



Attendance and Punctuality Policy

Scope of Policy

This policy applies to all students at The Elmgreen School and will be used to inform attendance practice within the school.

Key principles

- Students at The Elmgreen School have the right to the best education
- In order for students to access the best education, a high level of attendance and punctuality to school is essential
- Students' ability to stay and feel safe, enjoy and achieve and to make a positive contribution may be jeopardised by poor attendance
- The Elmgreen School will work in partnership with families to ensure that students are attending school

Context

The Elmgreen School endeavours to provide a learning environment in which students can feel and be safe, enjoy and achieve. The Elmgreen School acknowledges the proven correlation between high level attendance and student outcomes. The Elmgreen School's attendance policy emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. As stated within the 'Key Principles'; the school aims to work in partnership with families.

When normal procedures do not result in good attendance, a range of further measures, including legal action, will be considered.

Aims of the policy

- To increase overall attendance to 96% or above
- To raise the profile of the importance of high level attendance among students, parents and other staff
- To outline a procedure for monitoring attendance and punctuality and intervention strategies
- To eradicate persistent lateness
- To develop understanding of the legal processes for persistent lateness and absence

Attendance practice

Improving attendance is a whole school responsibility. Helping to create a pattern of regular attendance is everybody's responsibility including parents, students and all members of school staff.

Attendance is led by the Head of Inclusion, who in conjunction with the pastoral teams, monitors and implements strategies to improve attendance, whilst raising the profile and emphasising the importance of attendance at individual and whole school level.

Positive reinforcement and celebration

In order to promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, The Elmgreen School uses a range of rewards and positive reinforcement strategies.

These include:

- Display of individual attendance half-termly
- Display of tutor/class attendance half-termly
- Awarding Green Tickets for 100% attendance and punctuality over a two week period (weeks A and B)
- Certificates at the end of each term for students achieving 100% attendance, to be awarded in assemblies
- Letters to families recognising attendance above 97%

Key Requirements/ Legal Duties

The Elmgreen School fulfils its responsibilities in respect of taking a morning and afternoon session registration; of being open for the required 190 student school days unless prevented by extreme weather or other unforeseen exceptional circumstance, and by using the nationally recognised attendance codes.

By law, all students of compulsory school age (11 to 18) must receive a suitable full-time education. Parents have a legal responsibility to make sure this happens - either by registering their child at a school or by making other arrangements to give them a suitable, full-time education. As a last resort, schools in collaboration with the local authorities, have legal powers to deal with poor attendance. The Elmgreen School seeks to operate in ways which maximise student potential while supporting parents in meeting their legal requirements.

Parents are required to:

- Ensure their children attend regularly unless they are ill or have an authorised absence ('attending regularly' means registering before the attendance register is closed for the session)
- Inform The Elmgreen School of their child's absence on the first day of non-attendance; or as soon as possible thereafter
- Not remove children before the end of a school day
- Not to take holidays in term time

Students are required to:

- Leave home for their journey to school at a time which ensures that they will arrive before 8.25am and allows for any possible delays caused by their mode of transport
- Attend regularly, unless they are ill or have an authorised absence
- Bring an explanatory note from parents/carers on the day of return to the school

Monitoring and intervention

The Elmgreen School has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance concern. This includes the following interventions:

- The attendance statistics for every student at The Elmgreen School will be displayed termly
- Attendance will continue to receive positive reinforcement in assemblies
- School warning letters are issued to families in relation to failing attendance
- School Attendance Panels (SAPs) are held termly to discuss student attendance with families of those who are failing to meet required attendance averages; those who have been identified as PA or those who have missed 14 or more sessions of education with the term
- Medical Panels are held for those students who poor attendance is linked to chronic or repeated incidences of illness. Relevant medical professionals will be invited, including the school nurse, to devise an appropriate support plan
- Pastoral Support Plans (PSPs) and Common Assessment Frameworks (CAFs) are used to support students whose poor attendance may necessitate the involvement of other agencies and external resources

Absence Procedures

If a student is absent:

- A phone call to the school is expected from the family on the day of absence before 10am, otherwise a text message will be sent to the family notifying them of the student absence
- The school may accept an electronic response to the school's text message on the first day of absence
- The school expects a written note of explanation to be given to the student on the first day of return. The note needs to be passed to the form tutor/school office who will ensure that records are updated
- If absence persists, the Attendance Officer will telephone the family on the third day of absence to ascertain whether support is required
- On the fifth day of absence, the school will write to the family requesting medical evidence or similar explanation for the absence and confirmation when the student is expected to return
- If no response is received after three days, the parent will be invited to a meeting with the Head of Year to discuss how best to support future attendance
- At any stage, the Attendance Officer may arrange a home visit if the school are concerned about a student's safety or if this is deemed helpful to encourage improved attendance to school

Authorised and Unauthorised absence

If a student is absent it is vital that a parent contacts the attendance officer at the earliest opportunity to provide a sufficient reason for absence. This should be by telephone in the first instance supported by a written note on the student's return.

Absence can only be authorised where there is good cause. If no sufficient reason for absence is provided, attendance will be recorded as unauthorised. The school will inform families if a decision not to authorise absence has been made.

Parents cannot authorise absence. This is a decision which rests with The Elmgreen School in accordance within the boundaries set by The Education (Student Registration) Regulations 1996. Where deemed necessary, The Elmgreen School reserves the right to request medical evidence to support absence due to illness.

Legal Action

All parents have a legal responsibility to ensure their child attends The Elmgreen School on a regular and punctual basis. Should any student's attendance or punctuality become a concern, they will be subject to further investigation and action will be taken. Where necessary, The Elmgreen School will recommend legal action. This only occurs if the school believes all reasonable measures have been exhausted.

The Elmgreen School, the Education Welfare Provider and the Local Authority work together in partnership where legal action is required.

Penalty Notices (PN)

A penalty notice may be issued for each student who has unauthorised absence or lateness in the following circumstances:

- Where a student has at least 10 days of unauthorised absence during any given continuous 3 month period (school time only) and the parents are not co-operating to resolve the problem the parent will receive a formal warning of the possibility of a PN being issued and given a minimum of 15 school days to effect an improvement.
- Where a student is required to attend alternative education provision at a named site, school or student referral unit and fails to attend on or after the first day

The penalty is a £60 fine, if paid within 21 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days. If the penalty is not paid in full within the 42 day period, a prosecution will be sought.

In the following circumstances, a PN may be issued without formal written notification to the parent:

- Where a parent has taken a student on holiday during term-time without the school's authorisation, or (in cases where the school has authorised absence for a holiday) has failed to return the student to school on the date agreed
- Where a student and parent have been stopped by a truancy sweep and the parent cannot provide an acceptable reason for absence and the parent is known to have condoned absence previously
- Where a child is excluded from school and is seen in a public place during school hours in the first five days of each and every fixed period or permanent exclusion
- Where a child is excluded from school and is seen in a public place during school hours causing anti-social behaviour in the first five days of each and every fixed and permanent exclusion

Consideration will be given as to whether there is reasonable justification for the student to be in a public place. This will depend on individual circumstances. Justifiable reasons could be:

- The child have a pre-arranged medical appointment

- A medical emergency
- A pressing need for the parent to seek medical help and is unable to make arrangements for the supervision of the child and it is inappropriate to leave the child at home alone

Payment and collection of fines

All penalties will be paid to the Local Authority which will retain the revenue to cover the costs of issuing or enforcing notices, or the costs of prosecuting recipients who do not pay. The penalty is £60 if paid within 28 days of the invoice, rising to £120 if paid after 28 days but within 42 days of receipt of the invoice (an invoice served by post is deemed to have been received on the second day after posting it by first class post).

Prosecution for non-payment of fines

The parent cannot be prosecuted for the particular offence for which the notice was issued until after the final deadline for payment has passed (42 days as above) and cannot be convicted of that offence if they pay a penalty in accordance with the notice.

If the penalty is not paid in full by the end of the 42 day period then the Local Authority must either:

- Prosecute for the offence to which the notice applies, or
- Withdraw the notice

Prosecution for unauthorised absence

It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered student at The Elmgreen School. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose a period of imprisonment of up to 3 months.

Any prosecution on will appear on a criminal record.

Lateness

The Elmgreen School has a responsibility to provide the best education. This can only be achieved if students attend regularly and punctually. The Elmgreen School expects all students to arrive at school, registrations and lessons on time. Poor punctuality is not acceptable. A student arriving late will disrupt not only their own continuity of learning but also that of others.

Lateness to school or lessons will result in detentions, where children are required to pay back the time accumulated after school or during break times.

Students are expected to arrive to school by 8:25 am each day.

Registration closes each day at 8.55. Students late from 8:30 until registration close will be detained by the tutor after school for 20 minutes.

Where lateness is persistent or there is a consistent pattern of lateness to school, communication by the Head of Year with families will be established to provide support.

A build-up of lateness or unacceptable patterns of lateness over a period of time will result in further follow up investigation and action. This may include the student being required to register with the Head of Year at 8.15am (rather than 8.30am).

Please be advised that lateness after registration may be deemed to be an unauthorised absence. Families will be supported, as outlined above. It should however be noted that legal action may be considered.

Holidays & appointments during term time

In order to maximise individual achievement, parents should avoid making routine appointments for students during the school day or taking family holidays during the term time period. The school is unable to authorise holiday in term time unless it is an exceptional circumstance. Please note a family holiday is not an exceptional circumstance. The Department for Education define exceptional circumstances as being a natural disaster or death in the family. The school will request evidence if a request is made. Please be advised that an unauthorised leave of absence can result in legal action.

Supporting and working with parents

In order to support parents in meeting their legal requirements and to maximise individual student attendance, The Elmgreen School seeks to keep parents/carers informed of their child's attendance and to actively involve parents on attendance issues. Methods include:

- Active involvement staff by role
- Attendance information included on student reports
- Attendance information distributed at Parents' Evenings
- Where there are ten or more unexplained/unaccounted for sessions of absence, a letter will be sent to request information
- Where attendance falls below 93% a letter will be sent to parents/careers
- Where attendance falls below 90% a letter will be sent to parents by the Head of Year requesting a meeting. The intention of the meeting is to identify supporting strategies. A review date will be agreed. This should be within four weeks of the family meeting.
- If the review meeting determines that further action is required the student will be referred to the Inclusion Team for a SAP to be convened

The School day begins at 8.30 am and students are expected in class and ready to work at this time. Students of Elmgreen must have their attendance registered twice per day. In addition, a register is taken at every session/lesson. The register must record whether the student is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

- One taking place off the school premises
- Approved by a person authorised by the Headteacher
- Supervised by a person approved by the Headteacher
- Of an educational nature, including field trips and educational visits

When a student is absent it must be marked as an 'authorised' or 'unauthorised' absence using the appropriate code. All registers will be closed thirty minutes after the start of the morning and afternoon.

Sixth form attendance and punctuality policy

The attendance policy and principles for the sixth form are the similar to that of the lower school. All students are expected to be present all day every day. The minimum expected standard for attendance is 95%. Any student who does not have a 95% attendance record will be monitored or placed on report. If students are absent due to illness or unforeseen circumstances, families must inform the sixth form office and their academic tutor. Unauthorised absences will affect student's attendance record and may affect future references. If a student is absence is for more than two days, contact must be made with the Pastoral Leader of KS5. We cannot state too strongly that time taken out for family holidays at any stage of the year has a detrimental effect on student progress and we do not view requests of this sort lightly. Where it is absolutely unavoidable for a family to take time out from term time authorisation must be agreed with the Director of Sixth.

Tutor time

Tutor time is from 8:30am – 8.55am and 15.05pm – 15.15pm in tutor rooms. Students are expected to register each morning and afternoon, unless they are attending an SL6 school. If students are being educated off site there attendance to class is taken for registration. During tutor time Academic Tutors review attendance and punctuality to address any issues in addition to celebrating success.

Punctuality

Students are expected to be on site at 8.25am each morning for an 8.30am start to tutor time. Punctuality to tutor time and assembly is taken very seriously as key messages and information are delivered during these times. Punctuality is tracked carefully by tutors and the Pastoral Leader of KS5. We expect students to be punctual to each tutor time and lessons every day. Students who fall underneath the expected level of punctuality will be monitored closely and those students who exemplify the highest degree of standards are celebrated in assembly and tutor time.

Rewards

Students will receive awards for their continued consistent attendance and punctuality each term and are given recognition in tutor time weekly and termly assemblies. They will receive Tutor Group Rewards, Award Certificates, in addition to being entered into a raffle.

Supporting and working with students

The Go Green Campaign is an intervention used for all students in the sixth form and is a way of tutors and teachers to monitor progress towards target grades and progress. The aim is that all students will 'Go Green' which translates to meeting targets academically and in attendance and punctuality. Going Blue means that students are exceeding their target grades; amber equates to narrowly missing their target grade and red is widely missing the target. Students who are on 'red' will be closely monitored by sixth form leadership team and academic tutors within the TES6 GROW Mentoring Programme which is designed to get maximum results through focused target setting and structured GROW mentoring conversations. Where is it seen as appropriate students may also be placed on a 321 Report.

Monitoring and intervention

The following sanctions apply for concerns relating to punctuality and attendance with it falls below accepted level of standards.

Late during the day	20 minute tutor detention
Late three times in a week	45 minute school detention and families informed
Persistent lateness	Parental meeting with Pastoral Leader and placed on 321 Report

321 report

Students will be placed on a 321 Report if it is seen that they are consistency underperforming or failing to meet the necessary standards expected of them. The first three weeks will consist of them been placed on a monitoring report by their tutor or teacher and it is hoped that with support and intervention they will come off this report and be back on track. However, if they fail to meet their targets they will go on a two week monitoring report with the Pastoral Leader for KS5 and if unsuccessful again finalise with a one week report with the Director of Key Stage 5. Close communication and support from families plays a vital part to the success of this process. All the time the aim is to Go Green with their targets.

See Appendix Four.

Policy Review

This policy will be reviewed every two years.

Reviewed: April 2018

Next review: April 2020



LEAVE OF ABSENCE FORM FOR FAMILIES
(Revised August 2017)

In order to maximise individual achievement, parents should avoid making routine appointments for students during the school day or taking family holidays during the term time period. The school is unable to authorise holiday in term time unless it is an exceptional circumstance. Please note a family holiday is not an exceptional circumstance. The Department for Education define exceptional circumstances as being a natural disaster or death in the family. The school will request evidence if a request is made. Please be advised that an unauthorised leave of absence can result in legal action.

We understand extreme circumstances sometimes arise when it is particularly difficult to make arrangements outside of term time. However, the law requires attendance at school and many parents are not aware it is not a parental right to take children out of school during term time. Every school day counts and any absence from school will result in lost learning and a risk of underachievement.

If agreement for leave is given, 'H' will be shown on the student's record and this will count as 'authorised absence'. If a parent / carer takes their child out of school without permission being granted, this will count as an 'unauthorised absence' and will show a 'G' on the student's attendance record. **Any 'Gs' on a student's record will count as an unauthorised absence and can lead to a penalty notice being issued.** There are 13 weeks of the year during which the school is closed.

A leave of absence form must be completed if you would like to request taking your child/children out of school during term.

Please complete the information below:

I have read and understood the above information.

However, I request you authorise a leave of absence from school for:

_____ (student name) _____ (tutor group)

Please use separate form if you have more than one child in school

Dates From: _____ To: _____ (inclusive)

Reason for request

Signature of parent / carer _____

Please return this form to the school no less than 10 days before the commencement of the leave of absence.

To be completed by the school

Attendance Officer / College leader / Other School Designate:

Date received	
Current attendance	
Attendance if holiday is taken	
	Authorised Unauthorised
Days holiday so far this year	
Student's academic progress Other comments	

Headteacher / Head of School:

Holiday agreed	Yes	No
Comments		
Signed		
Position; Headteacher/ Head of School		
Date		

Copy sent to parents		Date
----------------------	--	------

If you would like to discuss the above decision with the school please contact the Head of School on 020 8766 5020.

Please note that if your child will not be returning to school on the date specified above, you will need to contact the school on 020 8766 5020. Any leave of absence taken outside the dates specified on this form will be marked as 'G' - unauthorised absence.

Appendix 1

Staff Guidance and Responsibilities

To support this process, regular fortnightly attendance meetings with the core attendance team for each year will take place. The core attendance team includes:

At these meetings all students are monitored and banded in relation to their attendance percentage. In these routine meetings the attendance of students whose attendance is in the red, pink or amber groups and those whose attendance is declining will be reviewed. A series of actions to support improvement will be agreed, delegated and recorded.

Responsibilities

Taking the Register

Registration is carried out at the beginning and end of each day. Registers are marked using a set code so that reasons for absence can be quickly established. A high standard of marking is regarded as essential. Staff are regularly given updated instructions on the marking of registers. Class teachers are required to take a register at the beginning of each lesson, using SIMS. A pattern of attendance for the day can be seen clearly by all staff in every session.

Form Tutors are required to:

- Monitor and register students at tutor time and in assemblies
- Praise, encourage and reward good attendance
- Complete registers accurately and on time
- Monitor students' attendance in order to identify irregular attendance
- Discuss unexplained absence or incidences of lateness with students
- Inform the Head of Year when unexplained absences occur
- Monitor truancy, including the signing of attendance reports
- Display attendance information provided by the Head of Year
- Award Green Tickets to students who have achieved 100% attendance and punctuality over a two week period
- Ensure that attendance is discussed on a weekly basis with their tutees, and run a praise and concern session with their group where students with rising attendance are congratulated and students with declining attendance are spoken to briefly to ensure that there are no school related, social or personal issues.
- Alert the Head of Year to any issues that their tutees may be facing in relation to school attendance as raised by students or parents
- Be aware of the contextual make up and vulnerable students within their tutor groups
- Liaise with Head of Year to ensure that their tutor group is on target

The **Attendance Officer** is required to:

- Monitor the completion of registers
- Ensure that relevant notification of absence is sent to families, including text messages and warning letters
- Complete CAF documentation
- Prepare documentation for Court cases
- Liaise with social care and external agencies
- Attend TAC and Core Group meetings and CP conferences
- Coordinate SAP panel schedule
- Assist in the co-ordination of SAP panel meetings and coordinate necessary invitations
- Undertake home visits
- Attend medical panels
- Have oversight of all attendance displays
- Input / check daily attendance figures
- Provide Heads of Year , Assistant Heads, Head of Inclusion and members of the Senior Team with attendance information
- Contact parents on the student's first day of absence after registration has closed
- Ensure that all student absences are noted and absence notes received from parents
- Make regular checks on the efficiency of the registering and report to the Head of Inclusion
- Work with the Heads of Year to ensure that all suspected truancy is followed up and dealt with
- Inform the Head of Year over student absence patterns where appropriate
- Produce attendance data / statistics for the Head of Inclusion, Heads of School, the Headteacher and Governors and monitor attendance targets as set by the Heads of School
- Attend fortnightly attendance accountability meetings with Heads of Year and undertake appropriate actions with regards poor attendees
- Administer correspondence, as directed by the Head of Year and as outlined in the policy

Heads of Year are required to:

- Oversee tutors with regard to student attendance
- Reward positive attendance
- Develop strategies to support where a pattern of poor attendance has been identified
- Organise with the tutor to contact families and issue attendance reports where appropriate
- Organise support for students where long absence is authorised in order to support with reintegration back into school
- Monitor attendance for their Year on an on-going basis, with a particular focus on contextual and vulnerable groups
- Lead fortnightly attendance accountability meetings with the Attendance Officer and Assistant Head to determine appropriate actions with poor attendees
- Contact/Meet with parents and speak to students as part of the fortnightly attendance accountability meetings follow up on poor attendees
- Ensure that the college and tutor groups within the year are on target as per targets
- Tackle internal and external truancy
- Meet Tutors on a regular basis to ensure that attendance is being monitored appropriately through tutor time and that tutors are engaging with students on their attendance

- Ensure that students whose attendance meets the school's target are rewarded as outlined in the policy (*see positive reinforcement and celebration*)
- Ensure that actions to support families are implemented, as outline in the policy (*see supporting and working with parents*)
- Maintain a record of intervention. This is to include:
 1. Where there are ten or more unexplained/unaccounted for absence the letter requesting information
 2. Where attendance falls below 93% the letter sent to parents/careers
 3. Where attendance falls below 90% the letter sent to parents by the Head of Year requesting a meeting.
 4. The agreed actions of the initial family meeting and the minutes of the review meeting
- Collate documentation of intervention (outlined above) for referral to the Inclusion Team

The **Assistant Headteacher** responsible for KS3 or KS4 is required to:

- Monitor fortnightly attendance accountability meetings to ensure that the appropriate action is being taken
- Review the authorisation of absence
- Advise the Deputy Head on any strategies that could be initiated or improved
- Identify and monitor Persistent Absence (PA)
- Lead the arrangement of School Attendance Panel meetings (SAP)
- Request the initiation of CAFs
- Request Home visits
- Monitor and report student attendance to the Deputy Head

The **Deputy Head** with responsibility for Inclusion is required to:

- Ensure the day to day implementation of this policy
- Set attendance targets and produce attendance reports for governors and Senior Leaders
- Monitor attendance figures below 90% closely with a view to identifying and supporting students whose attendance is deteriorating
- Set attendance targets as part of the School Development Plan and target-setting process, meet with the Assistant Heads on a regular basis to ensure that targets are being met in colleges and tutor groups
- Ensure that strategies are in place to promote and implement the policy throughout the school
- Liaise with the appropriate bodies (including the Local Authority's agencies) where appropriate
- Make termly and annual reports with statistics to the Headteacher and Governing body
- Ensure that a rewards system is in place for each school
- Make periodic checks of the registers to monitor student absence
- Deal with issues of inadequate registering
- Arrange appropriate training for staff

Appendix Two Attendance meetings

Meeting Timetable	
Thursday Week A/B	Attendance Officer to collate tutor group attendance - weekly Head of Year to determine students requiring intervention by tutor
Friday Week B	Year Briefing. Head of Year to inform tutors of students requiring intervention
Monday Week A	
Tuesday Week A	
Thursday Week A	
Friday Week A	
Monday Week B Deputies	Head of Year Attendance Report Head of Inclusion Attendance Report



Appendix Three – School report to Deputies

School Report to Deputies

Overall Key Stage Attendance Data	
Attendance % to Date	
Persistent Absence Figure	

Key Stage		Year		Wb Date								
Attendance:												
Year	Male	Female	SEN Support	EHCP	FSM	Disadv	Non Disadv	EAL	LAC	Ethnicity: WBRI	Ethnicity: BCRB	Ethnicity: BAFFR
<p>Persistent Absence Figure: %</p> <p>Persistent Absence Students:</p>												
Exclusions												
Fixed Term Exclusions												
Student Name(s)	Reason for Exclusion	Confirm Reintegration has happened / is arranged (date) (Staff Lead)	Next Steps									

3 Highest behaviour points for the week

Student Name(s)	Points	Actions

Casual Admissions / Managed Moves

New Student Name	Entry Details (CA / MM)	Date of Entry	Notes

Exiting Student Name	Exit Details	Date of Exit	Notes
	T		

321



Keeping learning and achievement on track.

Support and intervention will occur as soon as it is clear that underperformance is happening.

3

- Three weeks of support and monitoring by your Subject Teacher or Tutor
- Meeting with KS5 Learning Support Mentor
- Targets set and reviewed after 3 weeks
- Verbal communication with family followed by a signed letter with agreed targets

You reach your targets and **Go Green** or.....

2

- Family informed and two weeks of support by the Pastoral Leader of Sixth Form, Tutor and KS5 Learning Support Mentor continues support.
- Targets revisited and reviewed after 2 weeks
- Meeting with family to review progress and targets

You reach your targets and **Go Green** or.....

1

- One week of support and monitoring by Assistant Headteacher KS5
- Targets revisited and family meet with Destinations Co-ordinator or Careers Adviser
- Head of KS5 School informed and your place at The Elmgreen Sixth Form reviewed

