



Willingdon

COMMUNITY SCHOOL

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ATTENDANCE POLICY

This policy reflects the vision and aims of Willingdon Community School by:

- ❖ Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- ❖ Providing clear procedures for involving parents relating to school attendance.

Principles

Regular school attendance is the most important factor in achievement at school and we are committed to helping every child achieve their full potential. Any absence from school disrupts a child's learning. Missing lessons damages a student's self-confidence and understanding. In addition, teachers who then have to slow down lessons to accommodate those who have missed previous sessions are not doing justice to the rest of the class who attended all the lessons.

We, at Willingdon Community School, regard regular attendance to be 96% or higher, this equates to 8 school days of absence over the academic year. Excellent attendance improves students' outcomes and allows each child to fulfil their potential. When students' attendance fall below this, valuable learning time is lost or interrupted.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

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

Date adopted by the Governing Body: *24th June 2021*

To be reviewed: June 2022

Staff Responsible: Nadene Townsend-Smith

Link Governor: Clive Hale

Present – The student is on the school site at the time of registration.

Approved Education Activity (AEA) – The student is engaged in an approved, supervised activity off site for example, an educational visit, sporting activity or work experience.

Authorised absence (C,M,I) – Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause. This will include illness, medical appointments, bereavement or any other circumstances that the school deems appropriate. A request for medical evidence is made when a student falls below 91% attendance and is therefore classified as a Persistent Absentee.

Excluded – Excluded from school.

Unauthorised absences (U) are those which the school does not consider reasonable and for which no “leave” has been given. This includes:

- ❖ parents keeping children off school unnecessarily
- ❖ truancy
- ❖ absences which have never been properly explained
- ❖ children who arrive at school too late to get a mark

It is not appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time. Even though the latter is authorised, it will still be counted as an absence.

School refusal (O) – this is chronic non-attendance, usually where there are wider family, psychological or behavioural problems affecting the student’s ability to attend school. The school will use interventions to support such situations but this can lead to local authority involvement in more serious cases. We can only accept consultant letters to make onward referrals to ISEND Teaching and Learning provision. GP letters are insufficient for such purposes.

Persistent Absenteeism

The Government threshold for Persistent Absenteeism is 90% or lower. This includes all absence, whether as a result of genuine illness or for unauthorised reasons. The names of those on this figure or below are taken directly from our database by County.

Willington Community School Policy regarding Holidays in Term Time

The DfES instructs schools to consider holidays in term time only in very exceptional circumstances. Almost all holidays taken during term time will be coded as unauthorised absences. There is no entitlement for parents to remove their child from school for a family holiday during term time, even in circumstances where the parents’ employers refuse to grant holidays outside of the school term. The school is the only agency which can authorise such a holiday.

Parents who wish to claim exceptional circumstances as a reason for taking holidays in term time should be given the school’s request form and return it to the Attendance Manager when possible at least 2 months before the holiday. A copy of our request form, together with a letter from the Headteacher explaining our policy, is available on the website.

Attendance Responsibilities

Parent/Carers

Parents have the prime responsibility for ensuring that their child regularly attends school.

Parent/Carers are asked to:

- Contact the school by 8.30am on each day of absence using the absence line 01323 483144 with an explanation and reason for absence. They may also email studentabsence@willingdonschool.org.uk or by text to 01323700027.
- Inform the school of an advanced or planned appointment that cannot be taken outside the school day.
- Refrain from requesting any authorised absence except under exceptional circumstances.

Tutors will:

- Encourage all students to have regular attendance by engaging in frequent reminders and sharing attendance data with their tutees.
- Have conversations with students regarding absences.
- Have direct correspondence with parents regarding the students' wellbeing and attendance if this falls below 96%.
- Keep an overview of your child's attendance.
- Liaise with the Director of Student Progress regarding interventions and individual concerns.
- Inform students of the procedures regarding planned absence.
- Sanction poor punctuality: if a child has arrived on site and on time, but failed to attend Lesson 1 at 8:30am.

Subject Teachers will:

- Take an electronic register each lesson within 10 minutes of the start of the lesson.
- Ensure the statutory register is taken at the very start of lesson 1 and 4 and again lesson 5 for safeguarding issues following lunch time.
- Pass on any concerns about absentees from lessons using 'on call' and the pastoral support team.
- Use SIMS to record any punctuality issues and pass any concerns to the tutor and DoSP.
- Sanction poor punctuality to any lesson.
- If taking students off site, follow the protocol for recording attendance with the Attendance Officer and pastoral leaders.
- Inform the Attendance Officer by email and other staff of the students absent due to off-site activities using the Daily Bulletin.

Pastoral Support Assistants will:

- Contact parents regarding poor punctuality on the day this has occurred, follow up with conversations if the problem of poor punctuality persists.
- Track and monitor poor punctuality and inform Directors of Student Progress of the pattern of lateness.

Directors of Student Progress will:

- Track and monitor attendance for their year group.
- Use weekly tutor meeting to liaise with tutors and highlight concerns that require action.
- Liaise and meet with the Assistant Headteacher where there are concerns, reporting fortnightly on their year group attendance and vulnerable groups.
- Act on information from staff concerning attendance or poor punctuality, sanctioning accordingly.
- Inform parents of any students where poor punctuality or regular attendance is not habitual and put intervention in place, referring to agencies as required.
- Use assemblies and the school reward system to promote regular attendance.
- Hold attendance meetings with parents.

Attendance Manager will:

- Track and monitor whole school attendance and punctuality, initiating whole school policies and systems as required. Track and monitor the attendance of vulnerable groups, passing such information to the relevant members of staff.
- Support Directors of Student Progress to lead their teams to foster regular attendance.
- Liaise with external agencies to devise any necessary interventions for students with persistent absenteeism or at risk of long term absence.
- Contact parents on first day of absence and every day thereafter.
- Compile attendance data for Headteacher, Governing Body, DoSP, AHT.
- Hold attendance meetings with Parents, DOSP and Assistant Headteacher.
- Consider withdrawal from learning (holiday) applications.
- Consider exceptional leave requests based on students' prior levels of attendance.

Assistant Headteacher will:

- Track and monitor whole school attendance and punctuality, initiating whole school policies and systems as required. This will be achieved with the Senior Leadership Team and other members of the pastoral team.
- Track and monitor the attendance of vulnerable groups, passing such information the relevant members of staff.
- Support Directors of Student Progress to lead their teams to foster regular attendance.
- Liaise with Attendance Manager regarding whole school attendance.

The Headteacher will:

- Monitor the policy and ensure the policy is adhered to.
- Ensure that attendance data is presented to the governing body and shared regularly with staff.
- Set attendance targets as part of the School Improvement Plan.

The Governing Body will:

- Approve attendance policy.
- Receive reports form the Headteacher.
- Scrutinise the working of the policy in light of the attendance data presented.
- Support the implementation of the policy.

Attendance Procedures

Notifying the School of a Child's Absence

If a child is absent from school, parents are expected to notify the Attendance Manager in advance (if this is a planned absence) or as soon as possible on the day of absence, preferably before 8.30am. This can take the form of a telephone call, text or email to the Attendance Manager. Absence line 01323 483144. They may also email studentabsence@willingdonschool.org.uk or text 01323 700027.

If no such communication is received, the Attendance Manager will contact parents by phone or text to inform them that their child is absent from school and request the reason.

If the school does not receive an explanation for absence on the first day, an email of enquiry will be sent home. The absence will be unauthorised if no reason given.

The same procedure will be followed on each day of a child's absence and not just on the first day of absence, even if a valid reason is given. This is a precaution in case a child truants after having had an authorised absence for illness.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Support, Behaviour & Attendance Service (ESBAS) and Educational Welfare Officer (EWO). The Practitioner will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use Legal Interventions on parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

The school will have the following rigorous and robust systems to ensure high levels of attendance:

- Daily monitoring of student absence with parent/carer by phone or email where we have not been informed of the absence;
- Daily monitoring of punctuality and lateness to school/lessons with follow up sanctions applied and parents notified on the day.
- Weekly monitoring and tracking of attendance to identify trends and initiate interventions to promote excellent attendance.

Punctuality

Late arrival at school is recorded by the pastoral team for all students regardless of the reason. Parents have a legal obligation to ensure their child arrives for an 8:30am start to Lesson 1 and the registration period will close at 9:20am. Students arriving between 8:30am and 9:20am will be coded as Late (L). Any arrivals after this time will be unauthorised and coded as such (U), unless there is medical evidence or special circumstances to which the school have been notified (i.e. half a day).

If a student arrives at school after 8:30am, parents will be notified using our email/text or Edulink. They will receive a standard notification that their child has arrived late. They will also receive a same day break sanction and this will be logged on our behaviour management system. Continued issues with punctuality will accelerate the sanction and lead

to a meeting with parents and the pastoral team leader. Late arrival can be authorised in cases of delay in the arrival of school transport or known appointments. The school reserves the right to adjust morning registration time for individuals, after discussion with ESBAS. Parents will be notified in writing in such cases.

Students arriving between 8:30-9am must enter through the late gate. Students arriving after 9am must enter via the Student Support entrance and ensure they have signed in to ensure we have an accurate record of students on site at all times. Directors of Student Progress apply sanctions for lateness.

Medical appointment during the school day

Students who need to leave during the school day require a letter from home, or notify the Attendance Manager prior to appointment, and will need to have this on them when they sign out at student support. We would encourage all appointments to be made out of school hours to avoid the negative impact this has on your child's learning. If this is unavoidable we urge parents to refrain from using whole day unless absolutely necessary.

Tracking and Monitoring Attendance

The pastoral team meet regularly with the Assistant Headteacher responsible for attendance and Attendance Manager to discuss attendance and punctuality. Directors of Student Progress track the attendance of all students within their cohort and use the school's Attendance Protocol to ensure consistency between all students. The protocol is built around early intervention and constant communication with parents, in order to maximise and maintain excellent attendance.

Stage 1 – Student attendance is below 95.5% or has an accumulation of : 6 sessions in Term One. 8 sessions in Term Two. 14 sessions in Terms Three +

Stage 1 letter to parents, DoSP / Attendance Manager meeting with student

Stage 2 – Student attendance is below 94% or has an accumulation of: 8 sessions in Term One, 12 sessions in Term Two, 16 Session in Term Three +

Meeting in school with parents, student, DoSP and Attendance Manager. An APDR or support plan is agreed with targets set with DoSP, Attendance Manager, Educational Welfare Officer or member of the SLT. PP students highlighted to EWO.

Stage 3 – A student's attendance is below 92%.

A second meeting to be held with parents and student. Medical evidence is required for illness. Students will complete student voice. Attendance Support Plan / APDR reviewed Parents informed that a Fixed Penalty Notice can be issued for 10 unauthorised sessions in 10 weeks if attendance drops to 90% Educational Welfare Officer to hold meetings, house visits, telephone calls with parents of PP students.

Stage 4 – Student attendance below 90%.

You will be categorised as a Persistent Absentee if attendance is below 90% (PA). A referral will be made to ESBAS. (Education Support Behaviour and Attendance Service). This will be followed by an attendance meeting with ESBAS, parents, student and DoSP. Fixed Penalty Notice will be issued for 10 unauthorised sessions in 10 weeks following a stage 3 meeting. Meeting will also be contracted and if attendance does not improve parents could be prosecuted. EWO issue fines and prosecute if attendance does not improve.

Child Missing from Education (CME)

If a child leaves school and is not enrolled at another school within the required period, a CME notification is made. This notification may be made at an earlier point if there are Safeguarding concerns.

Rewards and Incentives

Excellent and regular attendance is acknowledged by the school in Tutor, assemblies and through our school rewards system. Students will receive recognition for achieving excellent attendance (above 95%) each term. Directors of Student Progress may also use school events and activity trips to incentivise attendance.

Those people responsible for attendance matters in this school are:

Emily Beer – Headteacher

Nadene Townsend-Smith – Assistant Headteacher

Diane James - Attendance Manager

Directors of Student Progress and Pastoral Support Assistant.

Summary

The school has a legal duty to inform parents of their child's absence figures through our reporting system and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

DoSP = Director of Student Progress

PSA = Pastoral Support Assistant

ESBAS = Education Support Behaviour and Attendance Service

EWO = Educational Welfare Officer

SLT = Senior Leadership Team

PP = Pupil Premium

APDR = Assess, Plan, Do, Review

PA = Persistent Absentee.

Regular attendance = 96%
Reward points allocated.
(Form Tutor conversation with student if attendance drops below 96% and nudge letter sent to parents)

Appendix 1 - Attendance procedures (The intervention thresholds below are guidelines case be monitored on an individual basis) - every should

Tutors will be sent fortnightly attendance data for discussions with students - Logged on school system

Stage 1
Attendance falls to 95.5% or under – Letter sent to parent. DOSP/Attendance Officer meeting with student.



Stage 2
Attendance falls below 94% - Meeting with parents/student/Director of Student Progress and Welfare Officer. ADPR or support plan agreed and targets set.

Stage 3
No improvement or falls to 92% or below. A second meeting to be held, medical evidence required. Plan reviewed and Educational Welfare Officer to hold meetings/ house visits/ phone calls to parents of PP students. AM and DoSP for all other attendance meetings.



Stage 4
Student categorised as Persistent Absentee if attendance falls below 90%. Referral made to ESBAS, Welfare Officer and Attendance Manager to issue fines if attendance does not improve.



Attendance Monitoring and Intervention Procedures

Action	Person Responsible
Punctuality	
<p>Students late due to buses. Teachers will need to mark as present when they arrive to lesson 1. Teachers will need to unlock their register and amend the mark to present not late. I would advise teachers in advance to take a list of those in their class that do take the bus as we do not have this information anymore due to bus passes no longer being issued.</p>	Teacher to sign students in
<p>Late to lesson 1 but not on late gate. Teachers will need to email/contact the parent and teacher to carry out a sanction (10 minutes at break/lunch), keeping the DOSP informed (email) that this has taken place. This is the same as a late to lesson and should be treated as such as mostly, parents have ensured they have got on site by 8:30am. Continued lateness should result in an after school detention being issued and carried out by the teacher/DOSP team. DOSP to monitor.</p>	Log on Edulink Behaviour point issued Teachers
<p>Late gate. Students late after 8:30am will be identified on the late gate, the list will be handed to Student Support and at 9am they will forward any amendments. They will need to ensure these late marks are amended to show they are late (L), but in doing this they will at least know that they have arrived to school before making the calls home to parents for absences. Student Support use the email or Edulink to inform them on the day this happens. This will be sanctioned by the DOSP as a break detention. Student Support will need to provide an audit on lates on a Friday. Repeated lates should be transferred to an after school detention if it's more than 3 in one week for 1 hour and tutors make a welfare call home.</p> <p>Repeated late issues should then be addressed by the Pastoral Team and contact made with parent and a telephone or meeting held to address.</p>	Communication with Attendance Manager PSA/ DoSP Student Support Tutors
<p>Late after Close of registration</p> <p>Parents will be informed via email/ Edulink by Student Support. If poor punctuality persists, parents are called for a meeting with Pastoral Team and could be liable for a fixed penalty notice issued by Attendance Manager/ EWO. For students arriving after 9.20am, they will receive a U code unless they have medical evidence to support they had a medical appointment in which case they will have an M code. Student Support will deal with students signing in and out after 9am.</p>	Attendance Manager PSA/DOSP Student Support
<p>Punctuality audited during attendance meetings.</p>	Assistant Headteacher/ DoSP/ Attendance Manager/ EWO
Attendance	
<p>Any unexplained first day of absence will be followed up via contact with parents via phone or email. Until contact is made, absence will remain as an 'N' code. Unauthorised and unexplained. Further attempts will be made to ascertain reasons for absence if</p>	Attendance Manager/ PSA

parents fail to respond to the initial contact.	
A RAG rated spread sheet will be updated weekly to the DoSPs to complete feedback for attendance meeting fortnightly .	Attendance Manager/ DoSP
DoSPs will distribute the RAG spread sheet to form tutors for action where tutor intervention is required.	DoSP
Good attendance at Willingdon Community School is 96% and above. Student are required to be in school for 190 days of the year, leaving 175 days for holidays.	
Student Attendance 96% Form tutors will speak to students in school to discuss any issues or problems to ascertain how school can help to improve their attendance. A letter sent informing them of expectations regarding regular attendance. This is a nudge letter only.	Tutor
Student attendance below 95.5% STAGE 1 Attendance falls to 95.5% or under – Letter sent to parent. DoSP/ Attendance Manager meeting with student.	Attendance Manager/ DoSP/ PSA
Student Attendance below 94% STAGE 2 A meeting will be held with the parent/student/DOSP and Attendance Manager and an APDR or support plan will be agreed with targets set with DOSP, Attendance Manager, Educational Welfare Officer or member of the SLT. PP students highlighted to Educational Welfare Officer.	Attendance Manager/ DOSP/EWO/SLT
Student Attendance below 92% STAGE 3 A second meeting will be held with parent/student. Medical evidence will be required for illness and students will complete a student voice. APDR/support plan will be reviewed. Parents informed that a Fixed Penalty Notice can be issued for 10 unauthorised sessions in 10 weeks if attendance drops to 90%. The Educational Welfare Officer to hold meetings, house visits, telephone calls with parents of PP students.	Attendance Manager/ DOSP/EWO/SLT
Student Attendance below 90% STAGE 4 You will be categorised as a Persistent Absentee if attendance is below 90% (PA). A referral will be made to ESBAS (Education Support Behaviour and Attendance Service). This will be followed by an attendance meeting with ESBAS, parent/student and DOSP. A Fixed Penalty Notice will be issued for 10 unauthorised sessions in 10 weeks following a stage 3 meeting. The meeting will also be contracted and if attendance does not improve, parents could be prosecuted. The Educational Welfare Officer will issue fines if attendance does not improve.	Attendance Manager/ DOSP/ESBAS/EWO
Attendance report – 2 weekly DOSP will complete a review of attendance before the meeting. They will identify students at each level of intervention, punctuality and the attendance of vulnerable groups.	Attendance Manager/ DOSP/Assistant Headteacher