

# Enfield Grammar School



## Attendance Policy

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|---------------|---------------------|
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| Approved by   | Full Governing Body |
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## Aims

At Enfield Grammar School, we are committed to fostering a supportive environment where all pupils can thrive. Our ethos, “Tant Que Je Puis” – As Much As I Can, drives us to aim for excellence in all aspects of school life, including attendance. We believe that good attendance is fundamental to academic success and personal development. Our core values—Passion, Resilience, Integrity, Determination, and Empathy (PRIDE)—are central to our commitment to promoting regular attendance.

We aim to:

- Promote and support good attendance.
- Reduce absenteeism, including persistent and severe absenteeism.
- Ensure every pupil has access to the full-time education they are entitled to.
- Act early to address patterns of absence.
- Work collaboratively with families to remove barriers to attendance and ensure pupils are fully supported.

## Legislation and Guidance

This policy is based on the Department for Education’s (DfE) statutory guidance: Working Together to Improve School Attendance (August 2024). It refers to the following legislation governing school attendance:

- Part 6 of the Education Act 1996.
- Part 3 of the Education Act 2002.
- Part 7 of the Education and Inspections Act 2006.
- The Education (Pupil Registration) (England) Regulations 2006 (and subsequent amendments up to 2024).
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and 2024.

## Roles and Responsibilities

### Governing Body

The Governing Body is responsible for:

- Promoting the importance of attendance across the school’s ethos and policies.
- Ensuring school leaders fulfil statutory duties related to attendance.
- Reviewing and challenging attendance data regularly.
- Monitoring attendance figures for the whole school.
- Ensuring staff receive adequate training on attendance.
- Holding the Headteacher accountable for the implementation of this policy.

### Headteacher

The Headteacher is responsible for:

- Implementing this policy across the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff in monitoring individual pupil attendance.
- Issuing fixed penalty notices and working with the local authority as necessary.

### Senior Leadership Team (SLT) and Attendance Officer

The SLT and Attendance Officer are responsible for:

- Leading the school’s attendance strategy.
- Monitoring and analysing attendance data.
- Addressing poor attendance with targeted strategies.
- Holding regular meetings with parents to discuss attendance concerns.
- Liaising with the Education Welfare Officer (EWO) to address persistent absence.
- The designated senior leader responsible for attendance is Michael Collins, who can be contacted via the school office.

## Class Teachers and Form Tutors

Teachers are responsible for:

- Recording attendance for morning and afternoon sessions.
- Submitting attendance data accurately using SIMS.

## Parents

Parents are responsible for:

- Ensuring their child is in school every day and on time
- Adhering to the attendance policy
- Contacting school every day to explain reason for absence
- Attending meetings arranged by the school to discuss attendance concerns
- Making routine medical appointments outside of school hours

## Recording Attendance

### Attendance Register

The school will maintain an electronic attendance register. Attendance will be recorded at the start of the morning and afternoon sessions. Pupils will be marked as:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

### Unplanned Absence

Parents must notify the school of the reason for an unplanned absence by 8:30am on the first day of the absence. Absences will be authorised where appropriate, including illness, but medical evidence may be required if the school has concerns about the authenticity or frequency of illness.

### Planned Absence

All routine medical appointments must be made outside of school hours, if this is not possible, notification of medical or dental appointments within school time must be made in advance to be authorised.

### Lateness

A pupil who arrives late:

All students must be present in registration by 8.30. Any student arriving after 8.35am will be marked late. After 8.55am any student arriving to school will be marked as an unauthorised absence (U CODE) for morning (AM) session.

## Authorised Absence

Absences will be authorised in the following circumstances:

- Illness
- medical appointments with prior notification.
- Religious observances (as recognised by the relevant religious body for the day set out for observance).
- Traveller pupils travelling for occupational purposes.
- Other exceptional circumstances at the discretion of the Headteacher.

Absences for holidays during term time **will not** be authorised.

## Unauthorised Absence

For a pupil to reach their full educational achievement, a high level of school attendance is essential. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and guidance and our school attendance policy is written to reflect this legislation and the guidance produced by the Department of Education (DfE).

Fixed penalty notices may be issued for the following reasons:

- Parents taking a student out of school during term time for unauthorised reasons.
- Parents failing to inform the school about reasons for absence or misinforming the school about the actual reason for absence.
- A single protracted period of unauthorised absence.
- Unauthorised lateness to school

Parents can be issued a fixed penalty notice by the school twice in three years. The first FPN is £160 but can be paid at the reduced rate of £80 if paid within 21 days. The second FPN issued cannot be paid at the lesser rate. If a family incur further unauthorised absence that should result in a third FPN, this matter will be referred to the Local Authority for Prosecution.

A fixed penalty notice must be considered following ten sessions (usually equivalent to five school days) of any unauthorised absence within a rolling ten school week period.

For Example:

- A. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks.
- B. 10 sessions of holiday in one week
- C. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks

The period of 10 school weeks can also span different terms or school years

For Example:

- A. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term

The Education Welfare Team has the discretion to issue an FPN for those families intentionally and deliberately stay below the threshold.

## Attendance Monitoring

Daily attendance is monitored through lesson registers. Trends in absence are analysed weekly, and pupils who exhibit patterns of persistent absenteeism are referred to the Education Welfare Officer (EWO) for additional support. Regular communication is maintained with parents to ensure they are aware of their child's attendance record.

The Education Welfare Officer (EWO) will seek to reduce barriers to education and set action points that must be met within an agreed review period. If there is no improvement at the end of this review period, a Legal Meeting may be held which will result in one of the following sanctions being imposed:

- Education Supervision Order
- Magistrates Court Action
- Penalty Notice
- Further Review Period

## Truancy

In cases of truancy, where a student is found to be absent from their scheduled lessons without permission, we will take immediate action to address the issue. Parents or carers will be notified through an official letter home informing them of the unauthorised absence and the consequences for their child. This may include detentions, community service, or other sanctions in line with our behaviour policy.

Persistent truancy, leading to a pattern of low attendance, will be monitored closely and may culminate in further disciplinary measures, including involvement of the Education Welfare Officer (EWO). Should the issue remain unresolved, the school has the discretion to issue a fixed penalty notice as per DfE guidelines when the sanction threshold has been met, particularly if the truancy contributes to persistent absenteeism below 90%.

## Strategies for Promoting Attendance

We promote good attendance through various strategies, including:

- Attendance reward through termly awards and certificates
- Promoting attendance via posters, daily notices and assemblies
- Monthly attendance update to parents/carers
- Regular contact with parents/carers
- Attendance and punctuality reports shared weekly with form tutors and Heads of Year.
- Dedicated time for form tutors and Heads of Year to make welfare and attendance calls.
- Inclusion meetings to identify problems and assist pupils through in school support initially and Early Help referrals as required.

## Supporting Pupils Who Are Absent, Including Emotionally Based School Avoidance

We recognise that some pupils face barriers to attending school regularly, including illness, special educational needs and disabilities (SEND), mental health challenges, or emotionally based school avoidance (EBSA). We are committed to supporting these pupils by:

- Working closely with families to identify the underlying causes of absence.
- Providing targeted interventions, such as counselling or mental health support.
- Collaborating with external agencies, including the local authority, to offer additional support.

## Links with Other Policies

This attendance policy is linked to the following school policies:

- Safeguarding and Child Protection Policy
- Behaviour and Relationships Policy
- SEND Policy
- Mental Health and Wellbeing Policy

## Appendix 1: Attendance Codes

|                             |
|-----------------------------|
| <b>Attending the school</b> |
|-----------------------------|

|   |   |
|---|---|
| / \   | Present at the school / = morning session \ = afternoon session   |
| L   | Late arrival before the register is closed  |
| K   | Attending education provision arranged by the local authority   |
| V   | Attending an educational visit or trip  |
| P   | Participating in a sporting activity  |
| W   | Attending work experience   |
| B   | Attending any other approved educational activity   |
| D   | Dual registered at another school   |
| <b>Absent – Leave of absence</b>                                      |   |
| C1  | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.      |
| M   | Leave of absence for the purpose of attending a medical or dental appointment   |
| J1  | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| S   | Leave of absence for the purpose of studying for a public examination   |
| X   | Non-compulsory school age pupil not required to attend school   |
| C2  | Leave of absence for a compulsory school age pupil subject to a part-time timetable   |
| C   | Leave of absence for exceptional circumstance   |
| <b>Absent – other authorised reasons</b>                              |   |
| T   | Parent travelling for occupational purposes   |
| R   | Religious observance  |
| I   | Illness (not medical or dental appointment)   |
| E   | Suspended or permanently excluded and no alternative provision made   |
| <b>Absent – unable to attend school because of unavoidable causes</b> |   |
| Q   | Unable to attend the school because of a lack of access arrangements  |
| Y1  | Unable to attend due to transport normally provided not being available   |
| Y2  | Unable to attend due to widespread disruption to travel   |
| Y3  | Unable to attend due to part of the school premises being closed  |
| Y4  | Unable to attend due to the whole school site being unexpectedly closed   |
| Y5  | Unable to attend as pupil is in criminal justice detention  |
| Y6  | Unable to attend in accordance with public health guidance or law   |
| Y7  | Unable to attend because of any other unavoidable cause   |
| <b>Absent – unauthorised absence</b>                                  |   |
| G   | Holiday not granted by the school   |
| N   | Reason for absence not yet established  |
| O   | Absent in other or unknown circumstances  |
| U   | Arrived in school after registration closed   |
| <b>Administrative Codes</b>   |   |
| Z   | Prospective pupil not on admission register   |

|   |                              |
|---|------------------------------|
| # | Planned whole school closure |
|---|------------------------------|