



# Attendance Policy

Updated Nov 2021

The purpose of this policy is to ensure that all stakeholders, students, parents, carers and the school are clear about the importance of excellent school attendance and the responsibilities that each stakeholder has to maintain this. Appendix A outlines attendance issues in relation to Covid-19 and Appendix B outlines useful government documents on attendance.

**Prudhoe Community High School believes that achieving a high level of attendance is directly linked to the achievement, life chances and employment prospects of our young people. Parents, staff and students all have a responsibility to ensure students maintain excellent attendance standards and therefore achieve their goals.**

## Introduction

Excellent attendance promotes excellent learning. Regular school attendance is essential if children are to achieve their full potential.

We believe that regular school attendance is crucial to allowing children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

We value all students. As set out in this policy, we will work with families to early identify the reasons for poor attendance and try to resolve any difficulties.

We believe attendance is a shared responsibility, involving the whole school community and local community; Our Attendance Policy should not be viewed in isolation; it is a thread that runs through all aspects of school improvement, and is supported by our policies on safeguarding, anti-bullying and behaviour. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

Key levels of attendance are defined as:

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
100%	Excellent	0	0
98 - 99.9%	Very Good	Upto 4	Less than 1
96 - 97.9%	Good	5 to 8	1 to 2
95 - 95.9%	Satisfactory	9 to 10	2
90 - 94.9%	Unsatisfactory	11 to 19	2 to 4
90%	Persistent Absence	19 or more	4 or more

## **Principles**

We believe the following important principles underpin our approach to managing attendance:

- Students and parents/carers understand the issues and procedures for attendance and punctuality
- All school staff, including governors, administrative and support staff understand the issues and procedures for attendance and punctuality
- Clear procedures for enabling pupils to come to school
- Attendance issues are addressed in the curriculum as part of our PSHE programme
- Parents/carers and students having the opportunity to raise concerns and feel comfortable to discuss these with school
- Allocating resources e.g. time, people, space to support the policy
- Rewarding students who have for good attendance and those who strive to improve their attendance
- Identifying patterns of absence and intervening early. Patterns of attendance are established early in a school career. Children who miss significant amounts of their education in primary schools are more likely to truant later on. We will work with the school partnership and EWO service to identify vulnerable students and families so we can give them support early.
- Sanctions for failing to ensure regular attendance are fully understood by the whole school community and parents/carers.

## **Rights/Roles/ Responsibilities**

There is a clear link between poor attendance at school and lower academic achievement. Of pupils who miss more than 50 per cent of school only three per cent achieve five or more GCSEs at grades 4 or above including Maths and English

We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, students and the wider school community.

## **The Governing Body will:**

- Ensure that the importance and value of good attendance is promoted to pupils and their parents/carers
- Have a named senior manager to lead on attendance (SAL). Gill Boddy works closely with our Attendance Officer Wendy Grainger
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings in the Headteacher's Report/ Data Dashboard
- Ensure that attendance data is reported to the Local Authority and Department of Education as required
- Have clear systems in school to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are frequent procedures for collecting and analysing attendance data to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

## **The Leadership Team will:**

- Actively promote the importance and value of good attendance to students and their parents/carers
- Form positive relationships with students and parents/carers

- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Make staff aware of the Attendance Policy and are adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Gill Boddy works closely with the Attendance Officer, Wendy Grainger, to lead on attendance and allocate sufficient time and resource to this
- Gill Boddy will liaise with feeder schools and others as required to best support families in ensuring good school attendance or look for patterns in order to intervene earlier to prevent non-attendance becoming an issue
- Return school attendance data to the Local Authority and Department of Education as required
- Report the school's attendance and related issues through termly reporting to the Governing Body
- Have systems in place to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Collate and analyse attendance data frequently to identify causes and patterns of absence
- Interpret the data to develop solutions and to evaluate the effectiveness of interventions
- Involve Education Welfare and develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

**Department Heads/Pastoral Staff/Form Tutors will:**

- Actively promote the importance and value of good attendance to students and their parents/carers.
- Form positive relationships with students and parents/carers
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve. A positive learning climate is essential for promoting good attendance.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with the Education Welfare Officer and other agencies to improve attendance and support students and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

**The school expects Parents/ Carers to:**

- Talk to their son/daughter about their experiences in school and to take a positive interest in their child's learning and educational progress
- Instil the value of education and regular school attendance within the home
- Encourage their child to look to the future and have aspirations
- Contact the school on the first day of absence to let them know the reason for the absence and the expected date of return. Follow this up with a note where possible.
- Avoid unnecessary absences. Wherever possible make medical appointments outside of school hours.
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same

messages from both school and home

- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking leave of absence during term-time.

### **Legal Framework**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. This responsibility is undertaken by Education Welfare.

The Education (Pupil Registration) (England) Regulations 2006, expect schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

### **Categorising absence**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation and or evidence for the pupil's absence has been received.

Parents/carers should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows:

#### **Illness**

In most cases a telephone call or a note from the parent/carer informing the school that their child is ill will be acceptable. Where there are repeated absences due to reported illness parents/carers may be asked to provide medical evidence. This will usually be in the form of an appointment card, prescription etc.

#### **Medical/Dental Appointments**

Parents /carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

#### **Other Authorised Circumstances**

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

**Excluded (No alternative provision made)**

Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for students to access work on Google Classroom.

**Leave of absence during term time.**

Amendments came into force in September 2013 changing the 2006 pupil regulations and removing references to family holiday, extended leave and the statutory threshold of ten school days. (Authorised at the discretion of the Head Teacher)

The amendments make clear that:

**'Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted'**

Leave of absence during term time is entirely at the discretion of the Head Teacher and is not a parental right.

It is at the Head Teacher's discretion to request the Local authority to issue a Fixed Penalty Notice

All decisions in relation to whether leave of absence is granted (authorised) or not (unauthorised) should be applied consistently and equitably.

**Application Process**

- A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance
- School may invite the parent/carer into school to discuss the reasons for the application and the impact the absence may have on the child's education
- The school will reply to all applications. All replies will be signed and dated by the Headteacher/Acting Head.
- If leave is granted, the length of authorised absence will be clearly stated including the date the child is expected to return to school
- If a parent /carer removes their son/ daughter from school without requesting leave of absence or without authorisation from the Head Teacher the parent/carer will be informed in writing that a referral may be made to the Education Welfare Officer who may take further action
- If a pupil fails to return and contact with the parents /carers has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

**Religious Observance**

We acknowledge the multi-faith nature of British society and recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to request their children not to attend school on any day of religious observance if recognised by the parent's/carer's religious body.

Parents/carers are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

### **Traveller Absence**

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents/carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family is engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents/carers of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Northumberland, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

We will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at PCHS will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

We can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents/carers must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

We will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

### **Late Arrival**

Registration begins at 8.30am for Y9,10 and 11 students. They should be in the building before this time. Students arriving after this time will be marked as present but arriving late. (L) The register for the morning session will close at the end of lesson 4 (12.50pm).

If arriving late at school, pupils must immediately report to the pastoral office to ensure that we can be responsible for their health and safety whilst they are in school.

Absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, evidence of attendance at a medical appointment.

The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

### **Unauthorised absence**

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms/shoes
- Having hair cut
- Closure of a sibling's school for INSET (or other) purposes
- Illness where the child is considered well enough to attend school
- Leave of Absence taken without the authorisation of school

We will contact parents/carers on the first day of absence to ascertain a reason for their son/ daughter's absence. If a student's absence falls to 90% or below they are classed as a student with persistent absence. Discussions with the Education Welfare Officer may take place for any student at any time. A declining pattern or level of attendance may result in a letter from school informing parents/carers all further absences will not be authorised without medical confirmation – the school is responsible for authorising absence, not the parent/ carers.

### **Deletions from the Register**

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil
- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority

We follow Northumberland County Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

### **Using Attendance Data**

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a student's attendance is a cause for concern.

Gill Boddy, Assistant Headteacher and Wendy Grainger, Attendance Officer, will have weekly meetings to monitor students attendance using the data collected to see if attendance has, stayed the same, improved or deteriorated This student data will be used to trigger school action as set out in the escalation of intervention.

Attendance data will also be used to identify emerging patterns and trends to inform whole school/partnership strategies to improve attendance and attainment.

We will share attendance data with the Department for Education and the local authority as required.

All information shared will be done so in accordance with the Data Protection Act 1998.

### **Support Systems**

Schools recognise that poor attendance is often a sign that there are more serious issues going on in a child's life. This may be linked to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some students are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Attendance panels/ School Attendance Contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities
- Friendship groups
- PSHE
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and pupils.

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, we will refer to Education Welfare and the use of legal sanctions will be considered

### **Parenting Contracts** (Used in conjunction with Fast Track to Attendance) (Anti-Social Behaviour Act 2003)

A Parenting contract is a voluntary agreement between school, the parent/ carer and the Local Authority (EWO). It can also be extended to include the child depending on age.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target.

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.



Parenting Contracts will be used in accordance with Northumberland County Council's Protocol

## Legal Sanctions

### Prosecution

Where intervention by school and the Education Welfare Officer fails to bring about an improvement in attendance, legal action in the Magistrates' Court may be taken. The school will provide Education Welfare / Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are; Penalty Notices or an Education Supervision Order.

### Penalty Notices

(Anti-Social Behaviour Act 2003) Penalty Notices will be considered in accordance with Northumberland County Council's Protocols

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 22 days or £120 if paid within 28 days of the date the Notice was issued. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

### Monitoring of this policy

What?	How?	When?
<p><b>Policy remains compliant</b></p> <p><b>Policy being used appropriate to support and challenge attendance issues</b></p> <p><b>Regular visits to inspect for compliance</b></p>	<p><b>Annual review by SLT Link</b></p> <p><b>Work of attendance officer, Assistant Head and EWO</b></p> <p><b>By Pastoral link Governor</b></p>	<p><b>Annually in September</b></p> <p><b>As often as deemed necessary but at least once per year.</b></p>

Action	By whom	By when
Updated	Gill Boddy	November 2021
Approved	Chair's Action	30/11/2021
To be reviewed		September 2022

**Appendix A: COVID-19 related student absence (September 2020).  
A quick reference guide for parents**

What to do if...	Action Needed	Return to school when...
<p>My child has Covid-19 symptoms;</p> <ul style="list-style-type: none"> <li>• <b>HIGH TEMPERATURE</b> - this means you feel hot to touch on your chest or back.</li> <li>• <b>A NEW CONTINUOUS COUGH</b> - this means coughing a lot more than an hour or 3 or more coughing episodes in 24hrs.</li> <li>• <b>A LOSS OR CHANGE TO YOUR SENSE OF SMELL OR TASTE</b> - this means you've noticed you cannot smell or taste anything.</li> </ul>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact school to inform us.</li> <li>• Self-isolate the whole household for 14 days.</li> <li>• Get a test.</li> <li>• <b>INFORM SCHOOL IMMEDIATELY ABOUT TEST RESULT</b></li> </ul>	<p>...the test comes back negative <b>and</b> they no longer have a high temperature.</p>
<p>My child tests positive for Covid-19...</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact school to inform us.</li> <li>• Agree an earliest date for possible return. Minimum of 10 days.</li> <li>• Self-isolate the whole household for 14 days.</li> <li>• School will contact PHE and those required isolate/remote learning.</li> </ul>	<p>...they feel better.  <b>They can return after 10 days</b> even if they have a cough or loss of taste/smell. These symptoms can last for several weeks.  They should <b>not</b> return if they still have a high temperature.</p>
<p>My Child tests negative...</p>	<p><b>CONTACT THE SCHOOL</b>  Discuss when your child can come to school (same day/next day).</p>	<p>...the test comes back negative <b>and</b> they no longer have a high temperature.</p>
<p>My child is ill with symptoms not linked to Covid-19.</p>	<p><b>FOLLOW USUAL SCHOOL ABSENCE POLICY PROCEDURE.</b></p>	<p>...as soon as they are well enough to do so</p>
<p>Someone in my household has Covid-19 symptoms.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact school.</li> <li>• Self-isolate the whole household for 14 days.</li> <li>• Household members to get tested immediately.</li> <li>• <b>INFORM SCHOOL IMMEDIATELY ABOUT TEST RESULTS.</b></li> </ul>	<p>...the test comes back negative.</p>

<p>Someone in my household tests positive for Covid-19.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact school.</li> <li>• Agree an earliest date for possible return.  <b>Minimum of 14 days.</b></li> </ul>	<p>...the child has completed <b>14 days of isolation.</b></p> <p><b>If the child develops symptoms during the period of self isolation they should get a test and follow the appropriate guidance.</b></p>
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<p>NHS test &amp; trace has identified my child has been in close contact of someone with symptoms of confirmed Covid-19.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact school.</li> <li>• Agree an earliest date for possible return.</li> </ul> <p><b>Minimum of 14 days.</b></p>	<p>...the child has completed <b>14 days of isolation.</b></p>
<p>We/my child has travelled and has to self-isolate as a period of quarantine.</p>	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time.</li> <li>• Consider quarantine requirements and FCO advice when booking travel.</li> <li>• Returning from a destination where quarantine is needed. Agree an earliest date for possible return.</li> </ul> <p><b>Minimum of 14 days from return date.</b></p> <ul style="list-style-type: none"> <li>• Self-isolate the whole household.</li> </ul>	<p>...the quarantine period of <b>14 days has been completed.</b></p>
<p>We have received medical advice that my child must resume shielding.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact school.</li> <li>• Shield until you are informed that restrictions are lifted and shielding is paused again.</li> </ul>	<p>...school will inform you that restrictions have been lifted and your child can return to school.</p>
<p>My child's bubble is closed due to a Covid-19 outbreak in school.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• At home support your child with remote education provided by school.</li> <li>• Your child will need to <b>isolate for 14 days.</b></li> <li>• <b>Any siblings will still be able to attend school unless otherwise informed not to and there are no symptoms present in the household</b></li> </ul>	<p>...school will inform you when the bubble will be reopened.</p>

Wherever students are well enough they should access their Google Classrooms during periods of absence and complete work that is set. They can also email teachers if they are having difficulty for help, however please do not expect an immediate response as school will still be operating.

**Appendix B: Useful government documents on attendance**

1. [DFE School attendance](#)
2. [Recording attendance during the coronavirus \(COVID-19\) outbreak](#)