

Attendance and Punctuality Policy

The Education (Pupil Registration) (Amendments) Regulations 1997 statutory instrument states “the admission register must record whether the pupil is present, absent or attending an approved educational activity, and the nature of that activity should be clearly identifiable in the register.”

Targets

The School Attendance targets for 2019-2020 are set at:

Overall absence target: not to exceed 5.00 %
Persistent absence target: not to exceed 10 students

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Commented [CW1]: Perhaps this number should be increased in line with the rising number of students on roll.

Therefore the School has an Overall Attendance Target of 95%.

Responsibilities

Form Tutors:

- To ensure registers are completed accurately and according to school procedures.
- To follow up absence notes when students return.
- To identify issues relating to student's attendance and punctuality.
- To contact parents to discuss issues relating to their daughter's attendance and punctuality.
- To monitor lateness and to address it in conjunction with the relevant Student Year Leader.

Student Year Leader

- To analyse absence and lateness data provided by Attendance Officer and to take action as necessary to address absence/lateness issues.
- To liaise with Attendance Office and Senior Leadership Team - Pastoral over issues of persistent absence & lateness that have not been addressed.

Attendance Officer

- To collect and record student attendance and absence data.
- To support staff in the use of electronic registration systems.
- To support the Student Year Leaders and Senior Leadership Team - Pastoral in the monitoring and review of student absence/lateness.

Senior Leadership Team member in charge of attendance

- To liaise with the Attendance Officer and Student Year Leaders to monitor attendance.
- To liaise with the Missing Education & Child Employment Service and other external agencies (such as the Behaviour and Attendance Partnership) with respect to attendance.
- To receive weekly reports on students who have been identified as having concerns.

Attendance Link Governor

- To monitor student attendance figure and ensure that School Attendance Procedures are followed.

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Guidance for Form Tutors and Staff covering Registration

Completing Attendance Registers

- Electronic registers are to be taken at 8.45 am and 1.35 pm (at the start of lesson 4).
- On mornings where a whole-school assembly takes place, students are to be registered very promptly in form rooms and then go immediately to assembly unless an arrangement has been made.
- If a student is not present in the form room by the close of registration, indicate this with a letter 'N'. **Registers close at 8.50 a.m. and 1.40 p.m.** and should be **saved** at that time. Anyone arriving after that in the morning or afternoon respectively is late. Please ensure you are consistent in your application of the closing time for the registers. It is only by being consistent across the school for all students that we are seen to be fair.
- Students who arrive at school after 8.50 a.m. in the morning and 1.40 p.m. in the afternoon should sign in the school foyer. Even if the student arrives in your form room after 8.50 a.m., she must still sign in.
- Students with peripatetic music lessons should always sign in at the Music Centre. Students attending any music ensembles that take place during registration should report briefly to their form tutor beforehand.
- Return register folders to the office after morning registration by 9.10 a.m.
- For students arriving between 8.50 and 9.30 a.m. a late mark will be recorded by the Attendance Officer. Any student signing in after 9.30 a.m. or 1.45 p.m. is classified as absent and a note or email is required from parents. The only exception is where there is known to be a major transport failure.
- Sixth Form students with a study period in lesson 4 will receive their statutory mark in lesson 5.
- Absence notes. When an absence note is brought in (should be the day the student returns), the tutor should initial and date the note. Ensure the student's name and form are clearly on the note (try to write these in the top left-hand corner of the note). Put the note in the register folder.
- A telephone call to the school office still needs backing up by a note or email from the parents. It is the Form Tutor's responsibility to ensure a note is received. Where an email to absence@cchs.essex.sch.uk or telephone call is received, the Attendance Officer will record it in SIMS. The office staff will remove signed notes from the register folder on a regular basis. It will be easier to do this if the folder does not contain unnecessary or out of date material.
- If the student doesn't bring in a note by the **second day after she returns**, this should be indicated to the Attendance Officer. If an absence letter is not received, a letter will be sent to parents from the Deputy Headteacher. If a satisfactory letter is not received, the absence will become unauthorised.

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Absence Protocol

Attendance Officer

- The Attendance Officer will endeavour to contact parents of all students absent each day if no notification has been received from parents.
- When a letter explaining absence is received the Attendance Officer will **make a note onto** the electronic register on the first session of absence.

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Parents

- Parents should e-mail to absence@cchs.essex.sch.uk or telephone the School for any absence on the morning of the student's first day of absence, as a matter of priority in the morning. Parents should ensure that any telephone call to the school office concerning an absence is backed up by a letter but an email will be treated as an absence letter.

Students

- Students should ensure they bring in an **absence note** on the day they return. When this is received the Attendance Officer will make a note onto the electronic register to indicate this.

Form tutor

- If the absence extends beyond one week, or if a student has a higher than usual rate of absence, or a regular pattern of absence, the Tutor must **inform the Student Year Leader** who will investigate further.
- **Authorising an absence:**
Absence is authorised by the school, not the parent; the production of an absence note does not lead to automatic authorisation. Absences for illness, medical appointments, music exams, funerals, etc, should be authorised by the tutor initialling the absence note. Medical or Examination appointments should only take one half day so no more than this will be authorised, unless there are exceptional circumstances.
- **Absences for other reasons lasting for one day or more, including family outings, social occasions, holidays etc.**
Requests for student absence during term time should be made by the parent or guardian with whom the student normally resides using the Leave of Absence Form and parents should be aware that leave will only be approved in exceptional circumstances following advice updated in August 2013 from the Department for Education as detailed below. The form may be obtained from the school office or via the website. These must be noted by the Attendance Officer and then passed on to the relevant Student Year Leader. The Student Year Leader will check the student's attendance before indicating their approval and will pass on the form to the Headteacher for final approval. If the Headteacher does not approve the absence then the parents should be informed of this via the Student Year Leader. Sanctions may then be taken against the parents if the student is still taken out of school; these will be in line with Local Education Authority guidelines and could include Penalty Notices.

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ABSENCE OF SCHOOL CHILD ON HOLIDAY: GUIDANCE FOR SCHOOLS

The Education (Pupil Registration) (England) Regulations 2006 have been amended as from September 2013 in relation to leave of absence during term time for students.

Department for Education – School Attendance Statutory Guidance and Departmental Advice dated August 2013 states:

- *Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.*
- *Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.*
- *If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.*
- *If taking an unauthorised term time holiday is grounds for issuing a penalty notice according to the local authority's code, and if the leave of absence for holiday was not authorised by the school, either the school or the local authority may issue a penalty notice.*

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Monitoring of attendance

The attendance officer will provide the following data for the Student Year Leader and tutors to take action on.

- 1) The first week in any half term, a list of percentage attendance for each student in the year group, with students with absences less than 90% identified.
- 2) Each fortnight a list of unexplained absences.

The tutors and Student Year Leaders will take appropriate action on this data. This could include the following:-

Speaking with the student to discuss reasons for absence/lateness

Contact with the parent to discuss reasons for absence/lateness

In liaison with the SLT member for attendance, agreeing a formal 'notice to improve' for the parents.

Refer the situation to the Missing Education and Child Employment Service.

Deletions from roll/ Children missing from education

In line with the 2006 Pupil Registration Regulations, the school will undertake the following:

- 1) To report to the local authority any students with either 10 consecutive days of unauthorised absence or where the students are failing to attend the school regularly.
- 2) To confirm, using the standard template, to the Missing Education and Child Employment Service of the intention to delete a student from the roll before the deletion occurs under the following circumstances.
 - When the students' parents have advised in writing that they are withdrawing their child to educate them at home.
 - That the student has ceased to attend the school and no longer lives or boards within travelling distance of the school.
 - Permanent exclusion of a student.

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