



Attendance Policy and Procedures

Policy Review Schedule			
Date Policy agreed by SLT	27/06/23	Date Policy Agreed by Governing Body	28/06/23
Policy Review Schedule	Annual	Date for Review	28/06/24
Signed by the Chair of Governors	Joe Turner Wing		
Signed by Headteacher	Jon Kelly		

1.1 Our Aims

Good attendance and punctuality are essential to students fulfilling their potential and achieving good progression whilst at Newhaven. We recognise that many Newhaven students face significant health and social difficulties which may impact their ability to attend school. This policy outlines responsibilities and procedures to support our students to improve and maintain good attendance.

- To improve whole school attendance so it is above 80% for 2022-23 and 85% for 2023-24 [90%]
- The target for each student will be 95% attendance but where prior attendance is significantly lower than this will be a continually improving figure.
- To encourage every student to attend punctually and regularly throughout their time here and make the link between good attendance and academic and social progress and achieving aspirational destinations.
- To formalise expectations on students, parents/carers, and staff.
- To inform training for all staff on the application of this policy and improve attendance by supporting students and families to remove barriers.
- To identify acceptable reasons for absence.
- To maintain accurate records of punctuality and attendance across different departments of the school.
- To identify barriers to attendance and work with students and their families to overcome these.

1.2 Guidance on improving attendance

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-improve-school-attendance)

2.1 Roles and Responsibilities of Staff and Governors

Governors should;

- Keep up to date with current government guidance and school policies and procedures.
- Monitor attendance figures and review and challenge the strategies/ interventions the school currently uses to improve attendance.
- To maintain a focus on improving the attendance of staff and pupils and promote the importance of school attendance.
- Making sure staff receive adequate training on attendance.

Headteacher should;

- Drive the implementation of the school attendance policy.
- Monitor student absence data and report it to governors.
- Support designated staff with responsibilities for attendance at all levels.
- Monitor, review, and challenge the strategies/ interventions implemented to improve school attendance to ensure they are impactful.
- Ensure a whole school approach to address attendance issues.
- Be responsible for the authorisation of absences, where appropriate.

Designated senior leader should;

- Actively lead attendance across the school with a clear purpose and vision for improvement.
- Evaluating and monitoring expectations and processes.
- Having oversight of data analysis and devising specific strategies to address areas of poor attendance identified through the data.
- Arrange calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Ensure compliance with all legislation and DfE guidelines, when dealing with irregular/non-school attendance ie... Working Together to Improve School Attendance, Keeping Children Safe in Education, Children Missing Education (to name but a few).

The attendance officer should;

- Monitoring and analysing attendance data and trends and having regular communication with the designated senior leader.
- Identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader.
- Work alongside school representatives and in collaboration with the Attendance Advisory Officer (AAO) of the Local Authority to tackle persistent absence with clear knowledge and understanding of the student/family's reasons for absence.
- Advising the head teacher when to issue fixed-penalty notices. [The decision to issue a penalty notice and/or take formal legal action, is made by the AAO following interventions, post referral].
- Keep a record of school actions and interventions, regarding individual pupils, for discussion with the AAO.
- Undertake daily contact with parents/carers, using all forms of communication.

Mentors/ Form tutors/ Class teachers should;

- Responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office for each lesson.

Office/ Reception staff/ Home liaison officer:

- Attendance registers on SIMs will be completed by reception staff daily on the student's arrival at school.
- Where students have yet to arrive within half an hour of their expected arrival time, reception and pastoral staff will ring parents or carers to find out what the reason is.
- Where a student has been absent for two days and no reason given, a home visit will be arranged by the home liaison officer and another member of staff. This may happen from day 1 in the case of a particularly vulnerable student.

Parents and carers should;

- Ensure your child attends school regularly and punctually. Absence should only happen when your child is significantly ill and there is a need to remain at home.
- Telephone or email the school on the first morning by 9 am and each subsequent morning of absence unless the school attendance officer advises otherwise, informing us of the reason for absence.
 - King's Park: 02084656290 - Gardens: 02088593114 - NEST: 02088502420.
- Make all non-emergency medical appointments outside of school hours or during school holidays. Where appointments cannot be changed, provide evidence of these appointments and notify the school not less than 24 hours in advance.
- Provide medical evidence where illness/ absence is frequent or prolonged.
- Speak to the appropriate school representative, if there are issues or barriers preventing regular school attendance, to address and try to resolve at an early stage.
- Ensure we have your current contact numbers; this includes all telephone numbers and emergency contact details.

Students should;

- Attend school every day on time
- Attend every timetables session on time.

Attendance and Punctuality Expectations

3.1 Start and close of the school day

Kings Park

Gardens

Time	Session
9.00-9.20	Tutor time
9.20-10.10	Lesson 1
10.10-11.00	Lesson 2
11.00-11.20	Break
11.20-12.10	Lesson 3
12.10-1.00	Lesson 4
1.00-1.30	Lunch
1.30-2.10	Lesson 5
2.20-2.30	Tutor time

Time	Session
8:30-9:00	Breakfast Club
9:00-10:00	Lesson 1
10:00-11:00	Lesson 2
11:00-11:20	Break
11:20-12:10	Lesson 3
12:10-1:00	Lesson 4
1:00-1:30	Lunch
1.30-2:30	Lesson 5
2:30-3:30	Intervention/ catch up/ extended schools

3.2 Types of Absence

When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised and the appropriate registration code will be used. The types of absences listed below are the most common codes used, but codes are not limited to what is listed below.

The decision to authorise and absence is made by the Head teacher

Absences that may be Authorised:

- **Code C: Authorised Leave of Absence;** where the school has either given approval in advance for the child to be absent or where an explanation offered afterward has been accepted as exceptional circumstances. Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request.
- **Code H: Leave of absence for a family holiday with permission granted by the school;** parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time. An application for leave of absence should not be granted unless it is made in advance by a parent the pupil normally lives with and the school is satisfied that there are exceptional circumstances. Parents should be advised that 'Holidays' during term time, will not be authorised.
- **Code I: Illness (not medical or dental appointment);** If you feel your child is too unwell to attend school and you inform the school, as per the policy, the absence may be authorised. Frequent and/or ongoing absences cited by the parent/carer, as being due to illness may not always be authorised.
 - Providing medical evidence enables the Head teacher to automatically authorise absences due to illness.

Parents must notify the school on the first day of absence due to illness by calling the school before 9:30 am (King's Park: 02084656290 Gardens: 02088593114 NEST: 02088502420).

- **Code M: Medical or dental appointment;** we encourage parents to arrange appointments outside of school hours. Where this is not possible evidence should be provided before the day of the appointment and students school only be out for the minimum time required to attend the appointment.
- **Code Y: Unable to attend due to exceptional circumstances;** pupils are unable to attend school due to the school site or part of it, is closed due to unavoidable circumstances. The transport provided by the school or a local authority is not available. A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending.

Unauthorised Absence:

- **Code G: Unauthorised family holiday;** the school has not approved the leave of absence for a holiday however the parents still take the child out of school. The school cannot grant a leave of absence retrospectively.
- **Code N: No reason for absence provided;** the school has the responsibility to follow up all unexplained absences and this should be done in a timely manner with every effort to establish a reason for the absence. This will include and not be limited to: phone calls home, home visits, and contact with external agencies.
- **Code O: Absent without authorisation;** there is no reason for absence and we as a school are not satisfied that the reason given is an authorised absence.

Part-time Timetables

All pupils of compulsory school age are entitled to full-time education. Newhaven understands that due to individual needs and circumstances, there may be a need for a temporary part-time timetable. This will be agreed by parents/carers, SLT, SENCo, and if necessary external agencies. An example of needing a part-time timetable includes when a medical condition prevents a student from attending full-time education. A part-time timetable should be in place for the shortest time possible and there should be formal arrangements in place for regular reviewing. In agreeing to a part-time timetable, we as a school have agreed to a student being absent from school for part of the day/week and therefore will treat absence as authorised.

Long-term illness and/or medical absence

Newhaven understands that pupils with long-term illness or other health needs may need additional support to continue education. The education must be full-time or as close to full-time as the child's health allows. Intervention should be in place where the student will be away from school for a large number of days, whether consecutive or cumulative.

For example, in cases of a broken leg, the school will liaise with parents to write up a care plan that ensures the child returns to school quickly. This may also include the student meeting the school nurse to advise school on support.

Persistent Absence

Where a student/pupil is persistently absent and has an attendance of less than 90%, this should be addressed by pastoral staff with a review and intervention plan developed.

A pupil is deemed a persistence absentee if their school attendance is 90% or below.

Any pupil who's attendance begins to deteriorate, will be placed on an attendance management system, whereby the attendance will be addressed by pastoral staff with an intervention/support plan developed.

Any pupil who's attendance continues to be a cause for concern, despite school interventions and support, will be referred to the Attendance Advisory Service, for formal action. This can lead;

- A Penalty Notice being imposed upon the parent/carer, resulting in a fine of £120, per child, per parent/carer under the **Anti- Social Behaviour Act 2003**
- And/or referral to Magistrates Court under the **1996 Education Act, Section 444** and possibly fined up to £2,500 (two thousand five hundred pounds), per child, per parent/carer. With the parent/carer, consequently receiving a criminal record.

Help and advice

If you have concerns about your child's attendance, you should contact:

- Your child's school first (King's Park - Contact your child's tutor/ Gardens - Contact your child's mentor)
- The Attendance Advisory Service for independent advice if your child is causing you special concern.
-

Attendance Advisory Service can offer advice on:

- resolving attendance problems
- social and family problems
- recommend referrals to other services
- other useful contacts.

Most schools within the Local Authority, have an allocated Attendance Advisory Officer, whose works collaboratively with schools and parents/carers to try to assist with the improvement of individual pupil and whole school attendance, providing advice, guidance and challenge, where necessary

Every school has an allocated attendance advisory officer, whose job is to partner with you and the school to secure school attendance and give support.

During the course of school action, undertaken to address irregular school attendance, parents/carers will have the opportunity to meet with the AAO, to discuss the issues.

AAS contact details 020 8921 8510 or school-attendance-advisory@royalgreenwich.gov.uk.

Referrals to the Attendance Advisory Service

If your child is referred to the Attendance Advisory Service, an officer will write to arrange an appointment to meet you. The aim of the meeting is to:

- examine the reason for your child's absence
- consider your views on the situation
- devise a plan to assist you in getting your child back to school.

Further appointments may be necessary to address the difficulties and secure attendance. They can be either at your home or school.

Once referred, failure to improve school attendance, may lead to formal action, as detailed.

https://www.royalgreenwich.gov.uk/info/200284/absence_from_school/1041/unauthorised_absence_from_school

3.3 How to Request a Leave of Absence

There is no entitlement in law for a leave of absence to go on holiday, during term time. A request for leave of absence for any other reason, will be considered by the Head teacher, upon receipt of a written request any leave of absence from school in term time. Any applications for leave of absence can only be authorised where the School deems there to be exceptional circumstances.

Any parent/ carer requesting a leave of absence of more than 5 days will be asked to write a formal written request to the Headteacher. Where parents/ carers take children out of school without authorisation penalty notices will be issued where the trigger of 5 days is met.

Leave of absence in term-time will never be authorised:

- During the first term, when a pupil is just starting at school.
- During the initial assessment/ transition period for in-year admissions.
- During any Government Examinations that affect the named student.

3.3 How to inform your school of the reason for an unexpected absence

If you have an unexpected absence we would expect you to call school before 9:30am to notify staff of the reasons for absence. We will then discuss the next steps and expectations on return.

First day calling

Newhaven prides itself on communicating effectively with home, because of this if we are unaware of any absences we will call before 10am on the first day of absence to check in and understand the absence. If we are unable to make contact we will send a follow-up email to try to determine where the student is.

3.4 Registers

We are required by law to call attendance registers twice daily - once at the start of the morning session and again during the afternoon session.

Registers are legal documents. Should the parents/carers of a persistent non-attender be prosecuted by the Local Authority under Section 444 of the 1996 Education Act, then the information which the register contains will be the main source of evidence presented to the court. The regulatory requirements placed on schools with regard to the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.

The data which is extracted from accurate and up-to-date attendance registers will be used

3.5 Punctuality

As a school we expect parents/carers to ensure that students are on the school premises by 9am. The morning register closes at 9:20am so pupils arriving will be marked an L indicating they are late for school.

Students who are late will have the time recorded. In Gardens they will then enter the catch-up system with a detention at break up to the number of minutes they are late up to 20 and detention after school up to 45 minutes for those who arrive after 9:40am. At King's Park students often travel on authority transport. Where independent travellers are persistently late, pastoral managers will review the situation with the student and parent and devise an action plan which they will review.

Incentives for good attendance

4.1 Interventions and support

1. Regular review of students' attendance using the systems above will highlight those who will benefit from interventions and support. Examples are given below but there are many more possibilities that will relate to individual students:
2. Possible interventions include:

Area of Barrier	Barrier	Possible Intervention
Home and family	Low expectations from parent/carer	Meet with parents and highlight benefits of good attendance and set expectations.
		Involve school nurse Undertake intervention/support meetings Address and put into place support requirements Undertake referrals as necessary Involve internal/external agencies, as necessary
Home and family	Parents at work, the student keeps oversleeping	Discuss sleep routines and give advice if poor; parental phone calls to get the student up; suggest an alarm clock; plan morning routines to get out the door on time.
Peers and community	Meeting friends who are also poor attenders	Meet with student and highlight benefits of good attendance; suggest possible sanctions to parents and rewards for good attendance; contact
School	Peer relationship issues	Meet student to go through, organise resolution between peers.
School	Problems with certain subjects	Review student timetable.

4.2 Rewards system

Our rewards system for highlighting positive attendance behaviours includes:

- Shout outs for 100% Attendance in assembly for the previous fortnight
- Certificates for 100% attendance in assembly
- Termly vouchers for students with over 95% attendance or significantly improved attendance at the end of term.

4.3 Raising the profile of attendance

1. Admissions: prior attendance will be discussed with pupils and parents/carers on admission with targets set and planning done to impact on existing barriers to attendance.
2. Attendance will be discussed at all parental meetings and reviews with data available and discussions focussing on the benefits of good attendance, the relationship between good attendance and the student's ambitions and any barriers to good attendance they are experiencing.
3. Assemblies will include rewards for good and improving attendance.
4. Tutors and mentors will discuss attendance with their students regularly.
5. SLT line managers will review the attendance of all students with pastoral managers and the Heads of NEST, Engage and Outreach and other relevant staff on at least a termly basis.