

# Eastbrook School



## School Attendance Policy Secondary

Updated by

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To be reviewed every year

Headteacher: Mr Paul Frith

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## **Eastbrook School Attendance Policy**

### **Introduction**

We aim for an environment which enables and encourages all members of the community to reach out for excellence. To do this it is crucial that every child attends school every day and on time.

This policy sets out how together we will achieve this.

### **Why regular attendance is so important**

Any absence affects the pattern of a student's learning and regular absence will seriously affect their progress. Any student's absence disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parent's legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

Every student should aim to have a minimum of 95% attendance. Anything less than this will impact on their education.

The school has targets to improve attendance and students have an important part to play in meeting these targets.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made.

We will keep parents and students regularly updated about progress to this level.

### **Promoting regular attendance**

Helping to create a pattern of regular attendance is everybody's responsibility – parent / carers, students and all members of school staff.

### **To help us all to focus on this the school will:**

- Give details on attendance in our regular Headteacher's Newsletter;
- Report to parents each half term regarding their child's attendance and punctuality
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.

### **Understanding types of absence**

Every half-day absence from school has to be classified by the school (not by the parent / carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. Examples include:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which are not properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children, birthdays, etc
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. In this situation it is essential that the parents do not give in to pressure and allow students to stay away from school. This gives the impression that attendance does not matter and usually make things worse. The school works to support parent / carers to ensure that the child returns to school.

### **Persistent Absence (PA)**

A student becomes a 'persistent absentee' when they miss 10% schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' full support and co-operation to tackle this. PA students, and those at risk of becoming PA are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All our PA students and their parents are subject to an action plan, and we will allocate appropriate support where possible. All PA cases are also automatically made known to the Access and Attendance Officer. The attached appendix gives a summary of the stages and steps the school will take with persistent absentees.

### **Absence Procedures**

#### **If a child is absent parents must:**

- Contact Donna Martin or Krista Rolph in the **Registry Office** as soon as possible on the first day of absence; This can also be done via email – [attendance@eastbrooks.school.org](mailto:attendance@eastbrooks.school.org). You can also contact registry via the Groupcall number which is 07860 030306
- All appointment cards, letters or doctor's notes can be email directly to [attendance@eastbrooks.school.org](mailto:attendance@eastbrooks.school.org)

#### **If a child is absent the school will:**

- Attempt to telephone or text parents on the first day of absence if we have not heard from them
- Invite parents in to discuss the situation with our Attendance Officer and/or Pastoral Leaders if absences persist.
- Send a letter to parents once your child's attendance has dropped below 90%
- Refer the matter to the Access & Attendance Officer if attendance moves below 90%.

### **Contact details**

There are times when we need to contact parents about lots of things, including absence, so we need to have accurate contact details and numbers at all times. Please ensure the school is informed immediately of any changes. There will be regular checks on telephone numbers throughout the year.

### **The Access and Attendance Officer**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. However, if difficulties cannot be sorted out in this way, the school may refer the child to the Access & Attendance Officer from the Local Authority. They will also try to resolve the situation by agreement but, if all efforts to improve the child's attendance fail and

absences persist, these officers can use sanctions such as Penalty Notices or prosecutions. Full details of the options open to enforce attendance at school are available from the school and the Local Authority.

Alternatively, parents or children may wish to contact the AAO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority

### **Lateness**

Poor punctuality is not acceptable. Students who are late disrupt their own progress and the learning of others.

### **How we manage lateness:**

The school day is staggered to get all students in safely in and we expect your child to be in class at that time.

### **Start times**

Year 7 – 8.30am

Year 8 – 8.45am

Year 9 – 8.45am

Year 10 – 9.00am

Year 11 – 9.00am

Sixth Form – 9.20am

### **Secondary School – Late Procedures**

Registers are marked **within the first 10 minutes of form time** and your child will receive a late mark and given a same day detention. If they are late they are required to complete a 30 minute detention on the same day. Failure to complete this detention will result in an escalation of sanctions.

If your child is persistently late then you will be required to attend a meeting with their Head of Year to discuss the reasons for their lateness. If there is no improvement, then this will be escalated to a member of the Senior Leadership Team along with the Head of Year.

At **9.45am** the registers will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence, unless there is a valid reason for the lateness agreed by the school. If not, this may mean that you could face the possibility of a Penalty Notice if the problem persists.

If a child has a record of persistent lateness they and the parents will be asked to meet with a senior teacher and/or Attendance Officer to resolve the problem, but parents can approach us at any time if they are having problems getting their child to school on time. Persistently poor punctuality may also be referred to the Access & Attendance Officer.

### **Holidays in term time**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

There is no automatic entitlement in law to time off in school time to go on holiday. Holiday absences may be authorised in **exceptional circumstances**.

Any application for leave must be made in advance using the form available from Registry. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time and your child's overall attendance record.

**Circumstances where such leave will be authorised:**

Leave will not be authorised unless the reason falls within the DFE guidance for exceptional circumstances as outlined below. These include:

- Weddings of parents and siblings.
- The funeral of a parent or sibling.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised, which may lead to referral to Access & Attendance and attract sanctions such as a Fixed Penalty Notice.

**Fixed Penalty Notices**

We will refer students to the Local Authority Attendance Services with a view to issuing Fixed Penalty Notices in the following circumstances.

- Unauthorised holidays
- Regular unauthorised non-attendance
- Extended periods of unauthorised non-attendance

**Coding Absence**

When taking a register all staff should call each name and code as follows P –

Present

N – Not present

L – Late

They should duplicate any codes that have been prepopulated by registry and not override them.

**Exceptional Codes****Code B: Off-site educational activity**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils.

**This code can only be entered with the agreement of the HT or DHT**

**Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

**This code can only be entered with the agreement of the HT or DHT**

**Code H: Holiday authorised by the school**

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are

exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave.

**This code can only be entered with the agreement of the HT**

**Additional information can be found on attendance and attendance codes at the link below**

<https://www.gov.uk/government/publications/school-attendance>

**The people responsible for attendance matters in Eastbrook School are:**

**Headteacher**

**Mr Paul Frith**

**Assistant Head Teacher**

Mr Neil Tobias

**Heads of Year - Pastoral**

Mr Mark Samuel (Y7)

Ms Michelle Timms (Y8)

Mr Billy Abbott-Vickers (Y9)

Mr Loraine Edwards (Y10)

Mr Ashley Morris (Y11)

**Attendance and Registry**

Ms Joanne Archer

Mrs Krista Rolph

Mrs Donna Martin

**Access and Attendance Officer**

Ms Tracy Evans

## **APPENDIX**

### **Roles and Responsibilities Students**

- Students will arrive at school before 15 minutes before their start time.
- Students will attend all timetabled lessons on time.
- Students will bring absence notes to the Registry in the secondary school.

### **Parent / Carers**

- All non-urgent appointments to be arranged after school, at the weekend or in school holidays.
- The school should be informed in advance or first day back in school of reasons for absence.
- A reason for every absence to be given to the school either in writing, via email or by telephone.

### **Admissions and Registry**

- Updating the registers when notification is received regarding reason for absence
- Daily monitoring of am / pm registration – recording where registers not taken

### **School Attendance Officer**

- Provide each HOY with a list of students to receive Warning letters re attendance
- Meeting with students that have an attendance less than 85%
- Meet with parents to discuss attendance issues and offer support
- Contact parent / carers in writing where a student has an unauthorised absence for 10 consecutive days.
- Conduct home visits when necessary.

### **Access and Attendance Officer**

- Plan and review each term's work with the school Attendance Officer and Assistant Headteacher.
- Liaise with Attendance Officer and Assistant Headteacher regarding students where attendance and punctuality are cause for concern. (non-attendees and those with attendance below 85%)
- Support families in raising attendance through visits and mediating between home and school
- Lead the process towards court action where necessary.
- Attend review meetings of students supported by Children and families team and/or those with Special Educational Needs where low attendance or punctuality is an issue

### **Head of Strand**

- Meet at least once a fortnight with their Heads of Year to discuss issues of attendance and punctuality and agree actions
- Meet fortnightly with the AHT and School Attendance Officer to refer students and review the progress of students
- Lead and ensure the system of rewards for attendance and punctuality is in place
- Monitor attendance and punctuality for their Key Stages and ensure appropriate and effective action is being taken
- Set challenging targets for Form and Year group attendance and monitor progress towards achieving the targets

## Tutors

- Take the afternoon register
- Ensure all absence notes to go directly to Registry
- Inform Attendance Officer and Registration of any known
- Ensure attendance and punctuality information is displayed and discussed with students on a weekly basis
- Review and negotiate regular attendance targets as part of the tutor time activities
- Reward and praise students who improve and sustain good attendance records.
- Contact parent /carers where punctuality is becoming an issue and issue a punctuality report to students who are late twice in the same week
- To liaise with students who has attendance between 96-93% absence
- Where there is no improvement following the above, refer students who are persistently late to HoYP and support the Year Team detention procedures

## HoY

- Ensure all am registers are taken during tutor time
- Monitor and support the tutors regarding attendance matters
- Organise an
- Organise and co-ordinate reward activities and 100% or improved attendance certificates
- Regularly promote good attendance through assemblies, weekly monitoring meetings and displays.
- Ensure effective tutor time activities in place and resources, including attendance and punctuality target setting
- Analyse weekly attendance figures for tutor groups, pass to tutors, ensure registers are amended on return
- Identify students who are or at risk of poor attendance or persistent absence and liaise with the Attendance Officer and Assistant Head Teacher to ensure appropriate action is taken
- Provide the Headteacher with the names of students who have made a marked improvement in attendance and/or punctuality, for a congratulatory letter.

## SEN Support Teachers

- Ensure support strategies address issues of poor attendance or punctuality as necessary

## Subject Teachers and Class Teachers

- Take the register in every lesson within 10 minutes of the lesson starting, recording students who are late for the lesson after the first 5 mins
  - Check students with frequent absence and follow up where the student has been present in the previous lesson.
  - Refer students whose attendance is affecting their attainment to the Access Panel
  - Welcome returning students to the class and provide appropriate catch up work
  - Use the merit system to reward consistently excellent or improved attendance and punctuality
  - Welcome late comers to the class and address the issue **at the end of the lesson** – and resend the register
- Subject Leaders Co-ordinate effective procedures to ensure registers taken in all lessons, including cover lessons

- Support classroom teachers in applying sanctions for truancy from lessons

#### Senior Leadership Team

- Operate a late duty system at the school gate in the mornings.
- Ensure the effective use of data supports the school in raising attendance and punctuality
- Deputy Headteacher to track and monitor whole school attendance and the effective implementation of the school attendance policy
- Follow up where any member of staff fails to fulfil their attendance responsibility
- Prepare and submit reports for attendance, including Governing Body Meetings

#### Governors

- Monitor and scrutinise attendance data at each full meeting of the Governing Body.
- Ensure attendance is a key strand of the school's School Development Plan

### Appendix Two

#### Attendance and Absence Procedures

Attendance	Monitored by	Action
100-93% Attendance	Monitored by form tutor	Tutors to use daily registers and weekly attendance spreadsheet distributed by AHT to question student's attendance and make phone calls home to parents/carers.
93-85% Attendance	Monitored by HOY	<p>HOY to use weekly spreadsheet distributed by AHT to make phone calls home. If the student takes regular days off, then parent meetings organised to discuss student's attendance.</p> <p>Log to be made on the master spreadsheet regarding the communication made.</p> <p>Weekly attendance monitoring meetings with students during personal development times.</p> <p>If a student falls below 85%, the student must be referred to AO.</p> <p>The interventions below must have been done before the referral.</p>

		<ol style="list-style-type: none"> <li>1. Calls home to parents</li> <li>2. Included in the weekly monitoring meetings</li> <li>3. Parent meeting</li> </ol>
<85% Attendance	Jo Archer	AO to use weekly spreadsheet distributed by AHT to organise meetings with parents to discuss student's attendance. This should be done by letter. Borough Attendance Officer to be informed to issue a warning letter. If the student falls below 85% attendance, then advice will be sort from the Borough Attendance Officer for a home visit and possible issue of a fine.

### Continuous absence

Days off	Monitored by	Action
1	Registry  HOY	A text message to parents using Groupcall.  All students that are classified as vulnerable are called on their first day of absence.
3	Donna Martin/Krista Rolph	If there is no response after 3 days, then a phone call will be made home to parents.  A continuous days report will be run.
5	Donna Martin/Krista Rolph	If there is no response after 5 days, then a phone call will be

		<p>made home to parents. If there is no response, then be referred to Jo Archer for a home visit.</p> <p>If there is no response, then it must be logged onto Myconcern.</p> <p>A continuous days report will be run.</p>
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**CME**

All CME forms will be filled in by Krista Rolph and sent to LBBD.

**EHE**

All EHE forms will be filled in by Donna Martin and sent to LBBD

**Alternative Provision**

Attendance monitoring of students enrolled in alternative provision is overseen by Krista Rolph