



## **Plashtet School Attendance Policy**

**Revised and applicable from 31.03.22**

Signed: 

**Chair of Governors**

## **1. Aim**

At Plashet School we aim to ensure all students maximise their potential. The aim of the attendance policy reflects this and recognises that regular attendance at school has a positive effect on the motivation and attainment of students. There is a clear link between good attendance at school and higher academic achievement. Students, parents, carers, staff and governors share the responsibility for ensuring that attendance at Plashet School is maximised and unauthorised absence is minimised.

## **2. Legislation and guidance**

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## **3. Responsibilities**

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their daughters. Parents/Carers should work closely with the school to overcome any issues which may affect their daughter's attendance.

At Plashet School we encourage and value high attendance. The school aims to recognise the external factors which can influence pupil attendance and will work in partnership with parents/carers, and other relevant services to deal with any issues. The school takes a proactive approach to the promotion of good attendance and punctuality by defining expectations with students and their parents/carers. The School has an effective and efficient system for monitoring attendance in accordance with legal requirements.

## **4. Procedures**

### **a. Registration**

Students are expected to arrive at school between 08.30 and 08.45. Registration will begin at 08.50 and end at 09.15. Students not present in the form room at 08.50 will be marked as late. Registers will be marked promptly at 08.50 and will be closed at 09.15. Students arriving after 09.15 will be registered as an unauthorised absence for registration/tutor time.

Registers should be marked in accordance with the electronic systems used in the school.

During examinations registration will be conducted as specified in the Examinations procedures.

## **b. Absences**

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. Absence will not be authorised for such reasons as shopping, day trips, birthdays etc.

Parents must contact the Attendance Officer either by email or by phone on the first day of any absence and explain the reason for the absence. On returning to school, the student should bring a written note explaining the reason for the absence and hand this to her tutor. If an illness persists for two or more days it is expected that parents provide the school with evidence that you have sought advice from a medical professional (such as a Pharmacist's advice slip, an appointment card, letter from your GP or hospital A&E. Without this evidence any additional days are considered unauthorised absence. The tutor should initial and date the note and mark/amend the register accordingly. Notes should be stored in the register for no longer than six weeks; thereafter they should either be destroyed or, if there are concerns about a student's attendance, placed in the student's file. Any concerns should be discussed with either the Attendance Officer, the Year Coordinator, or the Safeguarding Officer.

Students who have an attendance below 90% are described as being persistently absent.

Persistently absent students whose attendance fails to improve after interventions by the YC and/or the Attendance Officer are referred to the Attendance Management Service (AMS). Once a referral is accepted a notification of the AMS referral letter is sent to parents. This outlines that a monitoring period of three weeks is being offered to see if the student's attendance improves.

Lack of significant improvement (evidence of unauthorised absences) will result in a meeting or a home visit. A further three week monitoring period is offered to see if the student's attendance improves.

Lack of significant improvement (evidence of unauthorised absences) will result in an invitation for parents to attend a formal Attendance Panel hearing. Chaired by AMS and may involve Attendance Officer, School Nurses, YC and any other involved school staff. Continued lack of significant improvement (evidence of unauthorised absences) will result in an application for Statutory (Court).

## **c. Punctuality and Lateness**

All students are expected to be punctual for school and be in their form room for registration at 08.50. Students who arrive after 08.50 will be marked as late in the register and will receive a lateness detention. The Attendance Assistant will collate a list daily of students late in each year group for the YC/AYC

Students who arrive at school after 09.00 should sign in with the Attendance Officer, entering the time of arrival and the reason for their lateness in the late book. If time permits students should make their way to the form room after they have registered with the Attendance Assistant. Students who arrive at school late should not be admitted to class until they have signed in with the Attendance Officer. This is important for health and

safety and safeguarding reasons.

Students who are late 6 or more times in a 12 week period are described as persistently late. Persistently late students and their families will be issued improvement letters by the Attendance Officer with a notice to improve. If punctuality does not improve over the subsequent period, they are referred to the Newham Attendance Service and may be issued a fixed penalty notice.

#### **d. Term-Time Holidays**

The school actively discourages parents/carers to book family holidays or extended leave to travel abroad during term-time. Leave for such holidays may only be granted in exceptional circumstances by the Head Teacher.

Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the Head Teacher.

The Head Teacher will consider each request for term time absence individually, taking into account the facts, circumstances and the relevant context behind the request.

All requests for leave of absence will be responded to in writing. Retrospective requests will not be considered and therefore will result in the absence been categorised as unauthorised.

If a student fails to return and contact with the parents has not been made or received, school may take the student off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases, the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

### **3. Staff Roles**

#### **a) The Attendance Officer**

The Attendance Officer is responsible for the day to day monitoring and administration of attendance. The Attendance Officer should:

- Track and highlight any students whose attendance is causing concern.
- Liaise regularly with staff on attendance matters.
- Monitor class/subject teacher registers and inform the subject teacher if the register has not been taken and follow up if necessary.
- Communicate and support parents on issues relating to attendance in liaison with the School Nurse, the Year Coordinator, the Assistant Year Coordinator, the Safeguarding Team and the Careers Co-ordinator during work experience.
- Reconcile the whole school registers at the end of each week, term and academic year.
- Provide attendance data to the Data Lead to produce summary tables of attendance for the Head Teacher, LT, YC's, Governors and LA as appropriate.
- Ensure that attendance data is provided for the Head Teacher, LT and the Governing

Body upon request.

- Ensure that attendance data is provided to the administrative team for the provision of Attendance Certificates for students with excellent and improved attendance once every term in consultation with the Year Coordinators.
- To attend TAC (Team Around the Child) meetings and provide updates on issues regarding attendance
- Liaise with the Safeguarding Team within 5 days and the LA within regarding students absent from school without any contact.
- Liaising with the LA regarding students missing in education.
- Liaising with the Attendance Service regarding students with persistent absence and/or lateness
- To participate in the late detention rota, duties and administration relating thereto.

#### **b) The Attendance Assistant**

- Download telephone messages and emails received overnight on student absences and update SIMs.
- Receive calls from parents /carers regarding absence and update SIMs.
- Administer the late reception and late book.
- Monitor that all morning registers are completed by staff and follow up missing registers.
- Generate daily fire register updates.
- Generate absence call lists for all absent students and contact parents by phone to ascertain the reason for the student's absence and reinforce the need for parents to call daily.
- Generate late detention lists.
- Generate unexplained absence lists for teachers.
- Signing in and out students with permission for appointments.
- Reconcile the whole school registers at the end of the school day.
- Ensure that attendance data is provided to the administrative team for the provision of Attendance Certificates for students with excellent and improved attendance once every term in consultation with the Year Coordinators.

#### **c) The Form Tutor**

At Plashet School the Form Tutor is seen as the key figure in promoting regular punctual attendance. The Form Tutor should:

- Provide a good example by always being punctual to registration.
- Carry out registration in accordance with electronic registration procedures.
- Ensure that all notes from parents are scrutinised before the register is amended.
- Deal with lateness according to the Sanctions System.
- Alert the Assistant Year Co-ordinator and Attendance Officer when there is a problem which has not been resolved by the above procedures.
- Discuss attendance and/or punctuality issues, with parents/carers at the earliest opportunity.
- Offer praise to individual students whose attendance and/or punctuality improves.

#### **d) The Subject Teacher**

Subject teachers should:

- Take a register at the beginning of every lesson, and ensure that the students know that a register is being taken.
- Follow up any suspected internal truancy and liaise with the Attendance Officer and Subject Leader / Curriculum Leader as appropriate.
- Follow up internal truancy using the sanction system as appropriate.
- Be responsible for dealing with lateness in accordance with the Sanctions System and after discussion with the subject or curriculum leader and/or the Year Coordinators.

#### **e) The Year Coordinator**

The Year Coordinator is responsible for monitoring the attendance of their year group with the assistance of the Assistant Year Coordinator. Together they should:

- Monitor attendance on a regular basis and set targets with students for improvement as appropriate.
- Monitor the performance of individual form groups, following up with individual Form Tutors instances where patterns of absenteeism are not being effectively addressed.
- Review registers and attendance and punctuality figures on a half-termly basis with the Attendance officer.
- Regularly put attendance onto the agenda of Year Team Meetings, ensuring that attendance and punctuality procedures are understood by the Form Tutor and followed correctly.
- Ensure that contact is made with parents of poor attenders, supporting the Form Tutor where appropriate in dealing with parents directly.
- Meet with the Safeguarding Officer on a weekly basis in order to discuss students who have not responded to the school's strategies and when necessary to make referrals to appropriate agencies.
- Meet with the Attendance Officer on a fortnightly basis in order to discuss students who have not responded to the school's strategies and when necessary to make referrals to appropriate agencies
- Follow up internal truancy using the sanctions system as appropriate.
- Promote good attendance and punctuality through assemblies, Parents and curriculum evenings.
- Ensure that students are rewarded with Attendance Certificates in consultation with the Attendance Officer.
- Attend parent/carer evenings to meet with parents to discuss issues of concern relating to attendance
- To participate in the late detention rota, duties and administration relating thereto.

#### **f) The Assistant Year Coordinator**

- Monitor attendance and punctuality on a regular basis and set targets for improvement with students.
- Review the attendance and punctuality figures on a regular basis.
- Deal with attendance and punctuality issues referred by the Form Tutor.
- Participate in the late detention rota, duties and administration relating thereto.

#### **g) The Safeguarding Officers**

The safeguarding team supports the Attendance officer with the poorest attenders and those whose attendance falls below 92.9% and are a cause for concern.

The safeguarding Officers should:

- Liaise regularly with the Attendance officer.
- Work with the Attendance officer to monitor attendance of students for whom there is a concern.
- Analyse data with the attendance officer and liaise with the Year Coordinator about any issues of concern or patterns.
- Work with the Attendance officer to ensure the safe and punctual arrival of vulnerable students.
- Make home visits as necessary and appropriate to work with families to maximise attendance.
- Make requests for referrals to the Attendance Management Service when students are discussed in Plashet TAC meetings.
- Liaise with the Attendance Officer and Attendance Management Service regarding court action in the case of serious attendance concerns.
- Attend parent/teacher meetings to discuss issues of concern relating to attendance.

#### **4. Attendance Data and the Safeguarding and Attendance Officers**

The Attendance Officer will analyse the attendance data each half term in order to identify particular cohorts or individuals whose attendance is causing concern. The Attendance Officers will liaise with the Safeguarding Team, the Year Co-ordinator and the Leadership Team about any issues of concern or patterns of attendance, absence or truancy.

#### **5. Newham Attendance Service**

Plashet School buys in services from the Newham Attendance Service. The school refers students who have persistent absence or lateness to the service after they have failed to show improvements following a range of interventions by the school. The Newham Attendance Service arranges Panel meetings with the family to generate a strategy to improve attendance and/or punctuality. If the student fails to show an improvement in attendance and/or punctuality the service will generate the paperwork for court.

#### **6. Communication**

The Plashet School's Attendance Policy will be communicated through:

- The home-school agreement.
- Parental emails.
- Parents' Meetings, Meet the Tutor evenings, transition events etc.
- The school website
- The school twitter account @PlashetSchool

#### **7. Equality Impact Assessment**

This policy has been considered with respect to the Equality Duty, The Disability Equality Scheme, and The Behaviour and Sanctions Policy of this school.

#### **8. Evaluation and Review**

This policy will be evaluated and reviewed by the Leadership Team & Curriculum Committee every three years.

## Attendance and Punctuality Letter Templates – Appendix 1

Reference	Letter Title
ATT/LT1/LA	SCHOOL ATTENDANCE INFORMATION LETTER
ATT/LT2/LA	Unauthorised absences from school
ATT/LT3/LA	SCHOOL ATTENDANCE SECOND INFORMATION LETTER
PL1	PUNCTUALITY TO SCHOOL
PL2-WRN	PERSISTENT POOR PUNCTUALITY TO SCHOOL
PL2/LAWL1	The Education (Penalty Notices) (England) Regulations 2007



**Green Attendance**  
95% - 100%

**Form Tutor**

- Monitor attendance
- Praise outstanding attendance
- Discuss absences with students
- Inform YC of issues effecting attendance

**SEND**

- Liaise with Attendance officer/YC as appropriate
- Meet with students to discuss absences

**YC/AYC**

- Issues certificates for 99-100% attendance
- Meet weekly with Safeguarding & Welfare Officer(SWO) to discuss attendance and issues effecting attendance
- Meet fortnightly with Attendance Officer to discuss attendance and issues effecting attendance
- Monitor truancy and sanction system with CLs and SLs

**Governors**

- Strategic Lead
- Policy overview
- Monitoring

**Amber Attendance**  
93% - 94.9%

**Form Tutor**

- Discuss absences with students
- Inform YC of issues effecting attendance

**SEND**

- Liaise with Attendance officer/YC as appropriate
- Meet with students to discuss absences

**Attendance Officer**

- Phone parents obtaining reason for absence
- Meet with students to discuss absences
- Meet with parents/carers to discuss absences
- Regularly alert YC for patterns of data/behaviour in attendance
- Liaise with SWO, Nurse and SEND team

**YC/AYC**

- Meet with students to discuss attendance and discuss ways to improve
- Monitor and review with LT
- Discuss attendance with Form Tutor and students
- Monitor truancy and invoke sanction system with CLs and SLs where appropriate
- Telephone parents where students fail to attend late detentions

**Safeguarding and Welfare Officer**

- Liaise with Attendance Officer and YC
- Make home visits to discussed attendance with families
- Make arrangements to facilitate improvements in attendance
- Broker support from external agencies

**Governors**

- Strategic Lead
- Policy overview
- Monitoring

**Red Attendance**  
92.9 % or below

**Form Tutor**

- With Attendance officer and SWO/YC meet with parents and students to highlight areas of concern and look for ways forward

**SEND**

- Liaise with Attendance Officer/YC as appropriate
- Meet with students and parent/carers to discuss absences

**Attendance officer**

- Send warning letters for persistent non-attendance
- Liaise with the Attendance Management Service
- Prepare Penalty Notice
- Meet with parents/carers to discuss improving attendance
- Liaise with SWO/YC/LT/SEND team

**Safeguarding and Welfare Officer**

- Make home visits to discuss attendance with families
- Arrange for student attendance at school
- Liaise with LA about court action
- Attend SACG meetings
- Broker support from external agencies

**YC/AYC**

- Liaise with SWO and Attendance officer
- Monitor and review attendance with LT
- Send Standard letters as detailed in the Attendance policy
- Telephone and meet with parents regarding attendance and punctuality

**DHT Lead**

- Monitor and review attendance
- Liaise with AO/SWO/YC on attendance

**Head Teacher**

- Issue warning letters
- Issue fines

**Governors**

- Strategic Lead
- Policy overview
- Monitoring

