

# TIBSHELF COMMUNITY SCHOOL ATTENDANCE POLICY

Ratified: June 22  
(Tibshelf Policy)



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## 1. Introduction/Aim

- 1.1 Regular school attendance is essential if children are to achieve their full potential. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances.
- 1.2 At Tibshelf Community School we believe that regular school attendance enables children both to maximise the educational opportunities available to them and to become responsible, organised and motivated adults. We value all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Equality Act 2010 and other relevant legislation.

## 2. Legal Framework

- 2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
- 2.2 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- 2.3 The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:
  - Present;
  - Absent;
  - Present at approved educational activity; or
  - Unable to attend due to exceptional circumstances.
- 2.4 This policy also has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - The Equality Act 2010
  - DfE (2018) 'School attendance'
  - DfE (2016) 'Children Missing Education'
  - DfE (2018) 'Keeping children safe in education'

## 3. Definitions

- 3.1 For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed
- Not attending school for any reason

Regular attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

An “authorised absence” as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

“Persistent absenteeism” (PA) as:

- Missing 10% or more of schooling across the year for any reason

“Parent” as

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

#### 4. Categorising Absence and Attendance

4.1 The table below shows the national codes which enable all schools to record and monitor attendance and absence in a consistent way and comply with the regulations.

Absence and Attendance Codes	
<b>Present at School</b>	
/ \	Registration code / \ : present in school / = am \ =pm
L	Late arrival before the register has closed. Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
<b>Attendance codes for when pupils are present at approved off-site educational activity</b>	
B	Off-site educational activity. This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing schoolwork. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil’s absence using the relevant absence code.
D	Dual Registered – at another educational establishment. This code is not counted as a possible attendance in the school Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because

	they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.
J	At an interview with prospective employers, or another educational establishment. This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
P	Participating in a supervised sporting activity. This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational visit or trip. This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
W	Work experience. Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.
<b>Absence codes when pupils are not present in school</b>	
C	Leave of absence authorised by the school. Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
E	Excluded but no alternative provision made. If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.
H	Holiday authorised by the school. Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
I	Illness (not medical or dental appointments). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
M	Medical or dental appointments. Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school



	hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
R	Religious observance. Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.
S	Study leave. Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
T	<p>Gypsy, Roma and Traveller absence. A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.</p> <p>This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.</p> <p>To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.</p>

#### **Unauthorised Absence from School**

G	Holiday not authorised by the school or in excess of the period determined by the head teacher. 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.
N	Reason for absence not yet provided. Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
O	Absent from school without authorisation. If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Arrived in school after registration closed. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

#### **Administrative Codes**

X	Not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.
Y	Unable to attend due to exceptional circumstances. This code can be used where a pupil is unable to attend because:



	<ul style="list-style-type: none"> <li>• The school site, or part of it, is closed due to an unavoidable cause; or</li> <li>• The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or</li> <li>• A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.</li> </ul> <p>This code can also be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> <li>• The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).</li> </ul> <p>This code is collected in the School Census for statistical purposes.</p>
Z	Pupil not on admission register. This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.
#	Planned whole or partial school closure. This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

## 4.2 Leave of Absence

4.2.1 Since September 2013, changes to Government regulations and guidance means that Head teachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances). All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

4.2.2 We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for child due to 'exceptional circumstances.' At Tibshelf School, leave of absence shall not be granted unless there are 'exceptional circumstances'. This may only be granted at the discretion of the Head teacher. Tibshelf School will respond to all applications for leave of absence in writing. Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

4.2.3 Parents wishing to apply for leave of absence during term time must apply in writing to the Head teacher at least a month before the planned leave. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head teacher and it will be marked as unauthorised Tibshelf School will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**. In such cases the school will make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

4.2.4 A penalty notice request or a referral for prosecution may be submitted to the Local Authority should:-

- The parent fail to submit a leave of absence request in advance of taking the leave

- An application for a leave of absence is not agreed by the Head teacher but is still taken.
- A longer period of time is taken in excess of the agreed number of days.

4.2.5 When absence is granted by the Head teacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

### **4.3 Pupil Absence for the purposes of Religious Observance**

Tibshelf School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

### **4.4 Traveller Absence**

1. The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.
2. To protect Traveller parents from unreasonable prosecution for non-attendance, s. 86 of The Education Act 1944 states that a Traveller parent shall be entitled to be acquitted if his or her child accrues 200 attendances (i.e. 200 half days) during the period of twelve months ending with the date on which the proceedings were instituted, if the family are of no fixed abode.
3. However, it should be noted that this provision applies only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.
4. When trading or otherwise conducting their business in or around Derbyshire, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.
5. Tibshelf School will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended Tibshelf School in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at Tibshelf School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.
6. Tibshelf School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:
  - Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
  - Inform the school regarding proposed return dates
7. Traveller children will be recorded as attending an approved educational activity when:
  - The child is on roll and attending another visited school
  - Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
8. Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

### **4.5 Unauthorised Absence**



Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. That decision is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is actually considered well enough to attend
- Holidays taken without the authorisation of the school

#### 4.6 Persistent Absence

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

#### 4.7 Late Arrival at School

At Tibshelf School all pupils are expected to arrive on time for every day of the school year.

The school day begins at 8.27. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8.30. All pupils arriving after this time are required to report to Student Services. If their arrival is after 8.35 it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 8.35. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session – The U code is given to all students who arrive after 9.30am U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

### 5. Deletions from the Register

5.1 In accordance with the Regulations, pupils will only be deleted from the register when one of the following circumstances applies:

A	Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
B	<b>Change of school</b>

	Except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
C	Where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
D	<b>Home education</b> In a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
E	<b>Moved away</b> Except in the case of a boarder that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
F	In the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
G	That he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
H	That he has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) The proprietor of the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
I	That he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
J	That the pupil has died.
K	That the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or

	(ii) The pupil does not meet the academic entry requirements for admission to the school's sixth form
L	In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
M	<b>Permanent exclusion.</b> That he has been permanently excluded from the school.
N	Where the pupil has been admitted to the school to receive nursery education, which he has not on completing such education transferred to a reception, or higher, class at the school.
O	Where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) Those charges remain unpaid by the pupil's parent at the end of the school term to which they relate

Tibshelf School will follow Derbyshire's County Council's Children Missing Education procedures when a pupil's whereabouts is unknown and the school will carry out joint enquiries with Derbyshire County Council to establish the whereabouts of the child.

## 6. Roles and Responsibilities

At Tibshelf School, we believe that improved school attendance is a responsibility shared by governors, school staff, parents, pupils and the wider school community.

The Governors of Tibshelf School will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Regulations and other relevant legislation are complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governors' meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Senior Leadership Team at Tibshelf School will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Regulations and other relevant legislation are complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Education as required and on time

- Report the school's attendance and related issues through termly reporting to the Governors and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated
- Set out how Pupil Premium will be used to support pupils with irregular attendance

All staff at Tibshelf will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Regulations and other relevant legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families

Pupils will:

- Be aware of the school's attendance policy and when and what they are required to attend. This will be communicated to them through the school staff, parents, and the school timetable
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class
- Bring a note of explanation from their parents or parents to explain an absence that has happened or is foreseen
- Follow the correct set school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The members of staff responsible for attendance will support good attendance, respond to concerns and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data
- Undertaking regular attendance meetings with the Designated Safeguarding Lead and other relevant staff members
- Implementing the identified strategies for promoting good whole school attendance
- Implementing the identified strategies for tackling unsatisfactory attendance
- Managing individual pupil casework files
- Coordinating Individual Action Plans for pupils causing concern
- Ensuring first day calling procedures are adhered to, if a child is absent from school without contact from parents
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes
- Making referrals to appropriate external agencies

Tibshelf requests that parents will:

- Take a positive interest in their child's work and educational progress
- Ensure their child has regular attendance at school
- Instil the value of education and regular school attendance within the home environment
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours
- Ask the school for help if their child is experiencing difficulties with any aspect of their school work or home and family life
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home
- Maintain effective routines at home to support good attendance
- Attend all meetings requested to discuss attendance issues

## 7. Attendance Protocols

If a child is absent, the following will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 8 35 and where no reason for absence is known
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned
- If school cannot make contact with a parent and are concerned about a pupil, a home visit may be carried out
- School will telephone home if a pupil leaves the school without permission

In certain circumstances the School may also:

- Visit the home of the pupil or request a welfare check to be made by the police
- Write to the parents of a pupil to highlight attendance or punctuality issues
- Invite parents to discuss how school can support the family to make improvement
- Refer to an external agency/ support service to offer support, guidance and advice
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or referring to Children Services, where there are safeguarding concerns

### 7.1 Expected absence procedure for parents:


A parent has a legal responsibility to ensure that their child attends school regularly.

If a child is unavoidably absent from school parents are expected to:

- Contact school by telephone call on the first day of absence and each subsequent day, identifying the reason for absence and the expected date of return
- If no contact is received, the Attendance protocols will be instigated

### 7.2 Support Systems

School recognises that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's



attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance.

The school will implement a range of strategies to support improved attendance. Strategies used may include:


- Discussion with parents and pupils
- Parent Support advisor
- Pupil Voice Activities
- Friendship groups
- 1 to 1 mentoring
- Reward systems
- Additional learning support
- Behaviour support
- Reintegration support packages
- Attendance panels
- Parenting contracts
- Engaging the support of other agencies

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Head teacher will consider the use of legal sanctions following consultation with the Local Authority.

### **7.3 Attendance Procedure and Reward System**

See separate Reward Policy for details of where Attendance fits into the half termly Rewards Days. This Policy is currently being reviewed for Next Academic Year.

See below example for Attendance Flow chart sent to parents to explain procedures.





# TIBSHELF COMMUNITY SCHOOL

## Attendance at Tibshelf Community School



- Students entered in half termly, termly, yearly attendance prize draw
- Constant monitoring of attendance by form tutor
- Certificate issues termly to promote continued good attendance
- Highest chances to win rewards and represent the School



- Students encouraged to improve attendance
- Students have dropped below government target
- Support offered by tutor, 1:1 sessions with Pastoral Manager
- High chance to win rewards during attendance drive if attendance improves over a period of time



- Parent/Carer invited in to meet with Attendance Officer
- Constant monitoring of attendance by Attendance Officer/Pastoral Manager
- Chance to win rewards during attendance drive if attendance improves
- Student placed on a half-termly review, including an attendance panel interview, to monitor attendance, medical evidence will be requested and at risk of penalty notice if no improvement is made



- 1:1 meeting with Attendance Officer/Pastoral Manager
- Constant monitoring of attendance by Attendance Officer, Pastoral Manager and Head of Progress
- Medical evidence requested
- School Attendance Panel Meeting
- Chance to win rewards during attendance drive if attendance improves
- Letter sent fortnightly informing parent/carer of current attendance
- Parent/carer invited to meet with Attendance Officer, Pastoral Manager, Head of Progress, Key-Stage Manager
- Referral to Education Welfare Officer, penalty notice and Fast Track to prosecution for those families/students showing no significant improvement


At Tibshelf School, we strongly believe that outstanding attendance is vital in ensuring that every student achieves their full potential.

Therefore a great deal of time and resources are spent in ensuring students and their families understand the importance of outstanding attendance and strive to improve constantly and achieve an attendance of 97% or above.

Prosecution will be used as a last resort when methods of support have been exhausted.

We will work to remove barriers to attendance wherever possible, but the legal responsibility for ensuring good attendance lies with the parent/carer.





To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- admissions
- exclusion
- special educational needs
- teaching and learning
- behaviour and rewards

## **9. Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

- School attendance, DFE (2016)
- School attendance parental responsibility measures: statutory guidance, DFE (revised March 2017)
- Derbyshire County Council Children Missing Education Practice & Procedures
- 'Keeping Children Safe in Education', DFE (2016)

## **10. Appendices**

10.1 The following pages contain appendices relevant to this policy. [What has been included is by no means an exhaustive list and schools are encouraged to include copies of their own template letters/advice documents]





## Appendix 1

### General Attendance Letter

Dear Parent/Carer,

Tibshelf Community School expects the highest levels of attendance possible and does not accept excuses for absence, except in extreme circumstances. Our aim is to have every student achieve a minimum of 97% **attendance** and ultimately aim for 100% **attendance** and punctuality. We recognise that high levels of school attendance is key to success, and in line with government guidelines we aim for all students to have attendance of **97%** or above. We regularly check and monitor attendance and offer support and encouragement to all students in order to help them achieve their attendance goals.

#### **School Attendance:**

Good attendance is crucial if students are to achieve their full potential. The School is committed to supporting all families in maximising attendance. Parents can also play their part by working with their children and the school to promote good attendance. The following points will help parents to improve their child's attendance:

- Phone the school on your child's **first day of absence** and only allow days off for genuine illness.
- Ensure your child attends **on time** and **every day**. (**Arriving after close of registration will result in an unauthorised mark of U being given and this will affect your child's attendance figures**).
- Where possible, try to arrange **medical appointments out of school time**. Always ensure your child attends immediately **before and after medical appointments** if appointments are unavoidable.
- **Avoid holidays** in term time. (**If taken during term time they will likely incur a fine**).
- **Know your child's attendance figure** and talk to them about it!
- **Talk to the school very early on** if you have any problems in relation to your child's attendance or if any problems arise.
- **Praise and reward** your child's good attendance.

#### **We can help:**

Students can get worried about going to school. They may say they feel unwell. You may notice a pattern or find they are worried about a particular lesson, homework, friendship issues or bullying. Students need to know that staff will always help to resolve any problems they encounter. It is better to inform the school early so this can be done quickly.

You will be issued with regular Registration Certificates, detailing your child's attendance levels throughout the academic year. This will help you monitor your child's attendance levels. You can also view your child's attendance on the My ED App (details of which can be found on the Schools website under information/communication).

#### **Parents you can help by:**


- Listening to your child's concerns;
- Reassure them that together we can sort the problem out;
- Speak to the school about the problems;
- Be firm about attendance. If they are not in school it is harder to sort the problem;
- Talk regularly to your child about school and how they feel about it;
- Look at your child's work and praise their efforts.

#### **Reporting your child Absent from School.**

To report your child absent outside of school hours, please phone the school on 01773 872391 and select option 2. The school hours are 8:00am until 4:00pm.

During the school hours, please telephone 01773 872391 Ext 274.

When calling the school to report your child absent, we will need to know the following information:

- 
1. Student's full name
  2. Tutor Group
  3. Reason for absence (Length of absence)

### **Absence from School due to Medical Appointments**

Here at Tibshelf School we would like to encourage you to make all medical/dental appointments outside of the school day, but we understand that this is not always possible.

If your child is going to be absent from school due to a Medical Appointment you can report it in the same way as detailed above. We expect your child to bring their appointment card or letter to Student Services for a member of staff to take a copy.

Please find below an overview of Attendance at Tibshelf Community School. Following this letter further communications will be sent to parents/carers for those students whose attendance are a concern. Should you require any further support with this matter please don't hesitate to contact our Attendance Officer, Mrs Riley.

Yours Sincerely

**Mrs Louise Crowder**  
**Assistant Head (Safeguarding & Welfare)**





**Example of Attendance Acknowledgement Letter 1**

Parent/Carer of «First\_Name» «Last\_Name» «Reg»

Date:

**RE: «First\_Name» «Last\_Name» «Reg»**

Dear Parent/Carer,

Tibshelf Community School aims for all students to have an attendance of 97% or above. At present your «Son/Daughter»'s attendance is **below** 94%. This is a cause for concern, as this means your child is missing a considerable amount of vital education. It has been proven that high attendance links directly to educational attainment and progress.

If your child's attendance does not continue to improve over the next 28 days and there are continuing repeated absences it may lead to medical evidence being needed to authorise any absence. This would mean that for any time off school a medical professional's letter/prescription/appointment card would be needed to prove absence. If no evidence is provided then this would be recorded on your child's record as unauthorised absence. Once put on Medical Evidence if this is not provided further action will be taken and we will have no option but to refer to the Educational Welfare Office. This could then lead to legal action against yourselves and a fine.

Should you wish to discuss your child's attendance or any other concerns please do not hesitate to contact school. In the meantime, we will continue to monitor your child's attendance, in the hope this will continue to improve in the future.

Yours Sincerely

Mrs Riley  
**Attendance Manager**





## **Example of Medical Letter 2**

Parent/Carer of «First\_Name» «Last\_Name» «Reg»

Date:

Dear Parent/Carer of «First\_Name» «Last\_Name» «Reg»,

As a school we are concerned about «First\_Name»'s attendance. Their attendance figure at present is «Roll\_Call»%. A copy of your child's attendance record is enclosed.

The school's attendance target is 97% and as you can see «HisHer» attendance figure is significantly below this. **It is for this reason that your child's attendance will now be formally monitored and from the date of this letter, until the end of the academic year any further absences need to be supported with medical evidence.** If medical evidence is not provided then absences will remain unauthorised. Medical evidence can include: doctor's notes, prescriptions, appointment cards or other formal letters from medical professionals. All dates on documents provided must correspond with time off school for absences to be authorised.

If unauthorised absences continue after this point, contact will be made with Education Welfare. Following a referral to Education Welfare **action may be taken against yourselves, in the form of court proceeding or fines.**

If there are any issues that school are not aware of or you would like a referral to the school nurse then please do not hesitate to get in touch with myself, or their Head of Year to discuss this further.

Yours sincerely

Mrs Joy Riley  
**Attendance Manager**





**Letter 3 Attendance Challenge Letter**

Date:

Dear Parent/Carer of «First\_Name» «Last\_Name» «Reg»,

Absence from School

«First\_Name» was absent from school for NUMBER school days between DATE and DATE. You informed Tibshelf School that «First\_Name» was absent due to REASON.

However, I understand that «First\_Name» was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for «First\_Name» with a 'G' which means 'unauthorised absence for a holiday during term-time.' You may be issued with a Penalty Notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours Sincerely

Mrs Joy Riley  
**Attendance Manager**



## Letter 4 – Formal Monitoring Letter 6 Weeks

Private and confidential

Parent/Carer of «First\_Name» «Last\_Name» «Reg»

PARENTAL RESPONSIBILITY LETTER  
(One letter per parent)

Date:

Dear Parent/Carer of «First\_Name» «Last\_Name» «Reg»,

As you are aware, I am concerned about «First\_Name»'s school attendance. I have enclosed a copy of «HisHer» attendance printout for your information. Whilst the average attendance for a child of PHASE age is NUMBER % your child's attendance is «Roll\_Call»%.

I am required to make you aware of your legal responsibilities in relation to school attendance. Under section 444 of The Education ACT 1996 a parent is guilty of an offence if a child of compulsory school age, who is registered pupil at a school, fails to attend regularly at the school.

If «First\_Name»'s attendance continues to be unsatisfactory and has absences marked as unauthorised then I will have no option but to refer your case to Derbyshire County Council for consideration of legal action. This may result in:

- A Penalty Notice payable up to £120 fine per child
- Prosecution under S444 (1) Education ACT 1996 where, if convicted, you may be fined up to **£1000**
- Prosecution under s444 (1a) Education ACT 1996 where, if convicted, you may be fined up to **£2500 and/or a community order or imprisonment.**

I will continue to monitor the situation but if «**First\_Name**»'s attendance does not improve over the next NUMBER weeks, then legal action may follow. If you wish to talk to ME/NAME, TITLE regarding this issue or you require any support please do not hesitate to contact ME/HIM/HER on the number of the top of this page.

Yours Sincerely

Mrs Joy Riley  
**Attendance Manager**



**Letter 5 Penalty Notice Warning Letter**

Parent/Carer of

Date:

Dear Parent/Carer of «First\_Name» «Last\_Name» «Reg»,

**RE: Unsatisfactory Attendance at Tibshelf Community School  
England average attendance 97%  
«First\_Name»'s attendance «Roll\_Call»%**

I am writing to you about «First\_Name»'s education. Tibshelf School has identified that «HisHer» attendance record is unsatisfactory with some absences unauthorised. As you know it is a parent's responsibility to make sure their children receive a regular education.

Unless there is a significant improvement in «First\_Name»'s attendance over the next **NUMBER** school days, I will ask Derbyshire County Council to issue you with a Penalty Notice.

Under Section 444 of the Education Act 1996 (as amended by S23.1 Anti-Social Behaviour Act 2003) a fine of one hundred and twenty pounds (£120) payable within twenty-eight days, reduced to sixty pounds (£60) if paid within twenty-one days, can be imposed for this offence. Failure to pay will result in a prosecution under Section 444 of the Education Act 1996.

If «First\_Name» has any absence over the next **NUMBER** school days, as a result of a medical condition or medical appointments which could not be made out of school time please provide evidence that this is the case. Medical evidence can take the form of prescriptions, appointment cards or, if your child is under the hospital, a letter from their consultant. This evidence must relate to the absences taken during monitoring period stated above.

Please do not hesitate to contact Mrs Joy Riley Attendance Officer on the telephone number at the head of this letter should you wish to discuss this matter further.

Yours Sincerely

Mrs Louise Crowder  
**Assistant Headteacher (Safeguarding & Welfare)**





## **Appendix 2**

Review Period: 1 Year

The punctuality policy consists of six sections and identifies key personnel and their roles within the policy. The six sections are:

1. Aims.
2. Promotion of good punctuality.
3. Expectations.
4. Sanctions for poor punctuality to school.
5. Sanctions for poor punctuality to lessons.
6. Monitoring the system.

### **1. AIMS**

Good punctuality to both lessons and to school leads to higher levels of achievement within the classroom by maximising available learning time. The aim of Tibshelf Community School's punctuality policy is to offer parents, students and school staff a set of guidelines that, when adhered to, support and promote both higher personal standards and higher levels of achievement within the classroom and support good behaviour for learning in the classroom.

### **2. PROMOTION OF GOOD PUNCTUALITY**

#### **To Parents**


Parents will be informed of the punctuality policy in order to make the school's expectations clear regarding students' time keeping for registration and the beginning of lessons. The policy will be communicated as follows:

- The reproduction of this Punctuality Policy on the school website
- Reminders within newsletters of this Punctuality Policy
- Text messages home to inform parents where there are concerns about lateness
- Telephone calls home to inform parents where there are concerns about lateness
- Parental meetings in school to discuss late issues
- Promoting the importance of punctuality at open evenings and parents evenings

#### **By Form Tutors**







Form Tutors are responsible for communication of this Punctuality Policy to students in their form class. The policy will be communicated as follows:

- ▯ By being punctual to form time each day and by taking the register promptly
- ▯ By marking students late for form time and informing them they have received a late mark
- ▯ At the start of **every academic term**, Form Tutors will deliver a short session on this Punctuality Policy
- ▯ By reminding pupils regularly within form periods of the importance of good punctuality to school and to lessons
- ▯ By ensuring that this Punctuality Policy is adhered to by themselves and their students

### **By all classroom teachers**

Classroom teachers will communicate this Punctuality Policy by:

- ▯ By taking the register promptly each lesson and thanking students for being on time and informing those that are late they have received a late mark

### **HOY**

HOY will communicate this Punctuality Policy by:


- ▯ Regularly re-enforcing the policy to students via assemblies
- ▯ Explaining the policy to new arrivals within the year group
- ▯ Emphasising the importance of the policy at meetings with Form Tutors
- ▯ Where necessary, reminding parents of the policy
- ▯ Supporting the escalation system for lateness
- ▯ Monitoring persistent lates and ensuring there is appropriate contact with parents/carers and where possible supporting students with genuine needs to be on time to school

Daily monitoring, logging and emphasising of importance of punctuality

## **1. EXPECTATIONS**

### **Punctuality to School**

The following expectations apply to all students:

- ▯ School starts at 8.30am and pupils should be in their form room by 8.30am each day. The student is late if he/she arrives after this time. This means students should be in school by 8:25am
  - ▯ All external gates will be locked promptly at 8:25am
  - ▯ Students arriving after this have to enter through the main reception doors where a HOY will take their name and issue them with a late and relevant sanctions
  - ▯ If a student arrives after this time with a genuine reason, they should bring a note from home to this effect
- 



Any pupil arriving after 9:30am is deemed to be late and will be marked as such, thus incurring unauthorised absence

## **Punctuality to Lessons**

The following expectations apply to all students:

- Staff and students are expected to arrive on time for the start of every lesson throughout the day
- A student should ask for a note, if kept late by a member of staff which causes lateness to the following lesson
- A student should have a note from the member of staff if there is a genuine reason for leaving the lesson
- Staff briefings will finish promptly at 8:25am to ensure all staff can get to registration on time
- Middle Leaders and SLT appropriately challenge staff that are persistently late at arriving or starting form time or lessons late
- All staff and students begin moving to lessons three minutes before the end of lunchtime and break to enable students to enter classrooms appropriately and ensure a punctual start to all lessons
- Students arriving to talk to staff at the end of break or lunchtime should be sent to their lessons unless it is a safeguarding issue
- No students are allowed out of lessons in the first or last ten minutes of a lesson, unless they have this in either their EHCP or PEAP as part of a reasonable adjustment
- Staff should release students from all lessons on time, not before or after the end of lesson

### **1. SANCTIONS FOR POOR PUNCTUALITY TO SCHOOL**

The following sanctions apply to all pupils in the case of lateness to school:

Over each 2 wk period, if they arrive **between 8:25am and 8:30am**:

2 times Telephone call from HOY

Subsequent “lates” would enquire a meeting in school with parent/carer and HOY. Attendance in the Focus Room at lunch to complete the “late” restorative work.

If continued late then an attendance panel will be convened involving student, parent/carer, Intervention Team, HOY & SLT link.

## **Text Messages**

Text messages are sent by 10:00am each day to inform parents of absence to school

- The House Manager will monitor persistent lateness and parents/carers will be called into school for a meeting to discuss their child’s continued lateness and the child may be put on the behaviour ladder for refusal to comply with school rules.





## 2. MONITORING THE SYSTEM

### Form Tutors

- Should use the school reporting system to monitor punctuality and ensure they use the correct registration codes
- Contact parents/carers to raise concerns and offer support where necessary

### Class Teachers

- Ensure they monitor class attendance and punctuality and monitor lateness to lessons of pupils in their class
- Arrive on time to lessons to ensure a prompt start.

### Teaching Assistants and Support Staff

- Arrive on time to lessons to ensure a prompt start for all students
- In cases where students arrive late as part of a strategy teaching staff are clearly informed

### HOY

- Ensure phone calls home are made by the appropriate person
- Will monitor the punctuality to school and to lessons of individual students causing concern

### Intervention Team Manager

- To work collaboratively to ensure the attendance policy is implemented
  - To organise attendance panel meetings for students at risk of poor punctuality and attendance
  - To ensure that appropriate action is taken by the HOY and the Intervention Team regarding poor punctuality and attendance to school
  - To recommend changes to the punctuality/behaviour policy as necessary
  - To monitor those students not in lessons and escort any student back to their lesson if appropriate and inform the teacher that they are late to the lesson without reason
- 