

## **Attendance Policy**

### **Commitment to Attendance**

The staff of Glebelands School are committed, in partnership with the parents/carers, students, governors and the Local Authority, to building a school which serves the community and of which the community is proud. For our students to gain the greatest benefit from their education it is vital that they attend regularly and all students should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Glebelands School expects all students in Years 7-11 to attend school during every session when attendance is required, arriving punctually to each morning and afternoon session unless either medically unfit to do so or due to other exceptional circumstances. Students are registered in a formal session in the morning during Period 1 and during PM registration period. They are also registered at the start of every lesson, using SIMS. The school day runs from 8.45-15.15.

If a student is unable to attend school, it is the responsibility of the parents/carers to contact the school on the first day of absence using the number 01483 542408. The reason for absence should be given, together with an estimated date of return.

Truancy Call is used to inform parents automatically when their child is not present for the first lesson of the day and has not signed in late. If there is no response from Truancy Call, the absence is followed up. Persistent or repeated absences during which there has been no appropriate explanation by parents will warrant intervention.

Students who are persistently late for school will be given an appropriate sanction.

The Glebelands School policy, in line with the Education Act and Attendance regulations, is not to grant family holidays being taken during term time. Any other application for leave must be in exceptional circumstances. Request for leave forms can be requested through student services and exceptional circumstances are determined by the headteacher. Students are **only** in school for 190 days each year. **There are 175 other days for holidays and other activities.** Unauthorised absence may lead to a referral for a Fixed Penalty Notice.

When a student returns to school after a sustained period of absence, as a result of illness or for any other reason, the student and parents will be seen by the Head of Achievement, and a suitable reintegration programme will be planned.

Where students are educated off site it is expected that a clear method of communication is established between the place of provision, home and school to allow attendance to be tracked and recorded. Any absences and records of attendance will be recorded on the student files. Patterns of absence will be analysed and followed up as outlined in the attendance procedures guidance.

## **Information to Students and Parents:**

### **Attendance and the Law**

The law states that parents are responsible for ensuring their children's regular and punctual attendance at school. If students fail to attend regularly – even if students miss school without their parents knowing – the Local Authority (LA) may take legal action against them. Parents can be the subject of legal proceedings in the Magistrates Court if this fails to happen. Each parent could be fined up to £2500, a community order or three months' imprisonment for each child who fails to attend regularly.

***None of us wants this to happen.***

Use the tables below to check both your child's attendance and punctuality:

If your attendance over the school year is	this is how many school days you have missed	which is approximately this many school weeks	which is this number of lessons missed	Attendance Definition
100%-98%	Less than 4	Less than 1	Less than 15	Expected
97% -95%	Between 5&10	Between 1&2	Between 15&30	Satisfactory
94% - 90%	Between 11&19	Between 2&4	Between 30&60	A cause for concern
Below 90%	More than 20	More than 4	More than 60	A serious cause for concern

Here is what happens if students are regularly late for school:

If a student is this many minutes late for school each day	This is how many days teaching that are missed in a year
5 mins	3.2
10 mins	6.5
15 mins	9.7
20 mins	13
25 mins	16.2

### **Attendance Procedural Guidance**

We are all committed to providing the very best opportunity for the students at Glebelands to achieve and develop into positive young adults. In order to do that it is vital that they have the highest attendance possible. The procedures below outline the steps that are taken to monitor and intervene to promote high attendance, providing support where required.

The following attendance patterns are monitored and analysed:

1. Attendance of individuals within a tutor group (daily/weekly)
2. Patterns of attendance (key individuals) (weekly)
3. Overall attendance by year group (weekly)
4. Attendance of whole school and key groups of students (half termly)
5. Analysis of attendance by individuals and year groups (half termly)

Frequency	Action	Responsible
Daily	<ol style="list-style-type: none"> <li>1. AM/PM registers taken on time and accurately by P1 teachers and form tutors.</li> <li>2. Lateness entered, registers checked (intervention taken if necessary) and Truancy Call sent out. Responses monitored and actioned accordingly.</li> <li>3. Students on "concern list" contacted directly if absent.</li> </ol>	<ol style="list-style-type: none"> <li>1. Teaching staff and Form tutors.</li> <li>2. Student Services &amp; Attendance Officer</li> <li>3. Student Services &amp; Attendance Officer</li> </ol>
Weekly	<ol style="list-style-type: none"> <li>1. Register accuracy reported to SLT lead</li> <li>2. Weekly cumulative reports run for each year group</li> <li>3. Review and sharing of attendance concerns to form tutors</li> </ol>	<ol style="list-style-type: none"> <li>1. Attendance Officer</li> <li>2. Attendance Officer</li> <li>3. Head of Achievement (HoA)</li> </ol>
Fortnightly	<ol style="list-style-type: none"> <li>1. Fortnightly meeting between Head of Achievement and Inclusion Officer</li> <li>2. Fortnightly meeting between Head of Achievement and Deputy Head in charge of Key Stage</li> <li>3. Head of Achievement pass tutor group data to tutors for chasing with students.</li> </ol>	<ol style="list-style-type: none"> <li>1. HoA and Inclusion Officer</li> <li>2. HoA and Deputy Heads</li> <li>3. HoA and form tutors</li> </ol>
Monthly	<ol style="list-style-type: none"> <li>1. Attendance for key learner groups analysed with intervention planned</li> </ol>	<ol style="list-style-type: none"> <li>1. SLT Attendance Lead, DL Lead &amp; SENCO</li> </ol>
Half Termly	<ol style="list-style-type: none"> <li>1. Overall attendance by % threshold by whole school, year group, key learner groups analysed and shared with SLT and HoA</li> </ol>	<ol style="list-style-type: none"> <li>1. SLT Attendance Lead</li> </ol>

Patterns of attendance and individuals who require intervention are identified and support put in place according to the guidance below which also outlines the responsibility of all staff in promoting and maintaining high levels of attendance:

### Expectations

Group/Individual	Action/Expectations
The Role of Students	<ul style="list-style-type: none"> <li>• Attend every school session on time unless absence is authorised by the Headteacher</li> <li>• Avoid medical/dental appointments in school time.</li> <li>• Sign in at reception if arriving late to school.</li> <li>• Discuss promptly with their form tutor/class teacher or Head of Achievement, any problems that deter them from attending school..</li> </ul>
The Role of the Parent	<ul style="list-style-type: none"> <li>• Support the school attendance policy and make every effort to work in partnership with the school to ensure students attend and are punctual.</li> <li>• Inform the school of any reason for absence on the first day by telephone.</li> <li>• Try and make medical appointments outside of school hours (if a student needs to leave the school site during school hours they must bring with them a note from home or an appointment card/letter)</li> <li>• Confirm absence reasons in journal or by letter.</li> <li>• Inform the school of any reason that may affect the child's ability to attend school regularly (e.g. medical condition).</li> <li>• Provide medical evidence of any prolonged/frequent absence due to illness.</li> <li>• Support the student in being required to catch up learning after absence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Acknowledge communication from the school regarding attendance by responding to letters or attending meetings in school as required.</li> <li>• Be aware of their legal responsibilities in regards to school attendance</li> <li>• Avoid taking holidays in term time; agree to school's attendance policy with regards to holidays in term time.</li> <li>• Ensure that the child/children in their care arrive at school punctually, prepared for the school day</li> <li>• Communicate with the school their child is reluctant to attend. It is unhelpful 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 usually makes things worse</li> </ul>
The Role of Tutors	<ul style="list-style-type: none"> <li>• Ensure all attendance issues are dealt with during the registration period.</li> <li>• Complete PM registers accurately. Take the register promptly. Any students arriving after the register has been taken are marked as late.</li> <li>• Be aware of the weekly attendance pattern for individual students and look for patterns of non-attendance or lateness and raise concerns regarding students with the Head of Achievement.</li> <li>• Promote high attendance with the form group, celebrate it within the form.</li> <li>• Review the weekly patterns of the form with HoA in weekly briefings and support with information and intervention as required.</li> <li>• For any student entering late for PM registration update the SIMS register with an "L"</li> </ul>
The Role of Teachers	<ul style="list-style-type: none"> <li>• Complete registers at the start of every lesson especially Period 1.</li> <li>• Welcome positively any student who has been absent and assist proactively with their catching up, utilise the support of LSAs if appropriate.</li> <li>• For any student entering late to the lesson, update the SIMS register with and "L"</li> </ul>
The Role of Attendance Officer	<ul style="list-style-type: none"> <li>• Ensure the registers are completed and checked every day, return report to SLT Lead for attendance as required.</li> <li>• Retrieve and record all absence line messages and phone messages related to absence, send out Truancy call. Record and save all replies to ensure registers are accurate.</li> <li>• Contact Students on "concern list" directly if absent.</li> <li>• Provide data for fortnightly meeting between Head of Achievement and Inclusion Officer</li> <li>• Send appropriate attendance letters to parents/guardians of students on direction of Head of Achievement or Inclusion Officer</li> <li>• Run off weekly attendance data report for Heads of Achievement and SLT</li> <li>• Update Attendance notice board</li> <li>• Provide the data for the termly and end of year awards</li> </ul>
The Role of the Inclusion Officer	<ul style="list-style-type: none"> <li>• The Inclusion Officer (IO) meets fortnightly with the Heads of Achievement to monitor attendance.</li> <li>• The IO will work with school staff and parents to promote good attendance and investigate reasons for absence.</li> <li>• If attendance problems cannot be resolved by school then the school will make a referral to Education Welfare. The IO will try to resolve the situation but if attempts to improve attendance have failed, but unauthorised absence persists, the IO, under the</li> </ul>

	<p>direction of the Headteacher, will use sanctions such as parenting contracts, penalty notices and prosecution.</p> <ul style="list-style-type: none"> <li>• They are independent from the school and will give impartial advice. The contact details are available from the school office or local authority.</li> </ul>
The Role of Heads of Achievement	<ul style="list-style-type: none"> <li>• Follow up short term absences with Form Tutor, for those on a concern list follow up directly on the first day of absence by phoning home.</li> <li>• Meet fortnightly with Inclusion Officer to discuss students of concern and follow up actions including sending of letters and meetings</li> <li>• Check and follow up any missing codes due to alternative curriculum provision.</li> <li>• Raise attendance progress and individual concerns with tutor team in morning meetings.</li> <li>• Follow up any student missing during the school day and ensure unexplained reasons are documented or sanctioned.</li> <li>• Ensure students returning from a sustained period of absence are seen. Students requiring reintegration to have a plan in place with appropriate support in liaison with the SENCO.</li> <li>• Refer to attendance in Year Group assemblies, celebrate and promote awards for high/full attendance</li> <li>• Assist and mentor new form tutors in registration and attendance procedures.</li> <li>• Monitor punctuality of students and set up lateness reports as required.</li> </ul>
The Role of the SENCO	<ul style="list-style-type: none"> <li>• SENCO to ensure they gather information on attendance issues from Attendance Officer when IBPs/IEPs are set up.</li> <li>• To support students who are being reintegrated into school/lessons.</li> </ul>
The Role of the SLT Lead	<ul style="list-style-type: none"> <li>• Ensure the attendance policy and procedures are implemented fully by all staff. Review the attendance policy at regular intervals.</li> <li>• Promote good attendance with parents and the wider community, the importance of it and their role in achieving it.</li> <li>• Report attendance data and associated issues to Senior Leadership Team and Heads of Achievement</li> <li>• Monitors and reviews the attendance procedures and works with the attendance office and the Inclusion Service to ensure reasons for absence are identified and interventions are put in place.</li> <li>• Report attendance data and associated issues to the governing body through the Education and Progress Committee as part of the pastoral update.</li> <li>• Identifies and monitors attendance of PA students.</li> <li>• Keep full and accurate year-on-year attendance data.</li> </ul>
The Role of the School	<ul style="list-style-type: none"> <li>• Keep regular and accurate records of attendance for all students categorising absence correctly</li> <li>• Contact parents as soon as possible when a student fails to attend and when no message has been received to explain the absence</li> <li>• Raise all unexplained absences with parents by phone or letter</li> <li>• Ensure voice mail messages and emails for student absence and Truancy Call warning are processed promptly each day</li> <li>• Refer irregular or unjustified patterns of attendance to the Inclusion Officer</li> <li>• Record absences as either authorised or unauthorised. Where the expectation of the absence is deemed as unsatisfactory the absence will be recorded as unauthorised.</li> </ul>

	<ul style="list-style-type: none"> <li>• Make initial enquiries of parents/carers of students who are not attending regularly, express their concern and clarify the school's and the Local Authority's expectations with regard to regular school attendance. This may be by phone, letter, or requesting a face to face meeting</li> <li>• Refer irregular or unjustified patterns of attendance to the Inclusion Officer</li> </ul>
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## Truancy

If truancy of a student is confirmed the Head of Achievement should ensure:

- The correct code is entered on the student's attendance record.
- The school sanction is implemented.
- The information is recorded on the student's school record.
- Parents/carers are contacted by telephone and logged on SIMS.
- Post registration truancy will be identified using SIMS lesson registration records, Heads of Achievement will monitor this as part of their daily/weekly checks. Students will be followed up with the appropriate school sanction.
- Students who need to leave the school premises during the school day must have a letter or note in their journal. Students must sign at Student Services.
- A student must never leave the school premises without the permission of parents/carers.

## Rewards

Glebelands School rewards high or full attendance in the following ways:

- Termly 100% attendance certificates and recognition in End of Term Assembly.
- 95% or higher attendance is a condition of a termly subject awards.
- All attendance certificates gain 5 commendations for the student.
- Students with 100% attendance each term are placed in a lottery for a reward.
- Fortnightly tutor group awards for highest attendance.

## The Inclusion Officer

The Inclusion Officer (IO) meets weekly with the Heads of Achievement and the Assistant Headteacher responsible for attendance and monitors attendance. The IO will work with school staff and parents to promote good attendance and investigate reasons for absence. If attendance problems cannot be resolved by school then the school will make a referral to the Inclusion Service. The IO will try to resolve the situation but, if attempts to improve attendance have failed, and unauthorised absence persists, the IO, under the direction of the Headteacher, will use sanctions such as parenting contracts, penalty notices and prosecution. Parents may wish to contact the IO themselves to ask for help or information. They are independent from the school and will give impartial advice. The contact details are available from the school office or local authority.

## Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is considerably damaging a child's educational prospects and we need parents' fullest support and co-operation to tackle this. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. Parents will be notified by a letter if their child becomes a persistent absentee and be invited to a meeting where an action plan will be drawn up to address the issues identified. The Headteacher may issue a Penalty Notice to parent/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Inclusion Officers. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

## Exceptional Leave of Absence

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that a Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted. Children should not be taken out of school for

unauthorised leave of absence during term time. If a leave of absence in term time is unavoidable, an application for leave of absence for exceptional circumstances form must be completed prior to the absence. This can be obtained from the school office. The Headteacher will then decide whether or not to authorise the absences. Should absence be taken without the Headteacher's authorisation the case will be referred to Inclusion Services and a Penalty Notice may be issued.

### **Categorisation of Absence**

Any student who is on roll but not present in the school must be recorded within one of these categories.

#### **1. Unauthorised absence**

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason by the Headteacher. This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Excessive illness without medical evidence.
- Truancy during the school day
- Children who arrive after the closure of registration
- Day trips that have not been authorised by the Headteacher

#### **2. Authorised absence**

Students who are away from school for a reason that is deemed to be valid under the Education Act 1996.

#### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school. Students recorded in this category are deemed to be present for attendance returns purposes. This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

### **Penalty Notices**

A Penalty Notice can be issued by the Headteacher as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. Penalty notices are issued per parent per child. The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority must consider prosecution in the Magistrates court.

#### **Circumstances when a Penalty Notices may be issued**

Where a child is taken out of school for 10 continuous sessions (5 days continuous) or more and the 'leave of absence' is without the authority of the Headteacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

The issue of a Penalty Notice will also be considered where a pupil has incurred 7 or more unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or Inclusion Service will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

*With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.*

Failure to ensure regular school attendance, under section 444 of the Education Act 1996, could result upon conviction in a magistrate's court, to a fine not exceeding £2500 or a term of imprisonment not exceeding three months, or both

### **Penalty Notice relating to Exclusions**

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

### **Registers**

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register. Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised. We choose to keep an attendance register for every period of the school day to ensure the safeguarding of our students.

### **Registration & Lateness**

The school day begins at 8:45am and we expect students to be in their Period 1 teaching rooms at that time. The morning register will take place at 8:45am and students will receive a late mark if they are not in by that time. Any student arriving after this time should sign in at student services. Any student arriving after 9:30am will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. The afternoon registration will be taken between 12:35pm & 12:55pm for Year 8 & 10 students and between 1:10pm & 1:35pm for Years 7, 9 and 11 students

### **Changing Schools**

It is important that if families decide to send the child/children in their care to a different school that they inform Glebelands School staff as soon as possible. A pupil will not be removed from Glebelands School roll until the following information has been received and investigated:

The date the student will be leaving this school and starting the next

The address of the new school

The new home address, if known.

The student's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Inclusion Officer.

### **Procedures if my child is displaying Coronavirus (Covid-19) symptoms**

If your child becomes unwell with a new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must stay at home and you should follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

If your child becomes unwell while at school, Glebelands will call you immediately to come and collect them. While your child is awaiting collection they will be kept separately from others by a distance of at least 2 metres, in a well-ventilated room with appropriate adult supervision.

When you collect your child you should take them straight home, do not:



- use public transport
- visit the GP
- visit a pharmacy
- visit the urgent care centre
- visit a hospital - (unless unless the child is seriously unwell)

In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

If your child has symptoms of coronavirus (COVID-19), a high temperature, new and persistent cough or a loss of, or change in, their normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started. Or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.