

# Attendance & Registration policy



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# Table of Contents

Attendance & Registration policy .....	1
1. Principles .....	3
2. The school day and registration .....	3
3. Promoting good attendance.....	4
4. Rewards.....	4
5. Monitoring .....	5
6. Roles and responsibilities.....	5
7. Authorised and unauthorised absence.....	8
8. When a penalty notice may be issued.....	9
9. Medical Absence .....	9
10. Term Time Leave .....	9
11. Tackling Poor Attendance/Supporting Attendance .....	10
12. Safeguarding Missing in Education .....	10
13. Children Missing in Education .....	10
14. Persistently Absent Pupils (PA) – Less than 90% Attendance .....	11
15. Home Education .....	11
16. Snow Closure.....	12
Appendix 1 Completion of Registers protocols – the role of Tutors and Classroom Teachers .....	13
Appendix 2 Graduated Response to Managing Non-attendance .....	15
Appendix 3 Late Procedure .....	16
Appendix 4 How to put in Register Codes .....	20
Appendix 5 Confirmation of Attendance to Appointment Form.....	22
Appendix 6 Slough Borough Council Attendance Tea .....	24
Annex A Persistent Absence Referral (PA) Form .....	31
Annex B Child Missing Education (CME)/School 2 School Referral Form .....	33
Annex C Covid Related Absence Referral (CARR) Form .....	36
Annex D Children Leaving the Country.....	38

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## 1. Principles

Every lesson counts and every day at school counts. We are committed to raising the level of achievement of all our students and we believe that **good attendance** at school is **essential** if students are to realise their **potential**. With good attendance, students will have increased self-esteem, achieve greater confidence and **better results**, and this will enable them to, 'Aspire, Achieve, Succeed.'

Lynch Hill Enterprise Academy seeks to provide a **welcoming, caring environment** and to work closely with students and their families to ensure that each student attends school regularly and promptly. It is essential for the **safety and welfare** of students that the school and their parents know where they are during the school day.

**The legal responsibility** for ensuring that children of compulsory school age attend school regularly, and on time, **rests with parents/carers**. Achieving good attendance, however, is the **shared responsibility** of parents, students, the school and, where necessary, Slough Borough Council.

Poor attendance can have a direct effect on a student's attainment and his/her future life chances. For example, 90% attendance might sound quite acceptable, but what that means in reality is:

- On average, half a day's school missed every week; (an employer would not think this is an acceptable rate of attendance.)
- In one academic year, this would amount to 4 whole weeks of school being missed.
- In 5 years, it would mean half a year of school missed.
- This could mean a drop in attainment in each subject.

*Habits of low attendance and lateness in school are often repeated in working life.*

Our **school target** for attendance this year is set at **97%**. We aim for our students to have 97% attendance or above, preferably 100%.

## 2. The school day and registration

- Duty staff patrol the school gates from **8.00am** and students may enter the school site from this time. Students can enter school building from **8.00am**. Breakfast is available to purchase in the dining hall from 8am.
- Students should be in their tutor rooms at **8.30am** where the register is taken by **8.35am**. Students who arrive after this time must report to the attendance office, and have a **late stamp** in their handbook.
- Any lateness after **9.10am** means '**late after the close of registration**' and this counts as an absence for the half day session.
- Punctuality is monitored and persistent lateness is followed up. Students who arrive late will normally be expected to attend a pastoral **15 minute detention**. Two unauthorised absences in one week will result in a **30 minute after school detention** with the Head of Year and 3 unauthorised absences in one week will result in a **1 hour Head of Year detention**.
- Teachers will register students' attendance in every lesson and P.5 registration is also the PM legal registration mark.
- School finishes at 3.00pm. Staff may retain students without parental notification for **up to 15 minutes** after school if there is a need to address an important issue of the day.

Entrances and Lates			
Year Group	Come in through gates at:	Registration time	Entrance door shuts at
Year 7	8.20	8.30	8.35
Year 8	8.30	8.40	8.45
Year 9	8.30	8.40	8.45
Year 10	8.45	8.55	9.00
Year 11	8.45	8.55	9.00
Lates after 9.15am will come in through the main reception and RBA will be called to register			

## 2a. The school day and registration during the covid pandemic

- Duty staff patrol the school gates from **8.20am**.
- Students who arrive after the allocated time for their entrance door, must report to the Late Entrance (by the lockers) and will be given a detention slip. The Late Entrance will be operated until 9.15am. For lateness after 9.15am, students should enter through the school's main reception and then register with the Student Services Receptionist.
- Any lateness after **9.30am** means '**late after the close of registration**' and this counts as an absence for the half day session.
- School finishes at 3.00pm for Years 7 – 9, and 3.30pm for Years 10 and 11. Staff may retain students without parental notification for **up to 15 minutes** after school if there is a need to address an important issue of the day.

## 3. Promoting good attendance

At Lynch Hill Enterprise Academy, the importance of good attendance will be promoted in the following ways:

<ul style="list-style-type: none"> <li>- Parents' welcome booklet</li> <li>- Home school agreement</li> <li>- Student handbook</li> <li>- Code of conduct</li> <li>- Visual displays</li> <li>- Parents' evenings</li> <li>- The school website</li> <li>- Year 7 induction day</li> <li>- The prospectus</li> <li>- Termly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>- Whole school and year assemblies</li> <li>- Good communication with parents to include: access to the policy, letters home &amp; attendance figures in their child's planner</li> <li>- Attendance percentages reported on student academic reports</li> </ul>
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## 4. Rewards

Rewards are effective in motivating students and the following rewards will be used to encourage excellent attendance:

- Digital display screen used to display the tutor groups with the highest attendance.
- Tutor group breakfast for form with highest attendance percentage each half term.
- Termly presentation of trophy to tutor group with highest attendance.
- Attendance certificates presented to individual students at end of term year group reward celebration assemblies:
  - i. Bronze 98%
  - ii. Silver 99%
  - iii. Gold 100%
- Postcards home for improved attendance.
- End of year platinum award for students who have attained 100% attendance for the whole year
- Tea with the Head for students who attain 100% attendance for the year

## 5. Monitoring

Monitoring attendance allows the school to track individual students and identify patterns and trends of non-attendance, ensuring children are protected and we are fulfilling our **safeguarding role**. Children should never be absent without parents/carers informing the school nor without good reason. Attendance is reviewed daily.

## 6. Roles and Responsibilities

We are all instrumental in promoting good attendance and have the following specific roles and responsibilities:

### Students

- Recognise that registration is their first priority and they should be at their form room or assembly for **8.30am**.
- Ensure that all notes from parents/carers are shown to their form tutor.
- If late for school, follow the late procedure: **sign in at the attendance office**.
- Never leave school during the day without permission, and where permission is granted they must always **sign out at the school office**.

### Parents/Carers

- Make every effort to **achieve 100% attendance for their child** where possible.
- Ensure their child is **punctual** to school; a note is needed to explain lateness.
- Where an absence cannot be avoided, **notify the school as a priority by 9.00am** for unplanned absences, and for absences known in advance via the student's diary, e mail, medical appointment card or letter.
- Where a student has been absent, **provide a reason for the absence** via the diary or

note upon return, even if a phone call has previously been made.

- Where an absence is required for a medical/dental/optical appointment, the school asks parents to try to arrange these so as to **minimise the length of any absence**, and where possible to **arrange such appointments out of school time**.
- If a child needs to leave school during the day, **written consent** must be provided by parents. Never remove their child from school during the day without **signing them out** at the school office.
- Contact the school if there are any attendance problems so that together we may plan the solution.
- Have **holidays** in school holiday time, **not within term time**.

### Form Tutor

- Set an example by **arriving on time** and creating a positive ethos.
- Take the morning register by 8.40am. (or amended times during covid pandemic)
- Accurately **maintain the register** each day in accordance with the completion of registers protocols.
- Collect in absence notes upon student's return and refer them to the Attendance Co-ordinator.
- **Promote habits of regular attendance** with the group and individuals and ensure students enter attendance data into their **planners**.
- Use the **attendance rewards and sanctions** systems.
- Welcome long term absentees back into the form.

### Subject Teachers

- **Complete registers for each lesson** in accordance with the completion of registers protocols. (Appendix 1)

### SEND Hub

- To complete the register for each lesson with an '**A**' code for students who are timetabled to be in the hub. Let IER know if students have not arrived.

### Internal Isolation Room (IER)

- To mark all students in with a **K** code for the day/lesson that they spend in the IER.

### Medical Room

- If a student arrives during a lesson, check that s/he is wearing a lanyard which will indicate that s/he has been registered with the subject teacher. If a lanyard is not being worn, telephone the attendance officer.

### Heads of Year

- **Promote** and **monitor** the attendance and punctuality of the student cohort in their care.
- **Display** motivational attendance materials within school and for parents' evenings.
- Present an **attendance assembly** to the year group in September and one in the Spring and Summer terms.
- Head of Year 7 to give a **presentation** on attendance at Year 7 induction evening and Head of Year 9 at the Options evening.
- Monitor and supervise the work of Form Tutors in promoting attendance and punctuality.

- Coordinate the school's **rewards and sanctions** systems as appropriate when dealing with attendance and punctuality.
- **Provide** tutors with **attendance percentages** for their tutor group **weekly** and **celebrate** the highest attendance on the digital display screens.
- Work with the school's Attendance Officer to ensure that interventions are in place to challenge and tackle poor attendance.
- Take action following the analysis provided by the attendance officer on the year group's attendance rate and devise individual attendance plans where necessary.
- Meet regularly with the Attendance Officer to discuss individual cases.
- Communicate with parents of students who are experiencing attendance difficulties.
- Liaise with the SENDCO for SEN students whose attendance is causing concern.
- Discuss attendance issues with line manager in weekly meeting.
- Organise a programme to help students to catch up on missed work due to prolonged absence.

#### School Receptionist

- Synchronise InVentry onto Sims for students leaving school early.

#### Student Support Officer

- For non-attendance at break time detention, follow the students up during P.3 & 4 and set and run the lunchtime detention.

#### Attendance Officer

- Contact parents on **first day of unexplained absence** (by 10.15am), **follow up** and **update Sims**.
- Ensure detailed notes are recorded in the comments box on Sims including times and number of telephone calls made.
- Ensure tutor registers are completed.
- Monitor all registers and each period to ensure that staff are completing the register.
- Send late list to the student support officer by 9.30am and send again if any further late arrivals.
- Check the voice mail for student absence messages and update Sims.
- Work with Family Support Officer in following up absences where no parental contact has been made. If no contact has been made by 10am, then inform Family Support Officer.
- Undertake home visits with the Family Support Officer or Deputy Designated Safeguarding Lead for students with no parental contact on the first day of absence.
- Collect notes/medical evidence from tutors or students' planners for absences and enter onto Sims. Liaise with AHT to agree codes and whether authorised or unauthorised. Attach all documents to the students' linked documents in Sims.
- Produce letters to follow up unexplained absences.
- Meet with students and their parents to support ways forward to improve attendance.
- Monitor input of data onto Sims ensuring there are no missing marks.
- Ensure data is communicated in line with Slough Borough Council protocols.
- Monitor attendance weekly and implement the attendance interventions in the *Graduated Response*, including letters and working with Slough Borough Council attendance team.
- Update Sims and the tracking document with interventions undertaken; liaise closely with AHT on actions being taken.
- Liaise, when appropriate, with outside agencies and make formal referrals to Slough Borough Council for Penalty Notices or Warnings. Monitor the individual attendance of students who have received Penalty Notices or Warnings.
- Maintain the attendance tracking spreadsheet.

- Conduct half termly analysis of trends and patterns of attendance and punctuality for each tutor group, year group and whole school. This data will include:
  - types of absences eg authorised, unauthorised, persistent absence
  - reasons for absence eg holidays, medical appointments
  - analyse attendance by student group: SEN, PP
  - annually undertake analysis comparing curriculum results, SATs and GCSEs, with attendance by student

### Student Services Receptionist

- Operate the late door until 9.15am and issue students with a detention slip for lateness without a valid reason.
- Register students who are late after 9.15am via the main reception.
- Produce daily late list and distribute to each Time Out area.
- Log late detentions to Sims
- Weekly, on a Monday, produce the weekly late report for HOYs.

### Sendco/Designated Safeguarding Lead

- Monitor the attendance of all students with EHC plans.
- Liaise with Heads of Year regarding strategies for specific students.
- Support students who have very poor attendance.
- Liaise, when appropriate, with outside agencies.
- If there are any safeguarding concerns, refer to specialist children's services (Social Care)

### Designated Safeguarding Lead

- Undertake home visits with the Attendance Officer for CP students when no parental contact has been made on the first day of absence.

### Data Manager

- Produce attendance data for the census.

### Family Support Officer

- Undertake home visits with the Attendance Officer for students with no parental contact on the first day of absence.
- Meet with students and their parents to support ways forward to improve attendance.
- Deliver attendance interventions including one to one mentoring for identified students with attendance issues causing concern.
- Undertake home visits for targeted students whose attendance is causing concern.

### Lead Attendance Professional

- Create a **school ethos** which promotes excellent levels of attendance.
- Ensure that the attendance **policy** is implemented and that systems are **operating effectively**.
- Ensure school prospectus, homework planner, parents' welcome booklet and school newsletters **promote attendance**.
- Deliver **induction** to new staff on the attendance policy.
- Ensure attendance is addressed with Heads of Year and other key staff at the fortnightly student intervention meetings.



- Undertake parental meetings in line with the graduated response.
- Report to Leadership Team and Governors on attendance matters.

## 7. Authorised and unauthorised absence

The register distinguishes between authorised and unauthorised absences. Authorised absences are genuine reasons for medical or home circumstances. Further clarification or proof will be required if the absence is longer than three days. However, an absence cannot be authorised for activities that clearly should be arranged at weekends or during school holidays.

Unauthorised absence is where a school is not satisfied with the reasons given for the absence; these are an **offence** by the parent. Such circumstances include:

- A student not attending school to go shopping for school clothes
- A student not attending school as it is her birthday or the birthday of a family member
- A student not attending school because of a family illness abroad
- A student not attending school as the family have gone to the airport to meet a visiting relative
- A student not attending school due to attending a hospital appointment for another family member
- A student not attending school due to the fact the family returned late in the previous evening from a family holiday
- A student not attending school as they are looking after younger siblings
- A student attends a medical appointment in the morning but then fails to return to school for afternoon lessons

Parents/carers of children who have 10 sessions (5 days) of unauthorised absence may be subject to legal action by the local authority. This may include Fixed Penalty Notices (FPNs), which can lead to a fine or court action.

## 8. When a penalty notice may be issued

A Penalty Notice is used in cases of **unauthorised** absence; it is a fine of **£120 or £60** (if paid in 21 days).

**No warning** will be issued when **unauthorised holiday** is taken; this will result in an **immediate penalty notice**.

In other circumstances, before the issuing of a Penalty Notice, a **formal warning** will be given by the Local Authority Attendance Officer, but if poor attendance continues, a penalty notice will be issued.

The issuing of a Penalty Notice is considered appropriate in the following circumstances:

- Parentally condoned absences not approved by the school. 5 days of unauthorised absences in a 12 week period will result in a formal warning. If another unauthorised absence occurs in the 3 week warning period, then a fixed penalty is issued.
- **Persistent late arrival at school** (10 lates after the register has officially closed).
- Unauthorised holidays during term time.
- Delayed return from extended holidays without prior school agreement.
- Overt truancy.

*This is not an exhaustive list. Each case will be considered individually.*

## 9. Medical Absence

A medical appointment should not require a full day's absence, nor even a half day absence.

We do appreciate that it is often difficult for parents/carers to obtain written confirmation of medical appointments, however, as a school, we have to satisfy ourselves that absences are genuine.

Parents/carers can obtain 'Medical Authorisation Cards' from school to take with them to the doctors to confirm their child has attended a medical appointment. Parents / carers must ensure the card is stamped, dated and signed by the practice to confirm their child has attendance at the medical appointment.

## 10. Term Time Leave

Taking a child out of school for one week (5 days) will **reduce attendance to 97.5%** before any account is taken of days off for illness or other circumstances. The law states that **parents do not have an automatic right** to take their children out of school during term time; we agree 1 day of authorised absence for religious observance.

Lynch Hill Enterprise Academy will only authorise term-time leave in **exceptional circumstances** and only if requested in advance via a leave of absence request form. If a student's attendance is **below 95%, no absence will be authorised**. If the school refuses a request for term-time leave, and the student is still taken out of school, this is recorded as an unauthorised absence and may result in a Fixed Penalty.

## 11. Tackling poor attendance/supporting attendance

There is a strong pastoral system for supporting and monitoring attendance; this includes the Attendance Co-ordinator, the Family Support Worker, Form Tutors, Heads of Year and Assistant Head.

The Show My Homework website should be used to access work missed following a pupil's absence.

The school will continuously monitor the attendance of all students, and where attendance is found to be below target or key thresholds, it will implement the staged actions as set out in the appendices to this policy (appendix 2).

## 12. Safeguarding and Vulnerable Groups

The school is aware that poor attendance patterns and sudden poor attendance can be both a symptom and an indicator of wider safeguarding and welfare concerns. The school will always seek to identify the wider problems underlying poor attendance and put into place appropriate

interventions to tackle the underlying issues.

### 13. Children Missing in Education

In accordance with the Education Regulations Act (2006), the school will make 'reasonable' enquiries into the location of pupils with 10 days' continuous unauthorised absence and with no parental contact or for those who fail to return from leave of absence granted during term time.

The school will contact relevant agencies to seek advice (Children's Social Care, Slough Attendance Team, Police Safe and Well-being referral) if any child is absent from school for more than five days without confirmation from parents. Every attempt will be made to communicate with parents to ensure the child is safe and well, including home visits by the Attendance Officer and Family Support Officer. The school will contact relevant agencies after two days' absence without confirmation from parents / carers if the child is subject to a 'Child in Need' plan or considered vulnerable in other ways.

Under section 8 of the Education Regulation Act, '8h) *The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—that he has been continuously absent from the school for a period of not less than twenty school days and —*

*i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);*

*(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and*

*(iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;'*

Before removing any child from the school roll, a CME (Child Missing in Education) form will be completed, the Slough Attendance Service will be consulted for approval, and deletions will take place on day 21 or later to ensure the child has been absent for at least 20 consecutive school days.

If a child misses 20 days of school but still resides at their Slough address, the child will not be removed from the school roll; the school will address the non-attendance by submitting a Persistent Absence referral route to the LA.

A CME form is completed for School to School transfers, new in-year starters, children leaving the country and for Elective Home Education.

### 14. Persistently absent pupils (PA) – less than 90% attendance

Students who are identified as Persistently Absent (PA) are monitored by the government. We also monitor students whose absence puts them at risk of becoming PA. This means students who miss:

- 7 sessions or more by October
- 14 sessions or more by Christmas
- 20 sessions or more by February half term
- 30 sessions or more by Easter
- 38 sessions or more by Summer half term

Where the attendance of any student falls below the national Persistent Absence (PA) threshold, the school and Slough Borough Council will implement the agreed PA action plan which may include legal action up to and including prosecution.

Students are classed as persistently absent based upon their individual absence level rather than a comparison to a national threshold.

The calculation for persistent absence is represented as:

$$\frac{\text{A pupil's individual overall absence}}{\text{A pupil's individual possible sessions}} \times 100 \geq 10.0$$

## 15. Home Education

Under the DFE guidance on attendance (March 2013): 'Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school'. If a parent wishes to withdraw a child from the school the child will be known as 'Electively Home-Educated'.

Any parent wishing to withdraw their child from the school will be required to confirm this in writing to the Headteacher. The school will forward this letter to Slough Borough Council who will then determine whether or not to accept this new arrangement or challenge it. However, parents are unable to withdraw their child from school if they are subject to a 'School Attendance Order'.

## 16. Snow Closure

As a school, we will only close in the event of snow if we feel it to be necessary to ensure the safety of all members of our school community. If we do close, messages will be posted on the school web site.