstanding attendance which includes creating a pleasant working environment, engaging and motivating students, ensuring early intervention when attendance begins to raise concerns and instigating further intervention when attendance is poor, including working with external agencies where necessary. Furthermore, this policy outlines our procedures for monitoring attendance and addressing persistent nonattendance.

## 2. LEGAL REQUIREMENTS

This policy conforms to the legal requirements as detailed in The Education Act 1996, which states:

'The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- to his/her age, ability and aptitude and
- to any special educational needs he/she 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 Act also contains the details of when an offence is committed if a child fails to attend school stating:

'If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, the parent is guilty of an offence.'

If in the circumstances mentioned above the parent knows that their child is failing to attend regularly at the school and fails without reasonable justification to cause them to do so, he/she is guilty of an offence.'

This policy also addresses and conforms to the requirements outlined in the later document entitled 'School attendance - Departmental advice for maintained schools, academies, independent schools and local authorities'. (September 2018)

## 3. ROLES AND RESPONSIBILITIES

Ensuring students attend school regularly is the responsibility of all members of our school community, including all staff, the students themselves and their parents/carers. At The Telford Priory School the specific responsibilities of staff are as follows:

**All staff members** are expected to lead by example, modelling excellent attendance and punctuality, thereby conveying a message about the importance we attach to this matter. In line with our 'Ensuring Excellence' remit all staff aim to create a positive atmosphere, developing excellent working relationships with students which are supportive and encouraging.

**All teachers** have high expectations of good attendance and punctuality which are praised and rewarded regularly. Non-attendance and lateness are both followed up rapidly through first day of absence automated text messages. Reasons for absence are established and recorded electronically on the school's computerised registration system. Students who arrive late into school after the official register is closed, sign

# The Telford Priory School Student Attendance Policy

in using inventory registration, before attending their lesson. After every recorded late, where appropriate a student will receive an after school detention and will spend time with pastoral staff focusing on ways to improve their attendance, including, where appropriate, setting short and longer term attendance targets.

For safeguarding and legal purposes, it is vital that the school has an accurate register of students which is completed promptly at the start of the day. Teaching staff are expected to prioritise this task at these times. Teachers are also asked to complete electronic registers for every lesson so that all students can be tracked from lesson to lesson.

All teachers regularly review their class registers for individual lessons and it is expected that class teachers report all attendance concerns to the Attendance Officer as soon as concerns arise.

**The Admissions Officer** maintains the school's Admission Register ensuring that students are on roll on their first day in school and that all leavers are taken off roll only when the school is certain of their destination. The Attendance Officer ensures that all relevant members of staff are informed of starters and leavers and that the official register, in terms of students on roll, is accurate.

**Personal Tutors** are the members of staff who see their tutees every day of the week. As such, the Personal Tutor is responsible, along with the Head of House, for monitoring the attendance of all the students in their group. The Personal Tutor should address attendance and/or punctuality concerns directly with students during mentoring sessions and should liaise closely with Heads of House in sharing their concerns.

**Heads of House** are the lead members of pastoral staff responsible for ensuring that attendance in their House is monitored and that intervention takes place wherever necessary when attendance is low or in decline. Heads of House are responsible for following up unauthorised absences, lates, planning interventions, including liaising with parents, students. The Attendance Officer will liaise with the Local Authority service where necessary, to help address attendance concerns.

**The Attendance Officer** is responsible for monitoring whole school attendance on a daily basis, ensuring all registers are completed accurately and on time for periods 1 and 5. The Attendance Officer also ensures that the parents of non-attenders are notified by text message on the first day and any subsequent days of absence and that reasons for absences are provided by parents after each period of absence. The daily attendance figure will be shown on screens around the school and will be updated by the Attendance Officer.

The Attendance Officer meets regularly with each Head of House to plan intervention strategies for persistent non-attenders; these strategies may include parental meetings, home visits, involvement of key students in intervention groups or referral target setting that may lead to prosecution, where necessary.

The Attendance Officer ensures the official register is accurate and provides regular printouts of data and updates the attendance tracker to support Heads of House and the Leadership Team in their analysis of attendance trends.

**Deputy Head (Relationships)** – The Deputy Head maintains overall responsibility for attendance, ensuring compliance with the procedures outlined in this document. Non-compliance is followed up and rectified as appropriate. The Deputy Head regularly analyses attendance patterns, ensuring that in circumstances where attendance continues to be a concern, the attendance officer will set pre-legal targets. The Deputy Head regularly analyses attendance data, keeping parents, students, school leaders and governors informed of issues relating to attendance and punctuality, either via newsletters, assemblies, verbal feedback or written reports.

**Headteacher** – The Headteacher ensures that the school complies with the attendance procedures outlined in this policy. Regular meetings between the Headteacher and the Deputy Head responsible for attendance ensure high standards of attendance and punctuality are expected and maintained.

# The Telford Priory School Student Attendance Policy

**Parents and Carers** have a legal duty to ensure their child attends school or receives an appropriate education. The school regularly clarifies, via the website and the newsletter, the timings of the school day, as well as term dates and dates of planned closures, such as training days.

Parents/carers should inform the school by letter, telephone or in person when their child is absent from school. A student's absence will be viewed as unauthorised until a satisfactory explanation is provided by parents/carers. In cases of persistent absence, parental support will be expected and where attendance levels do not improve, the Attendance Officer will engage the LA to set attendance targets, for which parents/carers will be held responsible.

**All Students** are expected to attend school regularly and punctually. Students whose attendance is a concern will be supported initially by their tutor and where necessary, their Head of House, Student Support Officer and/or the Attendance Officer.

Students are expected to take responsibility for catching up on all work missed due to absence.

## 4. MONITORING AND EVALUATION

The Deputy Head (Relationships) is responsible for attendance reports termly to Governors on attendance, comparing data with that of previous years for the same period and annually with national data. Personal Tutors, Heads of House, the Attendance Officer, SLT pastoral links and the Deputy Head, all monitor the attendance and punctuality of students under their remit.

## 5. REGISTRATION PROCEDURES

The school uses a computerised system called Bromcom to monitor and record absences. Morning registers are taken at the start of period 1 at 8.25am every day. Students who are late to period 1 are expected to sign in using the schools inventory system located in reception, these students will receive a late mark (L). Students who arrive after the registers have closed will be marked with an unauthorised late mark (U).

Afternoon registration takes place at the start of period 4 at 12.05pm. Students who are late to period 4 should go straight to their lesson where their teacher will amend the register to a late mark (L).

**Punctuality** - The school wants all students to appreciate the importance of punctuality and as such every student who is late receives an after school detention. During their detention, students will discuss the reasons for their lateness with a member of the pastoral team and support will be put in place as appropriate. All late detentions are logged and the parents of persistent offenders will be contacted to discuss the issues behind the lateness. Parents are informed that further lateness, after registers have closed and for which an acceptable reason is not forthcoming, will be recorded as an unauthorised absence and if ongoing, may result in prosecution.

The school emphasises its expectations regarding attendance and punctuality to parents/carers via newsletters and the school website. Patterns of absence and lateness are closely monitored to assess the impact on learning and where attendance concerns become critical, outside agencies are engaged to ensure the students concerned have the best possible chance of achieving and continue to have access to an appropriate curriculum.

## 6. AUTHORISED AND UNAUTHORISED ABSENCES

The school decides how attendance and absence should be recorded using national codes which comply with the regulations as outlined in 'School Attendance - Departmental advice for maintained schools, academies, independent schools and local authorities'. (November 2016)

# The Telford Priory School Student Attendance Policy

## The codes are:

- Present / (am) or \ (pm)
- Late arrival before registration is closed **L**
- Off-site educational activity **B**
- Dual registered at another educational establishment **D**
- The student is on an interview for a job or a place at another school **J**
- Participating in a supervised sporting activity **P**
- Participating in an approved educational trip or visit **V**
- Attending approved Work Experience **W**
  
- Leave of absence authorised by the school (exceptional circumstances only) **C**
- Excluded without alternative provision **E**
- Holiday authorised by the school (exceptional circumstances only) **H**
- Illness (not medical or dental appointments) **I**
- Medical or dental appointments **M**
- Religious observance **R**
- Study leave (this must be 'used sparingly') **S**
- Gypsy, Traveller and Roma absence **T**

## Unauthorised absences are coded as follows:

- The reason for absence not yet provided **N**
- Unauthorised family holiday **G**
- Absent without authorisation/the School is dissatisfied with explanation **O**
- Arrived into school after registration closed **U**

## Unauthorised absence includes the following circumstances:

- The student stays at home to mind the house or to look after siblings (the guidance suggests that absence in such cases should only be granted in exceptional circumstances)
- The student is shopping during school hours
- The student is absent for unexceptional special occasions (e.g. a birthday)
- The student is away from the school on a family holiday during term times without authorisation from the school

A full list of codes and definitions can be found in 'School Attendance - Departmental advice for maintained schools, academies, independent schools and local authorities'. (November 2016).

**Leave of absence** - The Government issued the following regulations in September 2006 regarding Leave of Absence: The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations September 2016. These regulations stipulate the following:

- Headteachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.
- Headteacher will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice issued by Telford and Wrekin, if the child is absent from school during that period.

# The Telford Priory School Student Attendance Policy

- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Telford and Wrekin Attendance Support Team to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.
- Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

## 7. PROCEDURES FOR FOLLOWING UP ABSENCES

- The school uses an automated text message service to inform parents/carers of their child's absence from school on the morning of that absence. The message requests that parents contact the school immediately to provide a reason for absence.
- Once a parent contacts school with a reason for absence this is logged on to the Bromcom system, which authorises the absence. If the school is not satisfied with the reason provided for absence, an unauthorised absence is recorded.
- If a student is persistently (or intermittently) absent, the Attendance Officer or Head of House will make contact with parents/carers to discuss these concerns. Parents may be invited into school to meet with relevant members of the pastoral team to resolve any issues which are resulting in poor attendance. Pupils with attendance which continues to be a concern will be placed on an attendance support plan. The Deputy Headteacher (Relationships) may be involved in cases considered to be of serious concern.
- If a student is persistently absent or late and the school's efforts to effect an improvement have been unsuccessful, the situation will be referred to the Attendance Support Team, who will consider whether prosecution is necessary.
- Notes from parents/carers are forwarded to the Attendance Officer for inclusion on the computerised registers and students' records. Similarly, all telephone messages and emails regarding absence/lateness are logged on the computerised registers as part of the students' records.

## 8. Children Missing in Education

"School staff need to be particularly sensitive to signs which may indicate possible safeguarding concerns. This could include for example, poor or irregular attendance or children missing from education" (Ofsted September 2009). The recognised figure for persistence absence is less than 90%, although concerns may still be raised if above this. The school will comply with the statutory guidance "Children Missing Education" (September 2016).

In respect of this and at a local Telford & Wrekin Council level, the school will require behaviour and attendance leads to refer to and use the established protocol document of notification to the Local Authority, filling out the appropriate paperwork, ["Policies and Procedures for Identifying Children Not Receiving Education \(CNRE\) and Children Missing Education \(CME\)" Telford & Wrekin Council \(September 2016\)](#). This document has a further two supplementary elements that will be complied with and adhered to, entitled ["Modified Timetable Protocol" Telford & Wrekin \(September 2016\)](#) and ["Children Out of School Protocol" Telford & Wrekin Council \(September 2016\)](#).

If a student is absent for ten days without the school being able to ascertain the reason for that absence, the case will immediately be referred to the Telford and Wrekin's Children Missing from Education (CME) team by the Attendance Officer, following liaison with the Head of House.

If a student is ill for two consecutive weeks then a referral to Telford and Wrekin attendance Support Team must be made by the Head of House. A medical note must have been provided for this absence.

## 9. PROMOTING EXCELLENT ATTENDANCE

At our school all staff work hard to create a positive working environment for our students in which they feel safe and supported. The school believes that students have the best opportunity to achieve if they feel happy and valued. This approach is at the heart of our pastoral care. In order for a student to meet their potential, they need to have full access to their lessons and the school aims to encourage students to have the highest levels of attendance through a range of strategies including the following:

# The Telford Priory School Student Attendance Policy

- Providing a varied and flexible curriculum to meet the needs of all students, challenging the most able and supporting the students who struggle with their learning.
- Regularly collecting and analysing attendance data by identifying patterns, correlating attendance with achievement and setting short, medium and longer term targets to support and inform policy/practice.
- Setting personal targets for students whose attendance is a cause for concern. The Personal Tutor or Head of House will monitor and review these targets. It may be that assistance with this matter is required from the Attendance Officer.
- Providing individually tailored re-integration programmes, when appropriate, for students who have been absent for an extended period.
- Reporting termly to the school's Local Governing Body on attendance matters.
- Liaising, when appropriate, with other agencies including the Children's Services, CAMHS, early help and support when this may serve to support and assist students who are experiencing attendance difficulties.
- Making regular visits to feeder primary schools in order to ensure the smoothest possible secondary transition. Discussions with primary school teachers will seek to identify those students who may require extra support during this process.
- Holding regular Celebration Assemblies which reward students who have excellent attendance each term.
- Ensuring, in partnership with the Local Authority, that regular pre-legal meetings are held to support parents and students in raising their attendance levels in order to avoid prosecution.

## Pre Legal Meetings

1. If a student's attendance falls below 95%, the Attendance Officer or Head of House will contact parents/carers by phone or letter to highlight our concerns and/or discuss any mitigating factors.
2. If there is no improvement within a two week period after initial contact, a meeting will be arranged to discuss strategies for improving attendance and potentially to set an internal target. The Attendance Officer will explain that if the internal target is not met, then a pre-legal meeting may be scheduled.
3. If the internal target has not been met and/or there has been no improvement in attendance, a letter will be sent home from the Attendance Officer to arrange a home visit.
4. If after the home visit there is no sustained improvement in attendance the Attendance Support Team will begin prosecutions.

## 10. DATA COLLECTION

Attendance data is collected, collated, analysed, published and used to focus and motivate teachers, students and parents/carers. It is used to show attendance improvements for individuals and groups of people as well as to identify trends.

### Data is used to:

- Monitor absence or lateness of students so that appropriate action can be taken
- Monitor patterns of absence and lateness across the school to identify trends in relation to:
  - Houses/year groups
  - Individual students

This information is made available within School and to the Local Authority in order to plan effective responses and to set targets for improvement.

- Inform future schools of previous attendance levels for students in order for them to work effectively with their students from the beginning
- Inform parents/carers of their own children's attendance details
- Enable the school to publish data in relation to levels of absenteeism for Governors and parents
- Assist the school in setting challenging but realistic attendance targets for the future.

# The Telford Priory School Student Attendance Policy

## 11. RE-INTEGRATION STRATEGIES

Where students have been absent through sickness for any extended period of time, the school will discuss with parents/carers the most appropriate way to re-integrate their child back into school. For some students it may be appropriate to have work sent home to them to work on, with the understanding that appropriate support will be given by the school upon their return. In these circumstances, upon returning to the school, teachers will normally focus on work in the core subjects, identifying the priority needs of the student so as not to hinder future learning. Special needs support will also be available, as appropriate.

For other students, a re-integration package may be necessary, whereby students return to school on a reduced timetable, building up to a full timetable, wherever possible over the space of a fortnight.

In all of these circumstances, the focus is on supporting students to re-engage in their learning at the earliest possible opportunity.

## 12. REWARDS AND SANCTIONS

Good attendance is often closely linked to good behaviour. Effective approaches to promoting and maintaining good rates of attendance are characterised by good behaviour management systems with clear boundaries and a balance between sanctions and rewards. This policy should be seen alongside our whole school Behaviour Policy.

Schools which are effective in promoting good attendance are also likely to have excellent special needs provision and high quality pastoral support. Students who have difficulties with school and feel unsupported are frequently those who do not attend.

Tackling attendance is the responsibility of all of our school community and is influenced by the whole curriculum and by teachers' awareness of students' response to it.

The following are examples of rewards and sanctions that the school uses with regard to attendance:

### REWARDS

Certificates, celebration assemblies, class rewards, letters and postcards home, attendance prizes, merits.

### SANCTIONS

Detentions, late marks and attendance percentages recorded on permanent school records which may affect references for the future, meetings with Head of House, parental interviews, potentially leading to prosecution.

Additionally, students who do not attend regularly invariably fall behind with work and may have difficulties catching up, often resulting in incomplete work and misbehaviour, which carry their own sanctions.

## 13. THE SCHOOL ROLE - ADMISSIONS AND REMOVALS

School is required to admit a student if it has a vacancy, even where that student has been excluded from another school. A decision as to whether the school can meet a particular student's needs, will be made, ideally within a week of having received relevant information from the student's previous school. When a child cannot be admitted, the school will give their reason for not doing so to the parents/carers within a week of that decision having been made. The school will ensure that the LA Admissions Service is aware of all decisions.

Students should be taken off roll after an unexplained absence of four weeks, despite the school making every reasonable effort to make contact or when the school is aware of a student's move to another school or locality. A student attending school must be on the school roll. There cannot be any temporary placements. Students are admitted formally and if the placement breaks down, the usual exclusion procedures will be followed or alternative provision sought in liaison with the parents and the LA. A child may attend an off-site unit part-time and in these circumstances will be retained on the roll of the school.



# The Telford Priory School Student Attendance Policy

## 14. CONCLUDING POINTS

All of our attendance procedures are intended to ensure that:

- we have a consistent recording system of student attendance which enables us to meet legal requirements
- the security and safety of our students is a priority
- trends of lateness and absenteeism are identified and addressed

Our Attendance Policy is part of a wider set of policies and documents aimed at ensuring that all of our students receive a broad, balanced education in a safe, caring environment. This ethos is reflected in the following related documents:

- Behaviour and Discipline Policy (including Anti-Bullying Policy)
- Child Protection Policy
- Ensuring Excellence document

*This policy will be reviewed biennial and earlier if required by the Deputy Head (Relationships) & Education Welfare Officer.*

### Appendix 1

An overview of how The Telford Priory School will promote good attendance;

Students with 95% or above attendance will be monitored by form tutors, they will be encouraged and rewarded through the school merit system, weekly, half termly, termly and yearly.

Students with 92% to 95% attendance to be monitored and supported by form tutors and Heads of House weekly, via phone calls home, parental meetings, weekly form challenges, use of the school merit system and implementation of attendance contract.

Heads of House will ensure tutors are promoting attendance with all students and give additional support where appropriate via the Attendance Officer and Education Welfare Officer.

Students with 88% to 92% attendance to be monitored and supported by the Student Support Officers, Heads of House via phone calls home, parental meetings, weekly form challenges, use of the school merit system and implementation of attendance contract. Heads of House will meet with the Attendance Officer and Education Welfare Officer twice every two weeks, to discuss additional support and to consider if further action is appropriate.

Students with less than 88% attendance to be monitored by the School Attendance Officer, the school's Designated Safeguarding Officer and the Education Welfare Officer, parents and students should be aware that at this point they may be at risk of prosecution for poor attendance or a referral to Children's Services via Family Connect

### Appendix 2

The Government's national expectations of schools and students attendance

Every child should have an attendance of over 95%

All schools should have a whole school attendance of 95% or above

No child should have an attendance of below 90% (only exceptional circumstances should exempt a student from having an attendance lower than 90%)

The Telford Priory School expects every child to have an attendance of 95%