

# THE ASTLEY COOPER SCHOOL



## ATTENDANCE POLICY

**Updated June 2020 (Coronavirus Update)\***

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## **Attendance Policy**

### **Principles:**

- Attendance is strongly linked to achievement. Good attendance is therefore necessary if students are to fulfil their academic and social potential at Astley Cooper School
- Promoting good attendance is the responsibility of all staff, students and parents
- For high levels of attendance to be achieved good relationships are needed between home and school
- The creation of a school environment where students are safe, achieve, and enjoy coming are vital if attendance is to improve
- Strategies for dealing with both excellent and poor rates of attendance should be applied fairly and consistently to all students regardless of nationality, race, ethnicity, gender, disability and religion
- Wherever possible there should be early intervention to deal positively with high levels of attendance and appropriately with low levels of attendance. This intervention will involve working with external agencies if appropriate

### **Definition of terms:**

Authorised absence – It is the decision of the school to determine whether a student's absence is authorised or not. Authorised absence is absence that the school has approved. The school may approve absence for any reason that it deems appropriate.

Unauthorised absence – This relates to student absence that the school has decided not to approve. Absence is also unauthorised if a reason for student absence is not provided to the school by parents.

### **Roles and Responsibilities:**

- Governors will establish an attendance and punctuality policy in consultation with the Headteacher, staff, students and parents. Governors will also work with the school to set an attendance target for each academic year. They will ensure that it is communicated to all stakeholders and that it is applied fairly and consistently. They will also ensure that the policy is regularly reviewed
- The Headteacher is responsible for the day to day implementation and management of the policy and procedures
- All staff will support students to ensure they attend regularly and will address problems that may lead to non attendance. All staff will recognise and reward good attendance. Staff will take registers twice daily and in all lessons. They will also record incidents of lateness. Staff will also share with students their attendance figures and work with them to improve them
- The attendance coordinator will contact parents on the first day of absence and record reasons for absence if a phone call is not received. Attendance figures will also be monitored on a weekly, fortnightly and half term basis and any concerns shared with relevant staff, students, external agencies, including the Attendance Improvement Officer (AIO) and parents

- The Attendance Improvement Officer (AIO) will support the school in implementing procedures to raise the attendance of students. The AIO will also work with the school, families and individual students whose attendance is a concern in order to ensure they attend school regularly. If this intervention and support does not lead to sufficient improvement in the student's attendance the school will consider issuing parents a Fixed Penalty Notice (FPN) in line with guidelines issued to the school by Hertfordshire County Council
- Parents will ensure that their children attend school regularly and on time. They will also inform the school if their child is unable to attend for any reason by contacting the attendance coordinator in the school. Parents will work together with the school and other agencies to address any issues leading to non attendance at school. Parents will endeavour to avoid having medical appointments during school hours
- The school discourages parents from taking holidays during term time. Amendments to the 2006 Pupil Registration (England) Regulations which came into effect on 1st September 2013 removed all references to family holidays and extended leave for holidays in term time. Therefore, the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. Where parents feel there are exceptional circumstances, they should apply in writing to the Headteacher. They will receive a written response to their request. It is for the Headteacher to determine what constitutes exceptional circumstances and to determine the number of school days a child can be away from school if the leave is granted. Absence for holiday which is not considered 'exceptional circumstances' will be marked as unauthorised absence and may lead to the issue of a Fixed Penalty Notice (FPN)

### **Penalty Notices for Unauthorised Absence (Truancy)\***

- Regular and punctual attendance is a legal requirement for pupils registered at schools, academies or other maintained or alternative provision. A penalty notice may be a suitable intervention in circumstances of unauthorised absence where the school considers a parent is capable of securing their child's regular attendance. It may be particularly effective at an early stage before attendance problems become entrenched

### **Circumstances in which a penalty notice may be issued\***

- Penalty notices may only be issued in cases of unauthorised absence
- The pupil must have at least **15 sessions** (half days) unauthorised absence in the current and/or previous term
- The school must have sent a formal warning to the parent
- The school or Attendance Improvement Officer considers that issuing a penalty notice could avoid further absence
- Issuing a penalty notice does not conflict with any other legal action being taken
- A maximum of **two** separate penalty notices will be issued to a parent within any twelve month period

- Penalty notices will be issued for pupils of compulsory school age, up to the end of the spring term of year 11
- A penalty notice will not be issued in respect of a pupil who is looked after by the Local Authority without the prior agreement of the Central Attendance and Employment Support Team Manager on behalf of the County Lead for Attendance
- Students will attend school regularly and on time. Once in school they will attend all lessons on time and they will remain on the school site. Students will not be allowed to leave the school site during the day without written or verbal permission from parents / carers
- Students will be aware of their attendance figures and should strive to improve it

**Attendance:**

Students will be placed into three groups based on their attendance. These groups are as follows:

- 1) Attendance greater than 96%
- 2) Attendance ranging from 90 – 96%
- 3) Attendance less than 90%

As a school we will carry out strategies to raise these students’ levels of attendance on a daily, weekly, half termly, and termly level. These link with the schools established rewards and sanctions policies.

The strategies that the school will be using are outlined in the table below:

<b>Time period for action</b>	<b>Action Taken</b>	<b>Astley Responsibility</b>	<b>Cooper</b>
<b>Daily/ongoing</b>	<p>Lesson Checks, first day response phone calls, registers kept up to date. Lesson registration using SIMS Students late to lessons and school monitored</p> <p>Three day absence letter &amp; unauthorised absence letters</p> <p>Phone calls home regarding students whom have had three days unauthorised absence</p>	<p>Attendance Coordinator Tutors/teachers to take accurate registers</p> <p>Attendance Coordinator</p> <p>KS Leaders and Form Tutors</p>	
<b>Weekly</b>	<p>Attendance printouts provided for each tutor in school and the Key Stage Progress Leaders</p> <p>Attendance figures given to AHT and KS leaders. These will have a comparison of tutor groups in each year as well as the whole year figure compared to the same week in the previous year</p> <p>Targeted students tracked Students to receive Merits for 100% attendance and punctuality Students with three unauthorised lates in a week to receive a sanction</p>	<p>Attendance Coordinator to provide data.</p> <p>AHT with KS Leaders to look at individuals and groups worthy of intervention.</p> <p>Tutors and KS Leaders to track targeted students and award merits</p>	

		Inclusion Team and Attendance Coordinator to issue reports for KS Leaders
<b>Fortnightly</b>	<p>Students with attendance less than 90% to receive letter home outlining concerns</p> <p>Students with 100% attendance for the previous fortnight to receive merits from tutor</p> <p>Attendance lists displayed in tutor room</p> <p>Students with attendance nearing 90% receive a letter home regarding persistent absentees</p>	<p>Attendance Coordinator to co-ordinate letters and check with KS Leaders before sending.</p> <p>Tutors to monitor attendance of tutees and award merits.</p> <p>Attendance Coordinator / Form tutor</p> <p>Attendance Coordinator / KS Leaders</p>
<b>Monthly</b>	Colour graphs for tutor groups in each year group to be displayed in tutor rooms and on attendance noticeboard	Attendance Coordinator
<b>Half Termly</b>	<p>Gold (100%), Silver (97 -99%) and Bronze (95 -96%) stickers awarded to KS3 students</p> <p>Students with 100% attendance for the half term will receive a congratulatory letter</p> <p>Interform trophies will be presented in assemblies. The best form in each Year group will keep the trophy for half term for either best attendance or improvement</p> <p>Regular articles in Astley Cooper newsletter highlighting importance of good attendance and recognising students / forms with high attendance levels</p>	<p>Attendance Coordinator to co-ordinate letters</p> <p>SLT with KS Leaders to present these. In reward assemblies</p> <p>AHT / Attendance Coordinator</p>

	<p>100% attenders for the half term to have their names in Astley Cooper newsletter</p> <p>Every parents evening to have a display/powerpoint focusing on attendance</p> <p>Every half term an attendance letter will go to all or selected groups outlining the need for good attendance at this time e.g. Year 11 in second half term in preparation for mock exams</p> <p>Attendance contracts completed for students causing concern</p> <p>Students whom have less than 95% unauthorised absence receives a letter outlining school policy</p> <p>AIO visits to continue</p> <p>Students with less than 90% attendance for half term to attend a meeting to complete an attendance contract</p> <p>Attendance tracking documents for individual students collected, analysed and updated on centralised attendance document</p>	<p>Attendance Coordinator</p> <p>AHT with KS Leaders</p> <p>AHT with KS Leaders</p> <p>AHT, KS Leaders &amp; Form Tutors</p> <p>Attendance Coordinator</p> <p>AHT with KS Leaders</p> <p>AHT with KS Leaders &amp; AIO</p> <p>AHT &amp; AIO</p>
Termly	<p>In addition to the half termly: Students with a 100% attendance or improvement of 10% for the term to receive a certificate</p> <p>Termly analysis of reasons for absence to be undertaken so</p>	<p>Attendance Coordinator with AHT</p> <p>AHT</p>

	<p>that comparison can be made in future and allow letters to be sent at the same point next year</p> <p>Students with less than 90% attendance for the term to receive a letter outlining the danger of Persistent Absence</p> <p>Attendance in lessons to be a focus of SLT link meetings</p> <p>Attendance reports to be issued for students causing concern</p>	<p>Attendance Coordinator</p> <p>SLT</p> <p>SLT, KS Leaders and Form Tutors</p>
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## **Punctuality\*\*:**

1) A punctual start to morning and afternoon school

### AM registration

- Students to be on school site by 8.25am
- Students to be in form rooms by 8.30am
- Anyone who arrives in school after the 8.30 or to registration after the last name has been called out will be deemed late
- **Registers will close at 9.00am. Any student arriving in school after this time will be marked absent and a note explaining the absence will be required**

### PM registration

- Students to move towards form rooms by 2.05pm
- Anyone who arrives in school after the 2.10pm or to registration after the last name has been called out will be deemed late
- **Registers will close at 2.30pm. Any student arriving in school after this time will be marked absent and a note explaining the absence will be required**

2) A punctual start to lessons:

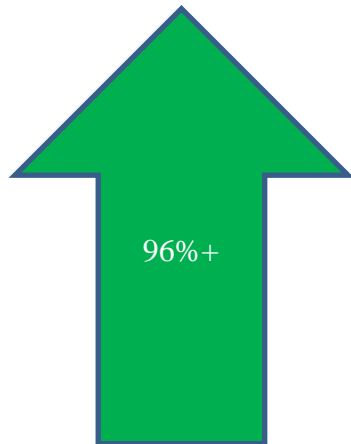
- All students are to move from lesson to lesson in an orderly and prompt fashion
- Any student who arrives to a lesson after the last name on the register has been called will be deemed late. There will need to be a degree of professional judgement from staff here as to whether a student is late with a genuine reason or not
- Any student who arrives late to school will report to the dining hall at break time
- Any student with a high number of late's to school will be placed on an attendance contract

3) Rewards for good punctuality

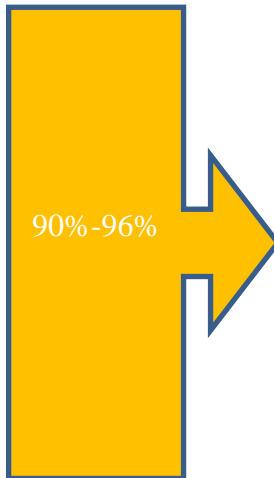
- Students will receive merits each week for 100% punctuality
- These merits lead to termly raffle draws and prizes



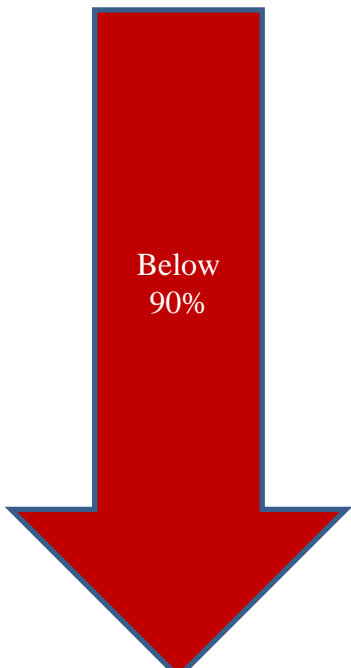
## The Astley Cooper Attendance Chart



- 100% attenders for the half term to have their names in Astley Cooper newsletter
- Students with a 100% attendance or improvement of 10% for the term to receive a certificate
- Gold (100%), Silver (97 -99%) and Bronze (95 -96%) stickers awarded to KS3 students
- Students with 100% attendance for the previous fortnight to receive merits from tutor



- 3 day absence letter & unauthorised absence letters sent home
- KS Leaders or form tutors phone home regarding attendance concerns
- Attendance reports by KS Leaders to be issued for students causing concern
- Attendance contracts completed for students causing concern by KS Leaders or Form tutors
- Persistent Absentee warning letter sent



- Students with less than 90% attendance to receive a letter outlining the danger of Persistent Absence
- Attendance reports to be issued by KL Leaders or AHT for students causing concern
- School to issue a fixed penalty warning letter if low attendance continues
- Students with less than 90% attendance are to attend a meeting to complete an attendance contract with KS Leader/AHT
- Students are to attend attendance clinics with the Attendance Improvement Officer (AIO)
- KS Leaders to refer any students for external agency support
- School to refer student to the AIO
- AHT to meet parents/carers
- School to issue Fixed Penalty Notice if applicable

\*This policy has been updated due to the Coronavirus

No parent will be penalised for their child's non-attendance due to Covid-19. Therefore in guidance with the Department for Education and Hertfordshire County Council, The Astley Cooper School has –

- Withdrawn all Penalty Notice applications.
- Withdrawn all Penalty Notice prosecutions for matters not yet presented to the magistrates court.

HCC will be writing to all parents as close to the date on which schools re-open, informing them that their case has been closed. This letter will clearly stipulate HCC's intended approach, should the child/ren concerned have further unauthorised absences recorded (once schools have fully re-opened).

\*\*The school have extended the registration time

Due to the staggered school start, the school will be temporarily extending registration time. The register will be open from 8.30am and will now close at 10.00am.