



# Attendance and Punctuality Policy

## 2018-21

**Approved by:** The RPHS Governing Body      **Date:** February 2018

**Last reviewed on:** February 2018

**Next review due by:** February 2021

## **Attendance and Punctuality Policy**

### **Ethos Statement**

Raynes Park High School maintains the highest expectations for achievement and progress in all areas of school life. The school wants all students to achieve their potential and we know good attainment results from regular attendance. The Governing Body and the school expect 100% attendance but we do understand that there may be occasions when students cannot attend school. Students whose attendance falls below 95% will be monitored. We will do all we can to encourage and support students to ensure they attend regularly and that any issues that affect attendance are identified and acted on promptly.

### **Aims**

- To help every student achieve excellent attendance and punctuality to enable them to reach their full potential and prepare them for the world of work
- To provide clear and concise guidelines on what we expect of students, parents, staff and governors
- To work with the School Attendance Officer and WPA/Education Welfare Service to implement any changes and to promote the value of good attendance

### **Responsibilities of the Local Authority, Staff, Students and Parents**

Regular, punctual attendance is encouraged and promoted in school. It is the school's responsibility to ensure that a register is taken both morning and afternoon (any member of staff not taking the register daily and on time will be followed up by a member of the SLT) and it is the legal responsibility of parents/carers to ensure that the child in their care attends school and registers on time. If parents/carers are aware of concerns that are affecting the attendance of their child, they should contact the school to resolve and address these issues as soon as possible. The first point of contact should be the Form Tutor and then, if necessary, the Head of Year.

It is the responsibility of the Local Authority to ensure that parents meet their responsibilities. Attendance enforcement is usually carried out by the Local Authority Education Service which provides an important link between school and families.

Headteachers are required to tell the Local Authority if a student fails to attend regularly or has been absent for a continuous period of ten days and the absence is treated as unauthorised. When it comes to the attention of the Local Authority that a child is not receiving a suitable education either by regular attendance at school or otherwise than at school, the Local Authority has a duty under section 437 of the Education Act 1996 to serve notice or a school attendance order to the parent. The notice requires the parent to satisfy the Local Authority that the child is receiving a suitable education while the order requires the parent to register the child at a named school.

Local Authorities also have powers under sections 444, 444A and 444ZA of the Education Act 1996 to bring legal action against parents in order to enforce attendance at school.

### **Attendance Target**

Raynes Park High School agrees attendance targets with the Education Welfare Team and the Governing Body; implementing a range of strategies to support students in achieving this target. We promote the value of good attendance with all students so that they aim high and we expect parents/carers to support the school and ensure their children achieve personal attendance targets as close to 100% as possible.

## **Procedures**

### ***Absence***

Parents are asked to contact the school by telephone or email by 8.30am on the first day of absence. Students should return to school as soon as they are well enough or able to return. Reasons for absence or medical appointments can be written in the student's planner. We may request a copy of a prescription, doctor's note or medical appointment card should a student's attendance become a cause for concern. Should parents not advise the school of the reasons for their child's absence or fail to respond to a telephone message/email or text asking parents to contact the school, we will automatically code the absence as unauthorised. If contact is unable to be made, the Education Welfare Team will be informed and if there is three days of absence, a home visit will be made. If a student has an allocated Social Worker, they will also be informed of the absence.

### ***Authorised Absences***

Absences can only be authorised by the school. They will only be authorised when school has received notification from parents/carers and is satisfied that absence is justified – this might be for reasons such as sickness or medical/dental appointments.

Supervised approved educational activities that take place outside school are regarded as authorised absence and include the following:

- Field trips and educational visits both here and abroad
- Participation in, or attendance at, approved sporting activities
- Interviews with prospective employers, further and higher education establishments
- Dual registered students receiving part of their education off-site at another location

Authorised absences also include the following:

### ***Illness, medical and dental appointments***

Where possible appointments should be made outside of school hours and we may ask to see sight of an appointment card. We, and the designated Education Welfare Officer, can consult the School Health Service or the student's GP if we feel we need more information or to verify the authenticity of the student's illness.

### ***Days of Religious Observance***

Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. It would be appreciated if parents could inform us in advance that they wish their children to observe a specific religious festival.

### ***Unauthorised Absences***

The school will not authorise absences if they do not feel that they are reasonable or justified and may ask for further proof such as medical evidence in order to authorise such absence, otherwise it will remain unauthorised. A referral will be made to WPA (Education Welfare Service) when a student's attendance falls below 94% and following a meeting with WPA, it is expected that attendance improves. Any future absences will only be authorised if supported by medical evidence. If a student's attendance falls below 90%, a referral will be made to the Local Authority which could result in referring to outside agencies for support and/or issuing of a Penalty Notice and consideration of legal proceedings which may result in prosecution and a fine of up to £1000.

### ***Absence Requests during Term Time***

The school strongly advises against parents taking their children out of school during term time. The Education (Pupil Registration)(England) (Amendment) Regulations 2013 which became law on 1 September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a student can be away from school if leave is granted. Parents/carers must request leave of absence as far in advance as

possible by completing a 'Leave of Absence due to Exceptional Circumstances' form, available in school and on the website.

If we have not agreed the absence request and a student still goes on holiday, this absence will be unauthorised. If an absence has been approved but the student fails to return to school on the agreed date any further absence will be recorded as unauthorised. We are able to remove a student's name from the school roll if they fail to return to school within 10 school days of the agreed date of return unless there is a good reason for the continued absence, such as illness.

### **Penalty Notices**

Penalty Notices may now be issued as a result of Unauthorised Holiday Absence. They may be issued where parents have taken their children out of school for 10 or more sessions (5 school days) for holiday or leave of absence without school authorisation during term times in accordance with the published 'Penalty Notice for Headteachers'. Headteachers may in this instance request that the Local Authority issue a penalty notice.

- Penalty Notice paid within 21 days: £60.00
- Penalty Notice paid within 21 – 28 days: £120.00

If the Penalty Notice is not paid within 28 days, the Local Authority is obliged to prosecute the parents for failing to ensure regular school attendance. A Penalty Notice will be issued to each parent liable for the offence or offences and for each child in the family, where applicable, e.g. Mother and Father £120.00. Penalty Notices may be issued as an alternative to prosecution for a child's unauthorised absence from school.

Listed below are the instances when a Penalty Notice might be issued:

- A child's attendance is below 85% and they are late to school on more than 10 occasions after registration closes (e.g. after 9.30 am) in any six week period
- Unauthorised holidays in term time (5 days of 10 sessions or more). In the case of separated parents, the Penalty Notice will only be sent to the parent asking for leave of absence and/or taking the student on holiday.
- Externally excluded students seen in a public place without justifiable cause during school hours (*this applies to the first 5 days of each exclusion*)
- A parent who is failing to ensure their child's regular school attendance and is failing to engage with any supportive measures proposed by the school or Education Welfare

The Local Authority will send parents a formal warning that they may be liable to receive a Penalty Notice. The exception will be unauthorised holidays in term time when no warning letter will be sent.

### **Truancy**

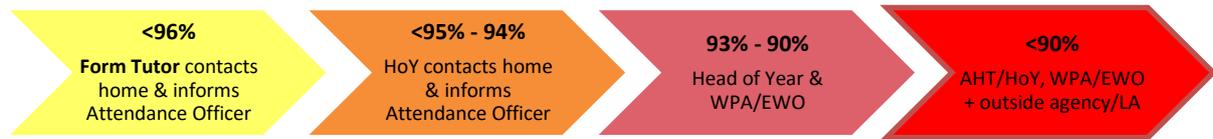
If truancy is suspected, the parent/carer will be contacted at the first opportunity. The student involved will then be expected to make up the time they have lost during break and after school and to complete any work missed.

### **Broken Attendance**

The school works closely with Education Welfare to monitor attendance and any student with a regular pattern of broken attendance will be discussed with the Head of Year and Form Tutor in an effort to identify and resolve issues that might be affecting attendance.

Every term the school will send a letter to parents with an attendance grid showing the percentage attendance and number of late marks for those students whose attendance is causing concern. The parents will be asked to contact the school to discuss measures for improving attendance when the attendance % falls below 95%. If there is still cause for concern, parents/carers will be invited into school to an attendance panel where they

will meet with the Form Tutor/Head of Year and School Attendance Officer/Education Welfare Officer to discuss the situation. Should there still be no improvement, these students may then be referred to Education Welfare for further support.



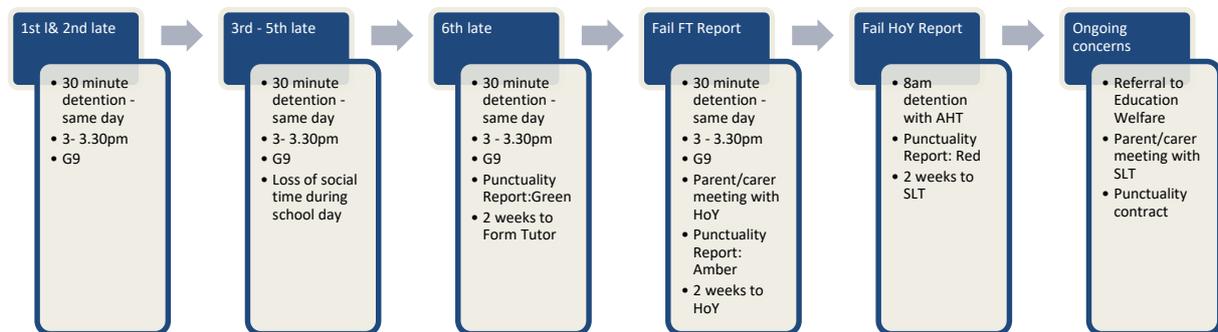
## Lateness

### Lateness before the close of registration

Students are expected to be at school from 8.30am however, for students wishing to arrive early; breakfast is available in the canteen from 7.30am (*free for students in receipt of the Pupil Premium Grant*). Registration runs from 8.40am – 8.50am. Students should be in their form room for registration in plenty of time and any student arriving after 8.40 am but before 9.30 am will be marked L – late.

If a student is late to school/registration they will attend an afterschool detention from 3.00 pm to 3.30 pm the same day. Should a student fail to attend the late detention, they must stay to complete a 1 hour Head of Year detention (3.15 – 4.15pm). Failure to attend the HoY detention will result in a School Detention the following week. A Punctuality Report may be issued which is monitored by the Form Tutor. If there is no improvement the student will be referred to their Head of Year. If the student is absent on the day of the detention, they are automatically put on the detention for the day of their return to school. Parents will be notified by text if a student has to complete a HoY or School Detention.

### Persistent Late Offenders



*\*Students who fail to attend late detention will be moved to attend a HoY detention (60 minutes). Failure to attend the HoY detention will result in a School detention.*

**Punctuality Report: Green** - Those students who are late to registration more than 5 times in any half term will be placed on a Punctuality Report to their Form Tutor for 2 weeks.

**Punctuality report: Amber** - If there is no improvement with the Form Tutor Punctuality Report (Green), parents will be invited in for a meeting with the Head of Year and placed on a HoY Punctuality Report (Amber) for 2 weeks.

**Punctuality report: Red** - Should the student fail the HoY Punctuality Report (Amber), they will be placed on a SLT Punctuality Report (Red) for 2 weeks reporting to a member of the Senior Leadership Team (Ms Finan/Ms Fowler) at 8am.

### Persistent Lateness despite support

The student has to attend school at 8.00 am every morning for a week reporting to a member of the Senior Leadership Team. Failure to attend at 8.00 am or a second late arrival will result in an SLT detention. Further failure to improve punctuality will result in a meeting with the Education Welfare Officer, an Assistant/Deputy Headteacher and parents/carers. If a student fails to respond positively to the support offered then further sanctions according to the school's Code of Behaviour may follow. If a student is not late for 6 weeks then they will be removed from the Persistent Late Offenders list.

#### ***Lateness after the close of registration***

Any student arriving after 8.40 am must sign in at Reception giving details of the reason for late arrival. Should a student arrive after 9.30 am, when the official register has closed, they will be marked as "U" which indicates late after close of registration which is an unauthorised absence for that session. If there is a valid reason acceptable to the school this absence will be authorised. Parents/carers should telephone the school to explain or write a note for the student to bring in with him/her. Continual arrival after close of register without good reason could result in referral to Education Welfare and possible legal proceedings being taken against the parent/carer.

#### **Rewards**

Celebration assemblies are held at the end of each term. Rewards for attendance and punctuality are given for outstanding attendance and a prize draw is held during the whole school celebration assembly. The prize is a gift card and in the lower school students receive a certificate as well. Students who have attended whilst struggling against illness may also be rewarded for their endeavours.

#### **Evaluation**

- Annual Evaluation by the Assistant Headteacher reporting to SLT and Governors
- Termly Attendance Reports to SLT
- Weekly Attendance Reports to HoY
- Weekly Absence Reports to Form Tutors
- Annual Report (including comparative data) to Standards and Quality Committee

#### **POLICY REVIEW**

This policy is reviewed by the Governing Body according to its schedule of review. However, in the event of any new legislation or issues raised, this policy would be reviewed as required.

Staff responsible	DHT: L. King AHT: L. Finan	Monitoring & Evaluation by	Headteacher: K Heard
School Group Responsible	Pastoral team	Governors Committee Responsible	Standards & Quality
Date approved by Governors	February 2018	Review Date	February 2021