



# H A M W I C T R U S T

## Attendance Policy



### 'Together Everyone Achieves More'

#### Vision

Within the schools of the Hamwic Trust regular school attendance is recognised as key to good pupil outcomes. The links between regular attendance, reaching potential attainment and future life opportunities are well researched. For this reason the schools will encourage good attendance and be robust in monitoring attendance and take action when attendance fails.

Absence can be a symptom of:

- ❖ Wider safeguarding issues – domestic violence, hidden harm etc
- ❖ Low aspirations and/or disaffection
- ❖ Generational trend
- ❖ Economic climate
- ❖ Health or medical needs
- ❖ Lack of regard of the importance of regular attendance

#### Aims

- To maximise our attendance rates across schools in the Hamwic Trust by encouraging, recognising and rewarding good attendance.
- To investigate individual absences and ensure that pupils and parents are clear that unauthorised absences are not acceptable.
- To work closely with pupils and parents, along with other professional agencies, to help them overcome problems which may prevent students from attending regularly.

#### The Legal Framework

- Parents are responsible for ensuring that children attend and stay at school. It is the responsibility of the school to support attendance and to take problems seriously which may lead to non-attendance.
- Penalty Notices may be issued under the Local Authority's (LA) Code of Conduct for the use of Penalty Notices in Cases of Non-Attendance at School. A copy of this Code of Conduct can be obtained from the Attendance Officer or the Education Welfare Service.

#### Monitoring approach to Attendance in the Hamwic Trust

Attendance is checked on a twice daily basis. Parents of pupils who are absent without explanation will be automatically contacted mid-morning by an automated parent contact system or by the School Office. All schools have a 'first day contact policy' in relation to pupil's absence. Parents should expect to be contacted on the first day of their child's absence.

Upon return to school, parents must provide a letter of explanation for the absence if a satisfactory reason has not already been discussed with the Attendance Officer. Those pupils whose attendance is causing concern may be asked to provide medical notes for absence. Tutors / Teachers will collect the notes and send them to the Attendance Officer.

The authorisation of any absence is at the Head Teacher's discretion. If the legitimacy of the absence due to illness is in doubt, the school reserves the right not to authorise the absence and to request parents to provide medical evidence. With parents' permission, the school may also contact the student's GP.

In the case of those pupils whose level of attendance is causing concern, the school's Attendance Officer will send home letters and a copy of their child's attendance to date. In some cases, the school may choose to meet with parents or conduct a home visit. If there is no improvement the pupil will be referred to the Attendance Support Officer (ASO) who visits each school on a half-termly basis to monitor student attendance.

All unauthorised absence will put parents at risk of being issued with a Penalty Notice, or of legal proceedings being instigated for failing to ensure their child's attendance at school.

### **Strategies to Encourage Good Attendance**

We believe that pupils who do achieve good attendance should be recognised and rewarded; thus providing them with positive reinforcement and providing other pupils with further incentives to improve their attendance.

Rewards are issued for excellent attendance weekly or half termly, both for individuals and tutor groups or class groups. Recognition can be made through:

- Personal congratulations from Head Teacher
- Letters/postcards home
- Notices in the Newsletter
- Prizes for the best attendance each term and for the year
- Certificates for the Record of Achievement

Positive messages about good attendance are always delivered in class time, tutor times, assemblies and meetings with parents. Up-to-date attendance data is always available from the Attendance Officer or school office.

### **Parents' Responsibilities**

- Parents are under a legal duty to send their children to school regularly
- It is the parents' responsibility to inform the school of the reason for a pupil's absence as soon as possible on the day of absence
- Parental contact should be made by telephone on the first day of absence
- Parents should resolve any in-school problems with the appropriate member of Teaching Staff or Head Teacher without any adverse effect on attendance
- On return from the absence, a letter should be provided explaining the absence or parents should personally contact the School Office
- Parents should discuss any problems with the school at the earliest opportunity so that a joint effort can be made to address them
- The School Prospectus, website, newsletters and occasional letters provide the parents with details of our expectations

## **Interventions to Address Poor Attendance**

The Hamwic Trust employs a range of strategies to address the problems of pupils who have unacceptably low levels of attendance. Staff work across the Hamwic Trust to identify those at risk. The Pastoral Team and Attendance Officers in each school, who are responsible for attendance, keep detailed records of concerns and regularly analyse the data in order to target resources. Records show the routes of intervention, progressing from the Tutor / Teacher, to Head of House / Year and finally the Head Teacher. Early intervention is the key. Strategies include telephone calls and letters home, meetings with the student and parents in school and/or home and visits by Attendance Support Officers. Parents will automatically be contacted by the school if their child's attendance falls below 90%.

Following these initial interventions and if the problem has still not been successfully dealt with, the pupil's case will be referred to the ASO. Schools work closely with their Attendance Support Officer to support the pupil and parents/guardians in discussing a suitable action plan to get the pupil back into full time education. Through the referral the ASO would be best placed to make an assessment of the issues presented.

As a final measure, where the non-attendance of a pupil is not solved by the Hamwic Trust we will refer to the Local Authority (LA) who will seek legal advice and may pursue legal action to enforce attendance through the courts.

Where there have been issues of long-term absence we also work closely with the ASO and parents to ensure the pupil is re-integrated back into school.

The Local Authority convenes annual attendance conferences and network meetings and is working closely with the Health Service professionals to improve attendance across the city.

## **Legal interventions**

### **Fixed Penalty Notices**

Fixed Penalty Notices were brought in by Southampton LA in September 2005 as an alternative to prosecution. All students who have 10 instances of unauthorised attendance (i.e. 5 days) may be liable.

A full copy of the LA's Code of Conduct for the use of Penalty Notices in Cases of Non-Attendance at School can be obtained from the school.

## **The Importance of Registration**

All schools must keep an attendance register in which, at the beginning of each morning and afternoon session, students are marked present or absent. Children arriving more than 5 minutes after the school door has closed will be indicated with an 'L'. Absence must also be denoted as authorised or unauthorised. Class teachers should only enter a pupil as present '/' or absent 'N' code.

It is essential that the registers are accurate and secure.

### **Registration and Punctuality**

In order to receive a present mark, pupils should arrive in time to attend registration.

Pupils arriving within 5 minutes of the school door closing, will be marked as present but must be signed into school in the office.

The registers will remain open for 20 minutes after the school door closes. Pupils arriving between 5 and 20 minutes after door closure will be indicated with an 'L' code and the number of minutes late will be recorded.

Registers will remain open for 20 minutes. Pupils who arrive after this time, must also sign in at the school office. The late arrival will be marked present with a 'U' and statistically this code counts as an unauthorised absence for the whole morning session.

Persistent lateness will result in strategies to address the lateness; consequently persistent lateness also places parents at risk of a Penalty Notice being issued.

### **Leave of absence**

All schools within the Hamwic Trust will not automatically authorise requests for leave of absence. **There is not an automatic entitlement for any family holidays or leave of absence during term time.**

The Head Teacher will consider each request on its merits **but will usually only agree to leave in exceptional circumstances.** The most important considerations are:

- Whether the leave of absence could be taken during periods of normal school holiday
- Whether the student is subject to any examinations during the academic year concerned and achievement may be adversely affected
- Whether due consideration has been given to the timing of the leave of absence, e.g. at the start of a new term
- The pupil's current level of attendance
- No authorised absence will be given during Year 11, KS1 or KS2 SAT's periods, this will include all siblings within the family

Parents must apply in writing to the Head Teacher **at least three weeks** in advance of the planned leave of absence. An application form is available from the school office which, once considered, will be returned to the parent indicating whether or not the period of leave has been agreed. Parents may be asked to come into school to meet with members of staff before a final decision is made.

In cases where overseas travel has been booked in advance of a request, the school may request sight of travel documentation and where no return travel arrangements have been made, the student maybe removed from the school roll on the last day of their attendance.

Parents should be aware that all siblings' attendance should be above 95% in order for any leave of absence to be agreed. If one sibling is below the 95% requirement, the leave of absence will automatically be refused by all schools, unless in exceptional circumstances.

***Any requests for leave of absence that have not been agreed by the school, but are subsequently taken will put parents at risk of a Penalty Notice or prosecution.***

In cases where a leave of absence request is declined the school will enter a "G" code in the register which denotes an unauthorised absence.

### **Truancy**

Pupils who truant will be placed on attendance report and a letter is sent home. Pupils will be required to make up the lost time and persistent truancy will result in the student being referred to the ASO.

The Police conduct truancy sweeps throughout the city. Pupils may be brought back to school and letters sent to parents. Those conducting the sweep may visit the pupil's home if they are absent without explanation.

Pupils identified on truancy sweeps, or returned to school by the Police having been caught truanting, place their parent(s) at risk of a Penalty Notice being issued.

In cases where a parent has contacted the school and reported their child to be absent due to sickness and the absence has been authorised, but the pupil is subsequently identified on a truancy sweep, or, the pupil is returned to school by the Police, the school reserve the right to de-authorise the absence. This would then place parents at risk of a Penalty Notice being issued or legal proceedings being instigated, as the absence would be unauthorised.

If a parent has phoned their child in absent due to sickness, the parent is responsible that their child will remain at home during school hours, unless visiting the Doctor's surgery.

### ASO Referrals

Schools work closely with the Attendance Support Officer to support pupils whose attendance is causing concern. This includes the reintegration into school of pupils with long term absence. The ASO may instigate home visits and, therefore, will be able to assess a non-attender's problems in the wider family context, offering advice and solutions where possible.

### School Attendance Policy

This policy is monitored as a matter of course by those responsible for its day-to-day operation and is reviewed annually.


### Criteria for Success

- Attendance rate increases
- Authorised absence rate decreases
- Unauthorised absence rate decreases
- Improvement in individuals' attendance
- The profile of good attendance within the school community

Date written: 12<sup>th</sup> March 2012 by Hazel Hayter, Lara Jordan and Lyn Zammit  
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Reviewed for HJS: 13<sup>th</sup> January 2015 by Emma Fay  
Reviewed for Hamwic: 10<sup>th</sup> March 2015 by Emma Fay

### SCHOOL SPECIFICS to be completed by each individual school

 <b>HOLLYBROOK JUNIOR SCHOOL</b>	
Attendance Officer	Ali Varcoe-Baylis
Senior Lead responsible for Attendance	Jane Wood
Registration begins	8:50am
Present mark given until	8:55am
Late mark given between	8:55am and 9:15am
U code, un-authorised absence, applied after	9:15am