Attendance and Punctuality Policy

Date of last review:	**June 2021**
Reviewed by:	**Nathan Bennett, Assistant Principal KS4**
Approved by Governors on:	**October 2021**
Frequency of review:	**Annually**
Date of next review:	**July 2022**

Philosophy

1. Hinckley Academy and John Cleveland Sixth Form Centre is committed to providing a full and efficient educational experience for all students. We believe that if students are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all students. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

2. It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 percent attendance for all our students.

3. Our school will give a high priority to conveying to parents and students the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home- school links and communication systems that can be utilised whenever there is concern about attendance.

4. If there are problems which affect a student's attendance we will investigate, identify and strive in partnership with parents and students to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times.

Objectives

a. To encourage full attendance and punctuality.

b. To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence.

c. To acknowledge and reward a successful record of attendance.

d. To ensure a consistent approach throughout the school.

e. To ensure HAJC6 comply with The Education (pupil registration) (England) Regulations 2006 plus amendments 201, 2011, 2013 and 2016.

Principles

5. Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly.

   a. We will work towards ensuring that all students feel supported and valued.

   b. We will send a clear message that if a student is absent, she/he will be missed.

   c. We will consult with all members of the school and families and external agencies will work together in developing and maintaining the whole school attendance policy.

   d. We will encourage parents/carers to be actively involved in promoting their child's attendance.

   e. We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance.

   f. Regular information will be sent to parents and students informing them of attendance rates and related issues.

   g. We will promote positive staff attitudes to students returning after absence.

   h. We will ensure regular evaluation of attendance policy and procedures by the Senior Leadership Team and the School Governors.

   i. Attendance will be an important feature of the School Improvement Plan.

   j. Consistent and vigorous monitoring and evaluation procedures will be in place.

Roles and Responsibilities

6. The school is responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students who are on the school's admission roll.
7. All staff have a role to play in supporting and promoting good attendance.

Procedures

- Registration occurs each morning and begins at 8.30am and ends at 8.50am. Students not in their tutor rooms at 8.30am in the morning receive a late mark.

- Subject teachers are responsible for ensuring an accurate register is taken during every lesson.

- Students will be reminded about the importance of punctuality and lateness results in sanctions being set.

- First day contact between parents and school will be made via automated truancy calls and followed up with a phone call where necessary.

- Staff are supplied with clear guidance on what is authorised and unauthorised absence following DfE guidelines.

- Any emerging attendance concern/problem within the school will be discussed and action planned within the weekly 'attendance meeting'. Here further action is decided upon involving both internal and external agencies.

Leave of Absence

8. The Government have issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

9. **The Head of School shall not grant any Leave of Absence during term time** unless they consider there are exceptional circumstances relating to the application.

10. **Parents do not have any entitlement to take their children on holiday during term time.** Any application for leave must establish that there are exceptional circumstances and the Head of School must be satisfied that the circumstances warrant the granting of leave.

11. The Head of School will determine how many school days a child may be absent from the school if the leave is granted.

12. Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.

13. If a reason for any absence is not provided by parent / carer the absence will be unauthorised.

14. Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from the school during that period.

15. If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Leicester City Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

16. Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Persistent Absenteeism

17. A student becomes a 'persistent absentee' (PA) when their attendance falls **below 90%** at any time during their school life. Absence at this level is detrimental to a child's education.

    Of students who attend school between 92% and 97% of the time, only 2 in 5 students achieve the national progress measure that your child will be compared against in the job market.

    Of the students who attend school 98% and above 4 in 5 achieve the national progress measure that your child will be compared against in the job market.

18. All students whose attendance have fallen to 93% or are at risk of moving towards the PA will be monitored rigorously through the school 'tracking procedure'.

19. Support and action towards all PA students are automatically reviewed on at least a weekly basis.

20. We will ask for medical evidence after 10 days of continuous illness or three different bouts of prolonged illness. Each individual case will be addressed on its own merits regarding whether medical evidence may be asked for before or after these timeframes.

Supporting and re-integrating students on a long term absence

21. Pastoral Leader and / or Attendance Welfare Officer to alert Heads of Department and staff about long term absences.

22. Students who have been absent long term and who need to catch up on school work will spend a negotiated amount of time in the Student Support Centre doing work set by Heads of Department and managed by the Pastoral Leader with the SENDco (in charge of Student Support) or with the Caseload Welfare Officer. Some students returning after long term absence will be considered for

an alternative curriculum involving fewer subjects and some study time in the support centre until they are able to integrate fully into the mainstream curriculum. Students who are school phobic or who have undergone recent crisis will be supported by the Pastoral Leader / Student Support Centre as appropriate.

Working practice

The role of the Head of School/Governors

- Ensure the attendance policy is implemented.

- Complete attendance figures for the Local Authority and the DfE.

Role of the Key Stage Directors responsible for Attendance

- Advise on and implement whole school strategies for improving attendance.

- Monitor attendance data, analyse data in order to identify patterns, set targets, support and inform policy and practice.

- Liaise with Pastoral Leaders

- Co-ordinate attendance target groups.

- Monitor whole school attendance schemes and rewards.

- Present attendance figures to the Senior Leadership Team.

- Ensure that all relevant staff are fully trained in procedures that relate to attendance.

- Monitoring progress towards targets. Evaluation of the impact of the Attendance Policy and planned work identified in the School Improvement Plan.

Attendance Welfare Officer

- Ensure early intervention is in place to support.

- Meet with Director of Key Stages and Designated Safeguarding Lead and SENDCo on a weekly basis to discuss attendance issues.

- Monitor school attendance and support with strategies to improve poor attendance and celebrate good attendance.

- Monitoring progress towards targets. Evaluation of the impact of the Attendance Policy and planned work identified in the School Improvement Plan.

- Make Home visits when necessary.

- Meet with parents if there are attendance concerns.

- Investigate causes of absence and plan strategies with tutors, Pastoral Leader, parents, EWO and outside agencies.

- Make referrals to in-house and / or external agencies when required.

- To liaise with the Designated Person for Child Protection as necessary.

Attendance Admin Officer

- To ensure that all registers are up to date.

- To send out automated truancy calls at least twice a day.

- Send out letters regarding rewards and concerns related to attendance and punctuality.

- Carry out truancy sweeps and spot checks.

Learning Advisors / SENDCo

- To monitor the attendance of the Pupil Premium / SEND students and intervene as and when attendance begins to become a cause for concern.

- To liaise with the parents of the Pupil Premium / SEND students when attendance becomes a concern.

- To provide support strategies to reduce absenteeism and increase attendance.

Pastoral Leader and Year Leader

- To promote good school attendance by setting targets and award 'good/improved attendance' certificates as appropriate.

- Establish a leader board with the year group.

- Work with form tutors to identify and take action if there is an individual attendance concern: all unexplained absences to be followed up.

- Work with tutors to highlight patterns in a student's attendance/punctuality.

- To ensure that students who are absent for an extended period of time will have appropriate work sent home and re-integration back in to school up on their return.

- To ensure that 'CAFs' are opened as necessary to support children in attending school regularly and on time.

- To liaise with the Attendance Welfare Officer regarding PA students.

- To liaise with the Designated Safeguarding Lead as necessary.

- Implement appropriate sanctions for truancy from lessons.

Role of the Form Tutor

- As the first point of contact with students, tutors are crucial in promoting good attendance and punctuality.

- Take registers accurately using SIMS lesson monitor.

- Watch out for patterns in a student's attendance/punctuality, investigate all absences. Tutors to have informal dialogues with students upon return from an absence.

- Attendance and punctuality figures discussed with tutor group on a weekly basis: establish a leader board within the tutor group.

- All lateness to be monitored and discussed with individual students.

- Report to the Year and Pastoral Leader all students whose attendance/punctuality is raising cause for concern.

Role of the Parent Carer

- Section 444(1) of the Education Act 1996 states that 'If a child of compulsory school age who is registered student at a school fails to attend school regularly at the school the parent is guilty of an offence'.

- Parent/person with parental responsibility has a legal responsibility for ensure that their child attends the school regularly and on time.

- Parents should support the school by avoiding, if possible non-emergency medical/dental appointments for their child during school time.

- Parents **DO NOT** have an automatic right to take their child out of the school for a holiday or any other period of extended leave during term time.

- Contact the school on the first day of absence before 8.15am and if possible indicate day of return.

- Only the school within the context of the law can authorise absence this does not oblige the school to accept the reason for the absence.

- All unexplained absences will be investigated and parents will be kept informed about any attendance concerns.

- Attend meetings about their child's attendance; support the attendance in responding to concerns regarding attendance.

- Parents who fail to fulfil their responsibility can expect legal action: this may include Penalty Notices/Fast Track to Prosecution/Parenting Orders.

Students

- All students are expected to be on the school site by 8:20am appropriately prepared for the day.

- At 8:30am students should be in their registration room or at their assembly gathering point.

- Students who arrive after 8:30am but before 8.50am must report to their tutor room or assembly, after reporting to reception. Students will be issued with a lunch and / or after school detention for each late mark received, unless there is a valid reason for the late arrival.

- Poor punctuality is not acceptable: students who consistently arrive late for the school day disrupt learning and miss out on valuable teaching time.

- Students who arrive after 8.50am must report to the student reception: their time of arrival at school will be recorded by the member of staff on duty. Students will be issued with a lunch and / or after school detention for each late mark received, unless there is a valid reason for the late arrival.

- Repeat offenders for poor punctuality will expect to receive detentions after the learning day finishes.

- Students are expected to remain in the school all day and will not be allowed to leave the school site without permission.

- Truancy from the school is taken very seriously and parents will be informed at the earliest opportunity. Students who truant from lessons will be expected to make up the time they have missed and usually on the same day. This is in conjunction with the Pupil Missing Out in Education policy.

- Where there are serious concerns about truancy, the Police will be informed as per the Pupil Missing Out in Education policy.

Penalty Notices

23. The school may issue 'Penalty Notices' in respect of unauthorised absence in accordance with guidelines set out by Leicester City Council. A Penalty Notice will be issued if a child has 10 or more sessions of unauthorised absence in any 5 week period.

24. Penalty Notices may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed term period or permanent exclusion.

25. Penalty Notices are fines of £60/£120 imposed on parents. The Penalty Notices can be issued to each parent liable for the attendance offence or offences (DfE Nov, 13)

26. There is no right to appeal against a Penalty Notice.

Working with other Agencies

27. Poor school attendance can be as a result of difficulties, faced by a child or family, and a cause of other problems such as exclusion. Students with low levels of attendance tend to have other complex issues therefore a co-ordinated approach by a number of agencies can assist these students and their families. Regular referral meetings with outside agencies are held to support the co-ordination of service provision and to build on good practice.

Attendance - day by day absence process

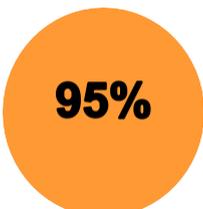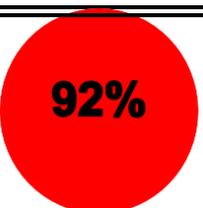| PROCESS	PERSONNEL
Parent/carers to call by 8:15am with reason for absence. Parent/carers to advise day of return.	
Day 1 absence Automated truancy call to be made by 9:30am at the latest.	Attendance Admin Officer.
If no response from parents/carers re-send automated truancy call at break.	Attendance Admin Officer.
If no response - After lunch ring all contacts until reason for absence is known.	Attendance Welfare Officer / Pastoral Leaders
Red flag students (LAC, CP and child in need).	Pastoral Leader to contact home on day 1.
Day 2 absence if no response from day 1 Priority 1 call – phone call at 9am instead of automated truancy call.	Attendance Welfare Officer / Pastoral Leader if necessary.
If there is no response by lunchtime then a home visit is to be made (COVID regulations permitting). If there is no response post letter informing of home visit.	Attendance Welfare Officer / Pastoral Leader if necessary.
No response – safeguarding. Log concerns police.	Attendance Welfare Officer
Day 3 absence if no response from day 2 Priority 1 call – phone call at 9am instead of automated truancy call.	Attendance Welfare Officer / Pastoral Leader if necessary
If there is no response by lunchtime then a home visit (COVID regulations permitting). If is to be made. If there is no response post letter informing of home visit.	Attendance Welfare Officer / Pastoral Leader if necessary
No response – safeguarding. Log concerns with police.	
Day 4 – 15 absence Automated truancy call	Attendance Admin Officer
Call home everyday up until day 15.	Attendance Welfare Officer / Pastoral Leader
Day 15 absence CME referral.	Attendance Welfare Officer

Attendance Process if Attendance Welfare Officer Absent

Attendance Welfare Officer to send priority calls for the following day to appropriate year heads each day.

PROCESS	PERSONNEL
Day 1 absence Automated truancy call to be made by 9:30am at the latest.	Attendance Admin Officer.
If no response from parents/carers re-send automated truancy call at break.	Attendance Admin Officer.
If no response - After lunch ring all contacts until reason for absence is known. Red flag students (LAC, CP and child in need).	Pastoral Leader/Learning Advisors. Pastoral Leader to contact home on day 1
Day 2 absence Automated truancy call.	Attendance Admin Officer.
Priority 1 call – phone call at 9am instead of automated truancy call.	Pastoral Leader / Learning Advisors
If there is no response by lunchtime then a home visit is to be made (COVID regulations permitting). If there is no response post letter informing of home visit.	Pastoral Leader
No response – safeguarding. Log concerns police.	Pastoral Leader
Day 3 absence Automated truancy call.	Attendance Admin Officer
Priority 1 call – phone call at 9am instead of automated truancy call.	Pastoral Leader / Learning Advisors
If there is no response by lunchtime then a home visit is to be made (COVID regulations permitting). If there is no response post letter informing of home visit.	Pastoral Leader
No response – safeguarding. Log concerns with police.	Pastoral Leader
Day 4 – 15 absence Truancy call	Attendance Admin Officer
Call home everyday up until day 15.	Pastoral Leader / Learning Advisors
Day 15 absence CME referral	Designated Safeguarding Lead

HAJC6 ATTENDANCE PERCENTAGES

100%	• 100 positive points issued termly. • 100% attendance celebrated in assembly at the end of each half term. • Tutor group best attendance recognition in weekly assembly. 100% letter from by Head of School at the end of every half term. • 100% students' name placed in a half termly prize draw – drawn in assembly. • Tutors to get list of students for individual dialogue.
99%	• 99 positive points issued termly. • 99% attendance celebrated in assembly at the end of each half term. • Tutor group best attendance recognition in weekly assembly. • Tutors to get list of students for individual dialogue.
98%	• 98 positive points issued termly. • 98% attendance celebrated in assembly at the end of each half term. • Tutor group best attendance recognition in weekly assembly. • Tutors to get list of students for individual dialogue.
97%	• Attendance letter 1 sent home. • Tutor / Pastoral Leader informed of letter via communication log. • Tutors to get list of students for individual dialogue. • Unauthorised absence referrals. • Improvement letter.
95%	• Attendance letter 2 sent home and meeting with parents. • Tutor / Pastoral Leader informed of letter via communication log. • Pastoral Leader to get list of students for informal dialogue. • Unauthorised absence referrals. • Improvement letter.
93%	• Medical evidence letter and meeting with parents. • Tutor / Pastoral Leader informed of letter via communication log. • Attendance clinic. • Pastoral Leader to get list of students for informal dialogue. • Unauthorised absence referrals. • Improvement letter.
92%	• Intervention including legal penalties

COVID-19 Addendum (from 24th August 2020)

This document is an addendum to the above Hinckley Academy policy and is drawn from the DfE guidance document [Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year](). This is supplementary to the non-statutory [school attendance: guidance for schools]().

Attendance expectations

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

This category is for the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation, no parent will be penalised for following official public health advice for their child not to attend school on a given day so long as this is clearly stated to the school using the normal absence procedures.

Pupils not attending school who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' will be recorded using code X.

Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19). View [stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection]().
- Pupils who have symptoms should self-isolate and get a test.

If a *pupil tests negative* and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they will be recorded as code I – illness, as would usually be the case. Code X will only be used up until the time of the negative test result. Hinckley Academy will not retrospectively change the attendance register due to a negative test result.

If a *pupil tests positive*, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X will be used for the period of self-isolation until the test. After the pupil tests positive they will be recorded as code I (illness) until they are able to return to school.

If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the *member of the household tests negative*, the pupil can stop self-isolating and can return to school. Code X will only be used up until the time of the negative test result when the pupil can return to school.

If the *household member tests positive*, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X will be used during this period.

In all cases of self-isolation, Hinckley Academy will ask parents to inform us immediately about the outcome of a test. Hinckley Academy will not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

View stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and NHS test and trace guidance for full details.

Pupils may not have symptoms themselves but may be required to *self-isolate if they are a close contact of someone with coronavirus (COVID-19).*

The NHS test and trace guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X will be used for these pupils during this period.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

View guidance on how to self-isolate when you travel to the UK.

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may

need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X will be used in the register.

Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

View [guidance on shielding and protecting extremely vulnerable persons from Covid-19](#).

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents should then share with the school. Non-attendance in accordance with guidance from PHE or the DHSC will be recorded as code X.

Hinckley Academy will contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X will not be used for sessions after the pupil has been advised to return to school.

Local lockdown

If rates of the disease rise locally, Hinckley Academy may need to prevent some pupils from attending. Hinckley Academy will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - will be used for pupils who are asked not to attend.

Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), Hinckley Academy will immediately offer them access to remote education. Hinckley Academy will keep a record of, and monitor engagement with this activity.

Supporting students in returning to school

The school will operate a 3-tiered 'recovery curriculum' (see Recovery Curriculum – Student Support strategy). This is both logistical and philosophical in its implementation to support students return to school as smoothly as possible. Tier 1 will be a whole school approach that will apply to all students. Students who struggle to return to school consistently due to issues such as anxiety, attachment and trauma, will be identified as requiring Tier 2 (in-school intervention) or Tier 3 (external agency support). These will include strategies identified in points 20, 21 and 27 of the attendance policy. If these strategies are not effective, the normal absence escalation procedure will apply (point 23-26 in the attendance policy). Students with good attendance will be acknowledged through half-termly achievement points and prize draws.

Supporting parents in returning students to school

Hinckley Academy will provide parents with all relevant reopening information, in a timely manner, to reduce anxiety about sending their child back to school. The relevant points of this policy will be distributed to parents for clarity and transparency.