



Attendance & Punctuality

**As part of Easington Academy's
Pastoral Care Policy**



ATTENDANCE AND PUNCTUALITY

Definitions

Attendance : means that a student is on the school premises during the hours specified by the school, or at another location while undertaking supervised activities as part of the school's curriculum.

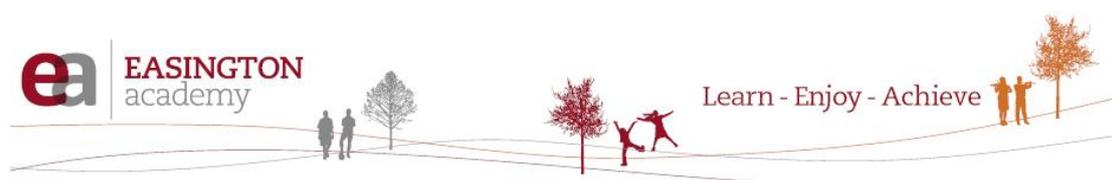
Punctuality : means that a student is present and ready to begin work at the start time specified by the school. Students arriving more than thirty minutes after the beginning of a school session will be deemed to be absent for that session, unless the school has been notified in advance of the reason for lateness.

The Policy on Attendance and Punctuality supports the following school aims:

- The school aims to create a sense of belonging by developing an atmosphere which is well disciplined, happy and harmonious, caring and supportive, industrious and stimulating.
- The school aims to establish for every student the highest possible standards of academic achievement and personal conduct, and to help him/her to acquire the knowledge, attitudes and skills relevant to adult life.
- The school seeks to serve the individual needs of its students and to meet the expectations of parents/carers and society at large.
- The school aims to promote the personal and social growth and a sense of self-fulfilment for every member of the school.

The policy of Attendance and Punctuality aims to:

- Promote high levels of attendance.
- Ensure good practice among students with regard to punctuality, which will prepare them for the future demands of employment and of society.
- Allow students to maximise their level of achievement.
- Allow students to play a full part in the life of the school.
- To fulfil the legal requirements with regard to Attendance and Punctuality.
- To ensure a uniformity of practice throughout the school.
- To maintain the necessary records relating to attendance and punctuality which will identify problems at an early stage.



- To liaise with parents/carers and provide regular information in relation to attendance and punctuality.

Legislation

The principal legislation and statutory instruments relating to school attendance are outlined below:

Education Act 1996

Parental Duty (Section 7)

The parent/carer of every child of compulsory school age shall cause him to receive full-time education suitable to his age ability and aptitude, and to any special educational needs he may have, either by regular attendance at school or otherwise.

If

a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent/carer is guilty of an offence.

The term 'parent' includes those who have parental responsibility for, or care of, a child.

Compulsory school age is the term after the child reaches their fifth birthday until the last Friday in June in the academic year that the child reaches sixteen.

Prosecution for Irregular Attendance (Section 444)

If a pupil of compulsory school age fails to attend school regularly, the local authority can prosecute a parent/carer unless the parent can prove that one of the statutory defences apply. Local Authorities must judge whether and when to prosecute on an individual case by case basis.

The Section 444(1) offence alleges that the parent 'did fail to cause that child to attend regularly the mentioned school, by reason of absence between certain dates.' The Section 444(1A) offence alleges that the parent 'did knowingly fail without reasonable justification to cause that child to attend regularly the mentioned school, by reason of absence between certain dates.'

In order to prove the Section 444(1A) offence, the local authority must show that the parent/carer had knowledge of the child's absence and that there was no justifiable reason for the child not being in school.

On conviction of a Section 444(1) offence, each parent may be fined up to £1000. On conviction of a Section 444(1A) offence, each may be fined up to £2,500, imprisoned for up to three months, or both. If they fail to attend court a warrant may be issued for their arrest.



Children Act 1989

Educational Supervision Orders (Section 3)

An Educational Supervision Order (ESO) makes the local authority responsible for educating a child of compulsory school age. The local authority may apply for an ESO instead of, or as well as, prosecuting parents/carers for poor attendance. An officer is appointed to work with the child and family. An ESO normally lasts for one year or until the child reaches sixteen years of age. ESOs may be extended for up to three years if the local authority applies within three months of the expiry date.

Educational Regulations 2006 (Pupil Registration)

These regulations govern the creation and administration of the admission and attendance registers. They contain details relating to:

- Putting pupils on the admission and attendance register on the expected/agreed date the pupil should start.
- The information that must be obtained and recorded about a pupil and their parent/carer.
- When schools should take the register and recording of absence/attendance.
- The criteria that permits a school to remove a registered pupil from the roll.
- The circumstances in which a school must notify the local authority of non attendance or the removal of a pupil from the roll.
- The preservation of registers.

The Education and Inspections Act 2006 (Sections 103, 104 and 105)

The act states that any parent/carer found with their child in a pupil place whilst the child is excluded from school in the first five days of any exclusion may be issued with a Penalty Notice or be prosecuted.

Anti-Social Behaviour Act 2003

Section 19 relates to the making of Parenting Contracts for exclusion from school or poor attendance. Section 20 refers to the issue of Parenting Orders in relation to exclusion from school or poor attendance. Section 23 refers to the issue of Penalty Notices for poor attendance.

Categories of Authorised Absence

- When prevented from attending by sickness or any unavoidable cause.



- Days exclusively set aside for religious observance by the religious body to which the parents/carers belong.
- If suitable transport has not been provided and the school is not within walking distance. Walking distance has been determined by the Local Authority to be three miles for pupils aged eight – sixteen.
- From 1st January 1998 approved educational activities conducted away from the school site no longer count as authorised absences. They are now deemed equivalent of present and should be omitted from the absence data. This includes work experience, educational trips, visits, sporting activities and college link courses.
- Participation in an approved public performance.

Registration Codes

/ : present.

B : educated off-site.

C : other authorised circumstances (public performance, young carers, funeral etc).

D : dual registration.

E : exclusion.

F : extended family holiday (agreed).

G : family holiday (not agreed or in excess of agreement).

H : family holiday (agreed).

I : illness (not medical or dental appointments).

J : interview.

L : late before register closes.

M : medical/dental appointments.

N ; no reason yet provided for absence.

O : unauthorised absence.

P : approved sporting activity.

R : religious observance.

S : study leave (study leave should be used sparingly and only for Yr 11 students during mock and public examinations).

T : traveller absence.

U: late after registration closes.

V : educational visit or trip.

W : work experience.

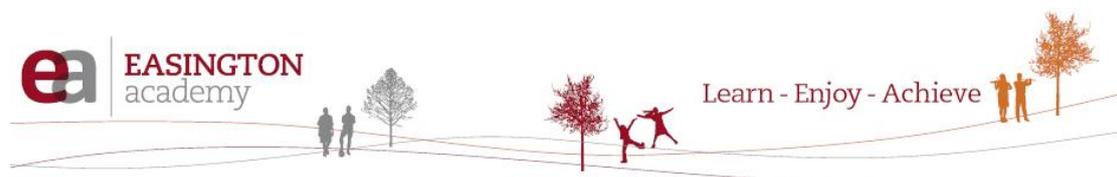
X : non-compulsory school age absence.

Y : enforced school closure.

Z : student not yet on school roll.

: school closed to students.

Absence from School



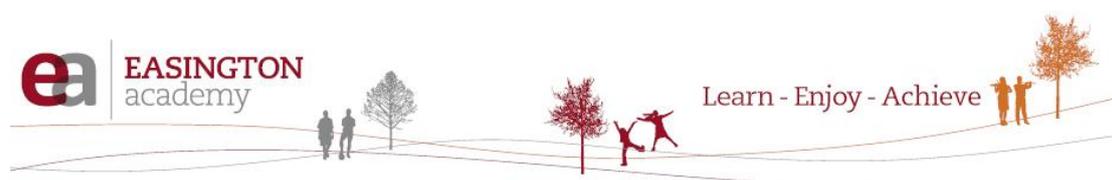
Parents/carers have a vital role to play in helping schools to ensure high levels of attendance. As a matter of general policy schools should establish and sustain effective links with parents/carers. Regular and punctual attendance at school is both a legal requirement and essential for students to maximise their educational opportunities. When a student is absent from school, the parent/guardian should:

- Make sure the student returns to school with a note to explain the absence.
- Telephone the school to explain the student's absence (0191 5270757).
- If the school does not receive an explanation for the student's absence, the student will receive an unauthorised absence mark.
- If the attendance falls below 95% the school's Educational Welfare Officer, working in conjunction with a senior member of staff and the team of Home/School Liaison Officers, will begin to investigate. Should there be no significant improvement in the student's attendance, a referral may be made to the local authority's School Attendance Enforcement Team, who will judge whether and when to prosecute on an individual case by case basis.

Penalty Notices

Regular attendance at school is of such importance that Penalty Notices may be used in a range of situations where unauthorised absence occurs:

- Overt truancy, including students found during truancy sweeps.
- Inappropriate parentally-condoned absence.
- Unauthorised holidays in term time or excessive delayed return from an extended holiday without prior school permission.
- Persistent late arrivals at school after the register has closed.
- To assist Key Stage 4 students to re-engage in the final term.
- If a student has been absent without the school's permission (unauthorised absence) for at least ten days in a period up to a maximum of twelve rolling school weeks, then a Penalty Notice will be considered. The decision is never taken lightly and the school would far rather work with parents/carers to improve attendance without having to resort to any enforcement actions.
- General poor attendance. Twenty sessions (ten days) or more of unauthorised absence in twelve rolling school weeks. School has informed parents/carers of the attendance level and that it is a cause for concern.



School has warned parents/carers that enforcement action may ensue if their child's attendance does not improve.

- Persistent lateness after the register is closed. Twenty sessions or more of unauthorised/late marks after the register has closed in twelve rolling school weeks.
- Unauthorised holiday during term time. Twenty or more sessions in a school year. School have notified parents/carers that the absences will be unauthorised.

Holiday during Term Time

The school encourages parents/carers not to book holidays during term time. The law states that parents/carers do not have the right to take their child out of school for holidays during term time. In exceptional circumstances, however, school can allow parents/carers to take their child out of school for up to ten days in a school year. If a holiday is taken without the school's permission, or if the child fails to return to school on an agreed date, this will be recorded as unauthorised absence (truancy). Unauthorised holidays may result in parents/carers being issued with a Fixed Penalty fine.

When deciding whether to authorise a term-time holiday, the school will consider:

- The student's record of attendance.
- The time and duration of the requested holiday absence.
- Previous term-time absences.
- Whether the circumstances can be deemed to be exceptional.

From September 2013, and in accordance with government guidelines, the school is unlikely to authorise any holiday during term time, other than in exceptional circumstances.

School Strategies

In attempting to promote regular attendance and identifying truancy the school employs a variety of strategies. The full implementation of these strategies relies upon the support of all staff at a variety of levels.

Attendance Below 95%



- When a student's attendance falls below 95% the student's name is entered on a data base. From that point onwards the student's attendance will be monitored on a weekly basis.
- EWO and a senior member of staff to act as key workers for such students.
- Assistant Headteacher to maintain the database.
- Assistant Headteacher and EWO to meet weekly with Home/School Liaison Officer to discuss students whose attendance falls below 95%.
- EWO to liaise with Home/School Liaison Officers.
- EWO and Assistant Headteacher will consider a range of strategies to address the poor attendance of students in this category, including school attendance meetings with both parents/carers and student to agree strategies to improve attendance. EWO visits, telephone calls and letters are other strategies that will be used. When necessary referrals will be made to the School Enforcement Team with regard to the issuing of Fixed Penalty Notices. Referrals will also be made to other outside agencies if the school feels such action is warranted. The school's Educational Welfare Officer will initiate CAF procedures if it is felt necessary to do so. The school may also request that a parent/carer provides the school with supporting medical evidence to verify prolonged or frequent absences, and will refuse to authorise absences unless this proof is provided.

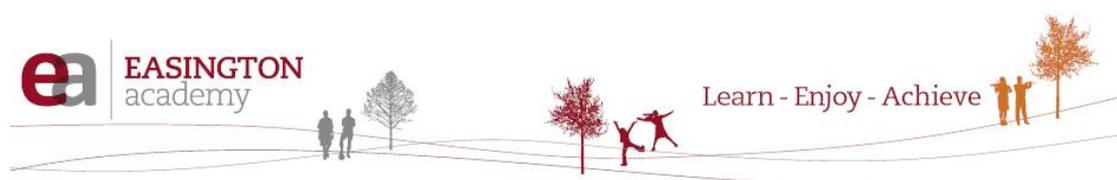
Rewarding Good Attendance

The school will look for every opportunity to reward high attendance. Each time a student has attended for a full week, he/she will receive an award of five Vivo Miles. Further Vivo Miles are awarded for high attendance on a half-termly basis. Film shows are shown at the end of the year. Students with high attendance gain free admission to the shows. High attendance is also a pre-requisite for attendance at the Yr 11 school prom.

From September 2013 the school is introducing a new reward scheme that will see the name of every student who has a week of full attendance being placed in a prize draw. This will be drawn on a half termly basis in assemblies, with three winner from each year group receiving a voucher that can be used to purchase a variety of items. In addition, there will be a grand draw at the end of the school year for those students who have achieved 100% attendance.

Monitoring Systems

- Registration takes place at the beginning of morning and afternoon sessions. Morning registration begins at 8.45am. Students arriving after 8.50am will be marked **L** (late before register closed). Morning registers will be closed at 9.15am. All students who arrive after 9.15am will be marked using the **U** code, unless a satisfactory reason is given. If no explanation is provided the morning session will be recorded as an unauthorised absence. Afternoon registration takes place at 1.00pm. Students arriving after 1.04pm will be marked **L** (late



before register closed). PM registers close at 1.30pm. Students arriving after the registers are closed will be marked with a **U**.

- A class register is taken at the beginning of each lesson. Students arriving after the late bell has rung will be marked **L** (late before register closed).
- Attendance figures checked by the Assistant Headteacher (Pastoral).
- Home/School Liaison Officers meet on a weekly basis with the Assistant Head and the school's Educational Welfare Officer to discuss attendance issues (see above).
- Regular contact made with parents/carers regarding attendance via newsletter and annual reports.
- Form tutors should request notes of validation from parents/carers for all absences.
- Home/School Liaison Officers will contact parent/carers on the first day of a student's absence.
- Monitoring of sub groups.
- EWO will monitor the late book and letters will be sent to the student's parents/carers to inform them of their child's level of lateness. This will be done every half term.

Lateness to Lessons

A late bell rings four minutes after the beginning of every lesson. Students arriving after the late bell will be marked late. The following sanctions apply to those students who are repeatedly late to school and/or lessons:

- Those students who are repeatedly late to lessons will be identified by the HSLO using the late list printout. Once this is done, sanctions will be used to address the problem. These sanctions will include: parental contact, detentions and, in the worst cases, internal exclusions.

Lateness to Assembly

- On assembly days students are expected to be in the main hall by 8.45am.
- After a student has been late three times for assembly without good reason, a letter is sent to the student's parent/carer.
- If the student is late again, he/she will be given an after school detention.
- After three detentions the student will receive a one day internal exclusion each time he/she misses an assembly owing to lateness.

Failure to Attend Registration/Lateness to School

- Where a student is repeatedly late for registration, or fails to attend registration on a regular basis, the tutor should pass the student's name on to the HSLO. From that point onwards the HSLO will employ a range of sanctions to ensure that the student attends registration on time. Sanctions



may include detentions, parental contact, internal exclusions, and, in the worst cases, a fixed term exclusion.

Truancy from Lessons and/or School.

- The first time a student is caught truanting from school and/or lessons, the parent/carer of the student will be contacted by letter, and the student will be given a one day internal exclusion, followed by a two week period on report. The student's name will be placed on the truancy register and regular spot checks will be carried out to make sure the student is in lessons.
- The second time a student is found truanting, he/she will be given a two day internal exclusion and parents/carers will again be informed. After coming out of the LSU, the student will be placed on report for a period of four weeks. Regular spot checks will take place to make sure the student is in lessons.
- The third time a student is found to be truanting, the student's parent/carer will be contacted and invited to attend a meeting with a senior member of staff. The student will be given a four day internal exclusion. After coming out of the LSU, the student will be placed on report for a period of approximately one school term.

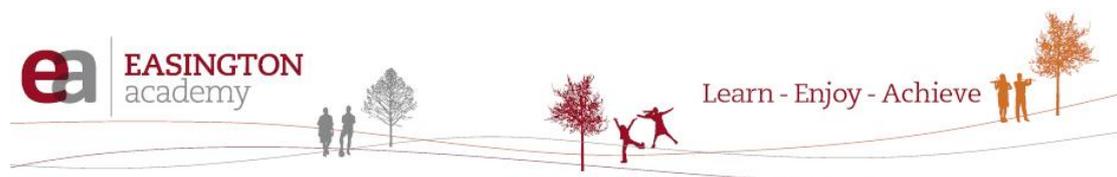
Leaving the Classroom without Permission

- Any student leaving a classroom without permission will be given a one hour after school detention.

Absence Notes

- On the first day of a student's absence, parents/carers are contacted by their child's Home/School Liaison Officer. If an adequate explanation is received from the parent/carer to account for the student's absence, the absence will be authorised.
- When a student is absent from school, the parent/carer should a) make sure the student returns to school with a note to explain the absence or b) telephone the school to explain the absence.
- If the school does not receive an explanation for the student's absence, the student will receive an unauthorised absence mark.
- The parent/carer of any student with 20 or more unauthorised absence marks in one term or 38 in a rolling calendar year will receive a letter of warning from the local authority and may be liable to a fine of more than £60 should the student's absences continue. From January 1st 20011 the referral criteria of either 20 or more sessions of unauthorised absence in a term or 38 or more sessions of unauthorised absence in a rolling year was replaced by 20 or more sessions of unauthorised absence in any rolling 12 week period.

Holidays During Term Time



See above

Responsibilities

Subject Teacher:

- Using the e-registration system to take a class register at the beginning of lessons. The following codes should be used:
 - **I** present
 - **L** late before register closed
 - **N** absent
 - Where applicable, repeat the code used by staff for previous lessons. For example, school may have received prior notice of a student's absence due to medical reasons, in which case the **I** code will be entered for an registration. Staff who subsequently teach the student on the day of the absence should enter the same code. This rule should not apply where a student has been marked present **I** for previous lessons but is not present for a particular lesson. In this instance the **n** code should be used. Students must receive a mark for every lesson: there should be no missing marks. The **I** code is used for illness and the **M** code for medical appointments.
- To report to parents/carers on attendance and punctuality via the progress checks and the student's annual report.

Form Tutor :

- To complete registers in accordance with legal requirements. The following codes should be used:
 - **I** present.
 - **N** absent.
 - **L** late before register close.
 - Other codes when needed. For example, **B** if it is known the a student is being educated off-site; **v** for an educational visit.
 - Tutors may find that the office staff may already have entered a code. For example, the **M** code when prior notice has been given of a student's absence owing to medical appointment.
- To seek validation of absence through the provision of parental notes. The tutor should pass these notes to the Home/School Liaison Officer.
- To report to parents/carers on attendance and punctuality via tutor reports.
- To discuss attendance and punctuality with students.
- To place a comment in the pupil's student planner if the pupil is frequently absent from school

Assistant Headteacher (Pastoral):

- To oversee implementation of school policy on attendance.
- To make sure parents/carers are aware of the school's attendance policy via newsletter, brochure, reports.



- To liaise with EWO and the Home/School Liaison Officers and make referrals if necessary.
- To receive and distribute attendance data.
- To monitor those students who repeatedly miss assembly.
- To meet weekly with the EWO to discuss students whose attendance falls below 95%.
- To collate whole school attendance figures on a weekly basis.
- To monitor levels of unauthorised absence.
- To monitor persistent absence.

Home/School Liaison Officers:

- To assist in the implementation of school policy on attendance.
- To liaise with the EWO and the Assistant Headteacher (Pastoral) on matters relating to attendance.
- To distribute attendance data to tutor groups.
- To assist in the organising of rewards for good attendance.
- To monitor levels of unauthorised absence in a designated year group and, if necessary, to contact parents/carers regarding unexplained absences.
- To implement the school's policy on lateness to lessons.
- To implement the school policy on attendance and punctuality at registration.
- To contact parents/carers on the first day of a student's absence.

Educational Welfare Officer:

- To act as a liaison officer between home, school and the local authority on matters related to school attendance.
- To offer advice, assistance and support to parents/carers and students on school attendance issues, and advise on the assistance which may be available from the local authority and other agencies.
- To assess reasons for non-attendance, and initiate and support appropriate action to improve it, including organising a Common Assessment Framework where it is needed.
- Initiate and refer cases for legal action as appropriate, and to enforce school attendance in conjunction with the School Attendance Enforcement Team.
- Provide information and reports which may be used in court when necessary.
- To assist in the implementation of school policy on attendance.
- To liaise with the Assistant Headteacher (Pastoral) on matters relating to attendance.
- To meet weekly with the Assistant Headteacher and Home/School Liaison Officers to discuss students whose attendance falls below 95%.
- Monitor the Late Register and send letters to parents/carers informing them of their child's level of lateness every half term.
- To monitor sub groups.
- To consider a range of strategies to address the problem of poor attendance, including:



- School attendance meetings with both the parent/carer and student; to make arrangements as to how all parties can work together to improve the student's attendance.
- Home visits, telephone calls and letters to parents/carers relating to their child's attendance.
- Referrals to School Attendance Enforcement Team and local authority for Fixed Penalty Notices.

Data and Responsibilities

Daily:

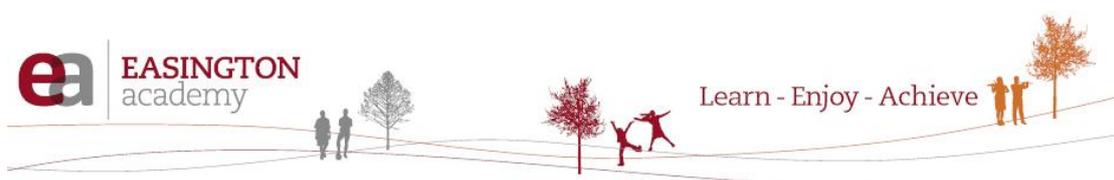
- Tutors to register students during morning registration and to ask for an absence notes when a student has returned from illness. Tutors should record lateness to registration.
- Subject teachers to register students in every lesson, including the recording of lateness.
- Home/School Liaison Officers to contact parents/carers on the first day of a student's absence and to make further efforts should contact not be made at the first attempt.
- Home/School Liaison Officers to check registers to look for any incidents of internal truancy.
- Home/School Liaison Officers to print out daily late list and begin to employ procedures described above.
- Mrs Thornley to print out daily register to be used in the event of an emergency or fire drill.
- Assistant Head (Pastoral) and EWO to check whole school register at the end of the day to identify an missing marks or incidents of truancy.
- Assistant Head to monitor absence from assembly.

Weekly:

- Assistant Head (Pastoral) to ensure that attendance awards are made via the Vivo Miles system.
- Home/School Liaison Officers to distribute tutor group attendance data, and to give Attendance Certificate to tutor group with the highest weekly attendance.
- Assistant Head (Pastoral) to monitor whole school attendance on a weekly basis. This includes updating data on whole school attendance, unauthorised absence, persistent absence. Maintain database on students whose attendance falls below 95%, identifying students who will be discussed at the following week's meetings with EWO and Home/School Liaison Officers.

Monthly:

- EWO to print out monthly whole school register.



Half-termly:

- Assistant Headteacher to organise attendance awards.

