

The Charter School North Dulwich

ATTENDANCE AND PUNCTUALITY POLICY 2024

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1 Introduction

Our mission at The Charter Schools Educational Trust (hereafter referred to as the ‘Trust’) is to inspire and nurture children and young people in South London to excel, through education that transforms lives. A key factor in delivering this is a child’s attendance at school.

Only by attending school regularly (96% or more of the time) and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. High achievement depends on good attendance. Children who miss lessons are at risk of falling behind and statistics show that children with poor attendance tend to achieve less in both primary and secondary school.

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
99-100%	Excellent	0-4	Less than 1
96-98%	Good	5-9	1-2
95%	Satisfactory	10-13	2-3
90-94%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19 days Equivalent to 38 AM/PM sessions	More than 4 weeks

The whole school community, including pupils, parents and carers, teaching and support staff and Trustees and local Governors, have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone’s part in this. The policy is based on current government and Local Authority guidance and statutory regulations. The school will ensure that all members of the school community are made aware of the policy and have access to it.

2 Legal framework

The Education Act 1996 states that:

- The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable
 - a) to their age, ability and aptitude, and
 - b) to any special educational needs, they may have, either by regular attendance at school or otherwise.
- A person begins to be of compulsory school age
 - a) when they attain the age of five, if they attain that age on a prescribed day, and
 - b) otherwise at the beginning of the prescribed day next following their attaining that age.
- A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year.
 - a) if they attain the age of 16 after that day but before the beginning of the school year next following,
 - b) if they attain that age on that day, or
 - c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

The Charter Schools Educational Trust and its schools are dedicated to complying with attendance laws set out by the legal framework and has set out this attendance and punctuality policy accordingly.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2022) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Keeping children safe in education 2022'

This policy operates in conjunction with the following Trust/school policies:

- Complaints Procedures Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Pupils with Additional Health Needs Attendance Policy

3 Roles and responsibilities

3.1. The **Trust Board** is responsible for:

- Recognising the importance of school attendance and promoting it across the Trust's ethos and policies

- Ensuring that effective practice on attendance management and improvement across its schools
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated

3.2. The local governing board (LGB) has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school
- Promoting the importance of good attendance through the school's ethos and policies
- Working with the school leaders to set goals for attendance and providing support and challenge around delivery against those goals
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handling complaints regarding this policy as outlined in the Trust's Complaints Policy
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children

3.3 The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school
- Arranging attendance training for all relevant staff that is appropriate to their role
- Appointing a member of the SLT to take the strategic lead on attendance
- Ensuring all parents are aware of the school's attendance expectations and procedures
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence

3.4 All staff at The Charter School North Dulwich are responsible for:

- Following this policy and ensuring pupils do so too
- Ensuring this policy is implemented fairly and consistently
- Modelling good attendance behaviour
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated
- Where designated, taking the attendance register at the relevant times during the school day.
- Providing an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day.

3.5 A designated member of the school's Senior Leadership Team will be identified as the school's strategic lead on attendance and will be responsible for:

- Ensuring that the Attendance Policy is consistently applied throughout the school
- The overall strategic approach to attendance in school
- Developing a clear vision for improving attendance
- Monitoring attendance and the impact of interventions
- Analysing attendance data and identifying areas of intervention and improvement
- Reporting on attendance to the Senior Leadership Team and local governing body
- Following up on incidents of persistent poor attendance
- Informing the LA of any pupil being deleted from the admission and attendance registers

3.6 The Attendance Officer will:

- Be responsible for attendance on a day-to-day basis and will provide support to any pupils whose attendance drops below 96%
- Be responsible for liaising with the form tutor/year leader/deputy year leader in relation to pupil absence

- Contacting parents/carers to discuss the pupil's attendance where concerns arise
- Collating attendance data and providing this along with information to the Senior Leader with strategic responsibility for attendance on a regular basis
- Maintaining the electronic registers
- Signing in pupils in who arrive late, with the support of DYLs
- Carrying out first day calling with the support of DYLs, and ensuring relevant letters are sent to parents and carers, as directed by the Senior Leader with strategic responsibility for attendance
- Submitting penalty notices to the LA where necessary

3.7 Parents are responsible for:

- Providing accurate and up-to-date contact details
- Providing the school with more than one emergency contact number
- Updating the school if their details change
- Promoting good attendance with their children
- Ensuring their children attend the school regularly (at least 96% or more) and on time
- Supporting their children's attendance by keeping requests for absence to a minimum
- Parents are also expected to:
 - Notify school on the first day of absence and on each subsequent day of absence, unless medical evidence is provided which defines the necessary length of absence
 - Provide medical evidence when asked to authorise an absence due to illness
 - Attend meetings to discuss their child's/children's attendance when requested

3.8 Pupils are responsible for:

- Being aware of the importance of regular school attendance and punctuality
- Attending their lessons and any agreed activities when at school on time
- Ensuring they attend the school regularly (96% or more) and on time
- Speaking to their form tutor/year leader/deputy year leader/attendance officer if they are having difficulties that may prevent them from attending school regularly or are causing them to arrive at school late

4 Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents/carers and pupils.

4.1 Class Registers

Class registers are recorded using Class Charts. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session. Registers are legal documents and can be used in a court of law, so they MUST be accurate.

4.2 Morning registration

- The Charter School North Dulwich will be open to all pupils from 8:15 in the morning. The school day starts at 8:30 and pupils will be expected to be at line-up, ready to start the day by this time. The register will be taken in the tutor room immediately after this time
- Pupils who arrive after this time will need to report to reception and sign in as late (L)
- The morning registers will close at 9.00 across the school, and any pupil who arrives after this time will be marked as unauthorised absence for the morning session (U)
- We will conform to the time on the clock on the school system to meet the times listed above

4.3 Afternoon registration

- Registers must be submitted at the start of period 4, which commences at 12:20
- Pupils will receive a late mark if they are not in their classrooms by 12:25 (allowing five minutes to get to class in accordance with school policy)
- The afternoon register will close at 12:50 and any pupil who is not present at this time will be marked as unauthorised absence for the afternoon session (U)

5 Categorising absence

5.1 Any pupil who is not present during registration will be marked as absent, unless authorised leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher or other designated staff.

Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised. The decision whether to authorise an absence will always rest with the school.

If no explanation about an absence is received by the school within one week of the absence, the absence will remain unauthorised.

If a pupil is absent with no explanation and the school is unable to get in touch with the parents, the school will carry out a home visit on the third day of unexplained absence. This will be carried out by two members of staff, ideally a member of the year team and another member of pastoral staff (**Appendix 5**).

5.2 Authorised Absence

Absences may be authorised in the following circumstances:

- Leave has been granted by the headteacher or other designated staff in advance in exceptional circumstances and for a limited period (code C)
*N.B. an application must be made in writing on the prescribed form (**Appendix 3**), with appropriate evidence, in advance of the intended circumstance wherever possible. Amendments have been made to the Education (Pupil Registration) (England) Regulations 2006. From 1st September 2013 term-time absence will NOT be authorised unless there are exceptional circumstances.*
- Leave has been granted for a pupil to participate in a regulated performance (code C1) or for pupil to be subject to a part-time timetable (code C2)
- The school is satisfied that the child is too ill to attend (code I). In cases of recurring absence, a medical certificate from the family GP or medical specialist will be required. For long-term issues, a letter from a hospital consultant will be required and this must be updated at least every 6 months. The EWO (Education Welfare Officer) may also ask parents of pupils whose attendance is less than 90% for permission to contact the GP to ascertain reasons for poor absence to school.
- The child is absent to attend an interview for another educational institution (code J1)
- The pupil has a medical or dental appointment (code M) - parents should endeavour to make these appointments out of school hours wherever possible, and should return their child to school immediately afterwards/send them to school beforehand
- The pupil is participating in an approved sporting activity (code P)
- The pupil is unable to attend school because of a lack of access arrangements due to be provided by the local authority (code Q)
- The absence occurs on a school day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs (code R). Code R is usually set aside for well-recognised and published religious observance from one of the six major religions e.g. Eid, Orthodox Christmas. Other types of cultural observance will be considered on a case-by-case basis by the school. If the request is for more than one day, this will also be considered on a case-by-case basis. Day One is

recorded as code R and subsequent days as code C. Parent/carers will be aware of these dates and should give the school written notification in advance.

- The pupil is of no fixed abode, their parent is engaged in a trade which requires them to travel, the pupil has attended school as often as the nature of the trade permits and, having reached the age of six, they have attended 200 sessions in the preceding 12 months (code T)
- Where a pupil is engaged in off-site approved educational activities or temporarily receiving education elsewhere arranged by school (code B) or by the local authority (code K)
- The pupil is attending an educational trip or visit (code V)
- The pupil is attending work experience (code W)

See appendix 1 for the full list of attendance/absence codes

5.3 Absence related to COVID 19

If your child has mild symptoms which could be COVID-19, such as a runny nose, sore throat, or slight cough, and feels well enough, they should attend school.

Your child is no longer required to do a COVID-19 test if they have symptoms. However, if a pupil does have a **confirmed** case of COVID (through the use of a test), then they should stay at home for 3 days. This starts the day after they did the test.

5.4 Unauthorised absence

Except in the circumstances described above, absences will be unauthorised. Some examples of unauthorised absence would be:

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed (U code)
- The pupil is staying at home to mind the house
- Staying at home to care for a sick or disabled parent / carer / family member
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Truancy before or during the school day
- The parent/carers has medical appointment
- Siblings are unwell so the child is not coming in
- Leaving school for no reason during the day
- When a pupil's attendance is below 90% (persistent absentee) and that pupil is absent for illness/medical reasons but does not provide medical evidence to support the absence

5.5 Unauthorised absence codes are:

Code U – late after the registers close (as detailed above)

Code O – the absence is not authorised by the school, even though a reason may have been given for the absence, or no reason has been provided for the absence

Code G – a holiday during term time or leave of absence that has not been authorised

5.6 Persistent absence/severe absence

A pupil becomes a 'persistent absentee' when they miss 10% or more school sessions across the school year for whatever reason. Absence at this level has been proven to do considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.

Severe absence is when a pupil is missing 50% or more school sessions across the school year. Where this is unauthorised absence (i.e. not due to medical conditions which the school is aware of) this is breaking the law and is extremely serious.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

6 Collection and analysis of data

The school uses Class Charts to keep an electronic record of attendance.

The Senior Leader with strategic attendance responsibility will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, to parents and the local governing body as appropriate. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by individual child, year group, class/tutor group and by reasons of absence. It is also analysed by gender, ethnicity, pupils with special educational needs and those who are vulnerable to poor attendance. This data is used to identify where intervention and support is required to improve attendance.

Accurate attendance returns are made to the Department of Education (DfE) within the stipulated timeframe.

7 Systems and strategies for managing and improving attendance / punctuality

7.1 Profile & Rewards

Attendance and punctuality are reported to parents and carers and are recorded on each module report. Every module report will demonstrate the impact of attendance on learning and achievement. House points will be awarded for excellent or improved attendance, which can be put towards buying rewards through Class Charts.

7.2 School Strategies to tackle absence

The AHT for Inclusion and the attendance officer are responsible for the school management of attendance, policy and systems to ensure that The Charter School North Dulwich intervene in non-attendance at an early stage. The attendance officer meets with the Senior Leader with strategic attendance responsibility on a weekly basis to review any pupils where attendance concerns exist and to monitor the impacts of any actions taken.

Where there is an emerging pattern for a pupil's absence or if staff are particularly concerned, the school will contact the parents/carers to advise that the pupil is at risk of hitting the threshold for persistent absence. If attendance declines further, parents/carers will be invited in for a meeting with the year leader and EWO, to discuss the reason for absence and any necessary support which can be put in place.

At the attendance meeting, plans should be put in place with the family and pupil to resolve any difficulties and improve the attendance within a specified time limit. This could involve an attendance contract, necessary referrals, or pastoral support. It will be explained to parents that any future absences may be unauthorised unless there is clear evidence of a good reason for them. A NTI (notice to improve) may be issued if deemed necessary.

If parents/carers fail to attend the attendance meeting or arrange an alternative meeting, a failed appointment letter will be issued, along with a NTI (notice to improve).

After receiving a NTI, if attendance fails to improve, a PN (penalty notice) will be issued to the local authority.

Our approach to tackling unacceptable levels of absence is bespoke and takes into account the individual circumstances of the family. We recognise that absence may be a symptom of other challenges such as emotionally based school avoidance, and we aim to help address those challenges.

7.3 First-day calling

If a child is absent from school and the school has not received a reported absence through Class Charts or other message from the parent/carer, a first day absence call will be made by the attendance officer or DYL to establish the whereabouts of the child and that they are safe. School staff will make every effort to establish contact with the parent and speak to them to confirm where the child is.

If we are unable to establish contact with the parents, we will contact the emergency numbers provided.

If the parent/carer contacts school to provide a reason for absence, but this reason is deemed unacceptable or invalid, the school will try to contact the parent for further details.

7.4 Lateness and punctuality

Pupils are expected to arrive at school by 8.30 every day. For health and safety reasons it is important that the school knows who is in the building.

Pupils arriving late should therefore report to the school reception on arrival to sign in and provide an explanation for the late arrival. It is important that all pupils arriving late follow this procedure.

Pupils who arrive after the register closes will be marked as absent for the whole session with a U code (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late.

For the same reason it is important that pupils who need to leave the premises legitimately (e.g. for a medical appointment) or return to school later in the day after a legitimate reason, sign in and out and provide a reason for leaving early. On their subsequent return to school, they must sign in again to say that they have returned.

Reception staff must put a note on the relevant register in Class Charts to record when a pupil has arrived to school late/left school early.

7.5 Post-registration truancy

Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders them vulnerable to harm. The Charter School North Dulwich takes this very seriously and will endeavour to ensure it does not happen. If, however, a pupil appears to have left the premises without authorisation, the school will try to contact their parents immediately; failing this the police will be contacted and informed. Any child who leaves the school without authorisation will be dealt with according to the school's behaviour policy and the Child Protection Policy.

8 Emotionally based school avoidance (EBSA)

We recognise that some of our pupils may have difficulties in attending school due to emotional difficulties. Emotionally based school avoidance (EBSA) can happen as a result of a range of factors, which can stem from home or from school or from the young person themselves.

In the case of EBSA, school will work closely with the child and family to identify any discernible barriers to attendance and any necessary support which can be put in place. This might include things like a temporary reduced timetable, reasonable adjustments to be made in school, or referrals to external agencies.

Not all school absence is a result of EBSA, and the school needs to be guided by health professionals. If a child is facing acute emotional difficulties which affect their ability to attend school, parents should seek medical advice and provide medical evidence of this to the school.

9 Tackling excessive sickness absence (Code I and code M)

In aiming to maintain an average attendance of at least 96% across an academic year, a child cannot miss more than 8 days in total. We use this benchmark to consider carefully how we define excessive sickness absence.

We recognise that some of our pupils have medical conditions or disabilities that necessitate them having more days of absence than this. Where a pupil has no known diagnosis and misses many days due to sickness absence over a period of time, the parents/carers will be warned that in order to authorise any further absence due to illness, medical evidence will be required, even if it is for half a day.

We would always give warning, opportunities for discussion and implement support from other agencies where we can for families, before that decision is taken.

We view medical evidence as something that does not place additional pressures on health professionals, something that is easily obtainable:

- Appointment slip
- Prescription issued
- Email /text message confirming appointment

10 Term-time absence due to exceptional circumstances (code C)

10.1 The Headteacher will consider each application individually. An application must be made in writing on the prescribed form (**Appendix 3**), with appropriate evidence, in advance of the intended circumstance wherever possible. The Charter School North Dulwich will only consider authorising leave of absence for the following: -

- Serious and sudden illness of a close relative and you must leave in an emergency (see 9.2)
- A one off never to be repeated occasion that can only happen at that time e.g. wedding or funeral
- Any religious observance (one day only under code R)
- A significant educational opportunity afforded **to the child** by a national organisation e.g. ballet, exams, filming for a TV commercial, taking part in a West End production
- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any **leave** in the near future that coincides with **school** holidays.

10.2 What do we mean by serious and sudden?

- Serious means an accident, injury, illness, disease, or physical or mental condition that: poses imminent danger of death; requires inpatient care in a hospital, hospice, or residential medical facility
- Examples of this are: road traffic accident, diagnosis of a life limiting illness, deterioration of a life limiting illness
- Sudden means it has happened and it wasn't expected

- For time away from education it has to be the type of situation for where you receive communication that requires you to leave immediately to travel
- We will require evidence of the seriousness of the situation, which you can bring back with you

11 Issuing penalty notices and initiating court proceedings

As a school within The Charter Schools Educational Trust, we will make full use of the law and issue penalty notices and court proceedings where the conditions for this have been fulfilled. Penalty notices are issued where there are many unauthorised absences on a child's attendance certificate, in accordance with the local authority's code of conduct (Southwark's updated code of conduct will be released in August 2024).

Currently in Southwark a fine can be issued under the following circumstances:

- **Unauthorised absence: (O / G)** The threshold is 10 sessions (AM or PM) of unauthorised absence in a rolling period of 10 school weeks. The absence does not have to be consecutive.
- **Lateness:** 20 instances of extreme lateness (**U**) in a half term
- **Non-Engagement:** in cases where all attempts have been made to engage the family and they have failed all meetings offered and attendance remains a concern

12 Referral to the Child Missing Education (CME) Service

If, after repeated attempts, we are unable to contact any family to establish for sure where the children are, we are obliged to make a referral to the local authority to say this is a child 'missing education' This is an important safeguarding duty and it ensure that circumstances where children are missing from education are swiftly and appropriately responded to. This will be in accordance with our Children Missing from Education Policy and the local authority procedures.

Appendix 1 - Summary of attendance/absence codes A-Z

/ \	Present at school
B	Attending any other approved educational activity arranged by the school, including alternative provision
C	Leave of absence for exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad (e.g. approved acting)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school, including managed moves
E	Suspended or permanently excluded and no alternative provision made (alternative provision must be arranged from the sixth day onwards)
G	Holiday not granted by the school (unauthorised)
I	Illness (not medical or dental appointment)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending education provision arranged by the local authority – this is classed as an exceptional provision of education, and not to be confused with D/B codes
L	Late arrival before the register is closed (before 9:00 or 12:50)
M	Leave of absence for the purpose of attending a medical or dental appointment
N	Reason for absence not yet established – if no reason is provided, this will become an O code after one week
O	No valid or acceptable reason provided for absence (unauthorised)
P	Participating in a sporting activity
Q	Unable to attend school because of a lack of access arrangements (local authority)
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
U	Late arrival after registration closed (after 9:00 or 12:50) (unauthorised)
V	Attending an educational visit or trip
W	Attending work experience
X	Non-compulsory school age pupil not required to attend school – sixth form only
Y1	Unable to attend due to transport normally provided not being available (local authority)
Y2	Unable to attend school due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidelines or law
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not yet on admission register
#	Planned whole school closure

Appendix 2 - Attendance Interventions

Role	Area of responsibility	Actions
Form Tutor	Morning registration	<p>As the first point of contact with pupils, tutors are vital in promoting good attendance and punctuality.</p> <ul style="list-style-type: none"> • Have a formal routine for registers being taken accurately each morning • Acquire explanations of absences required from pupils on their return from school if not already received • Make enquires about unexplained absences and follow up with pupil to ensure that an explanation has been formally given to the school • Look out for trends or patterns in a pupil's attendance and inform the YL/DYL/attendance officer of any specific concerns • Inform the attendance officer of any known future absences for pupils • Discuss pupils' attendance in line with school values, and share attendance data with pupils for them to record in their planners • Discuss lateness with pupils and parents (where possible) and the importance of punctuality emphasised • Acknowledge and encourage pupils on their return after holidays to catch up on the worked missed
Classroom Teacher	All lessons, in particular P4 for afternoon registration	<p>The main duties of all classroom teachers are to ensure that registers are taken at the start of their lesson so that pupils' attendance can be logged and tracked accurately. Staff should welcome and value the presence of all pupils who attend their lesson.</p> <ul style="list-style-type: none"> • Set an example of punctuality by arriving for lessons on time • Follow up any absences or suspected truanting from their respective lessons by logging in Class Charts • Deal with lateness to lessons consistently and promptly. Sanction pupils who arrive late to any lesson. If a pupil is more than 5 minutes for the start of any lesson, this must be recorded as late. If a pupil is more than 10 minutes late, this should be flagged to wider staff and recorded as a truancy if necessary • To liaise with the form tutor and year leader regarding pupils whose attendance to their respective lessons is unsatisfactory • To maintain an accurate record of pupils' attendance to their respective lessons in Class Charts
Year Leader / Deputy Year Leader	Whole cohort ongoing attendance	<ul style="list-style-type: none"> • Make attendance a high-profile issue regularly by visiting tutor groups, having individual conversations and addressing in assemblies • Monitor the attendance of the year group (individual and target groups) • Meet fortnightly with the Education Welfare Officer to discuss individuals whose attendance is of concern • Investigate the cause of absence and plan strategies with tutors, parents or carers, EWO and other agencies • Contact parents or carers regarding truancy • Congratulate and reward pupils on good or improved attendance and punctuality as appropriate • Arrange meetings with parents or carers regarding pupils' attendance • Effectively liaise with other senior staff on attendance related matters • Consult, when appropriate, with other agencies - Social Services, Child and Family Clinic, CAHMS etc.

		<ul style="list-style-type: none"> • Refer pupils to the EWO if, after support and strategies have been implemented, absence continues • Co-ordinate and plan for return of long-term absences, liaising with pupils, parents or carers, teachers, DOL, Attendance Officer, Inclusion Manager, SENCO, EWO
Attendance Officer	Managing whole school attendance	<p>The main duty of the Attendance Officer is to monitor and track pupils' attendance. In addition to this, there are a number of other responsibilities listed below:</p> <ul style="list-style-type: none"> • Text or telephone parents or carers on the first day of absence (with support from DYs) • Liaise daily with tutors and Ys/DYs about communication of absences or lates • Meet with the EWO and to provide appropriate and necessary information regarding attendance when requested • Contact staff who have not taken their registers and follow this up with the Deputy Head of School if this becomes a regular concern • Manage the 'Late Gate' and ensure that pupils times of arrival is recorded on Class Charts (with the support of DYs) • To maintain appropriate records regarding pupils' absences • To mark in those pupils who arrive at the school entrance after 8.30am and before 9am as late (L). Those arriving after 9am must report to reception and will be marked (U) for the AM session.
EWAS	Supporting whole school attendance	<p>The school has a named Education Welfare Officer (EWO). They have a very specific role to play in supporting a school to maintain high levels of attendance. The EWO's essential purposes are to support parents and carers to meet their responsibilities for ensuring that their children regularly attend the school at which they are registered and to support schools to develop effective systems for managing attendance. The Education Welfare Officer acts in partnership with the school, supporting and reinforcing the school's own efforts. They will:</p> <ul style="list-style-type: none"> • Meet with Ys/DYs fortnightly to discuss the attendance of pupils • Promote partnership between pupils, parents and school over attendance and punctuality • Monitoring and review registers for individuals causing concerns • To work collaboratively with the school and parents attempts to improve the attendance of identified pupils • Liaise with Ys/DYs, The attendance officer, Assistant Headteachers and The Deputy Head of School about referrals to court attendance panels of long-term absentees • Explain the consequences of poor attendance or punctuality to pupils, parents and carers • Refer pupils to other agencies where appropriate being jointly agreed. • Make home visits and feedback relevant information to the school as required • To take the necessary steps with individuals referred for poor attendance (meeting, attendance panels or pursue prosecution)
AHT for Inclusion	Leading whole school attendance	<p>The AHT for Inclusion is responsible for the overall strategic approach to attendance in school. They will oversee all the above and be responsible for escalating cases when necessary and in line with the school's policy.</p>

Appendix 3 - Form to request leave from school in exceptional circumstances

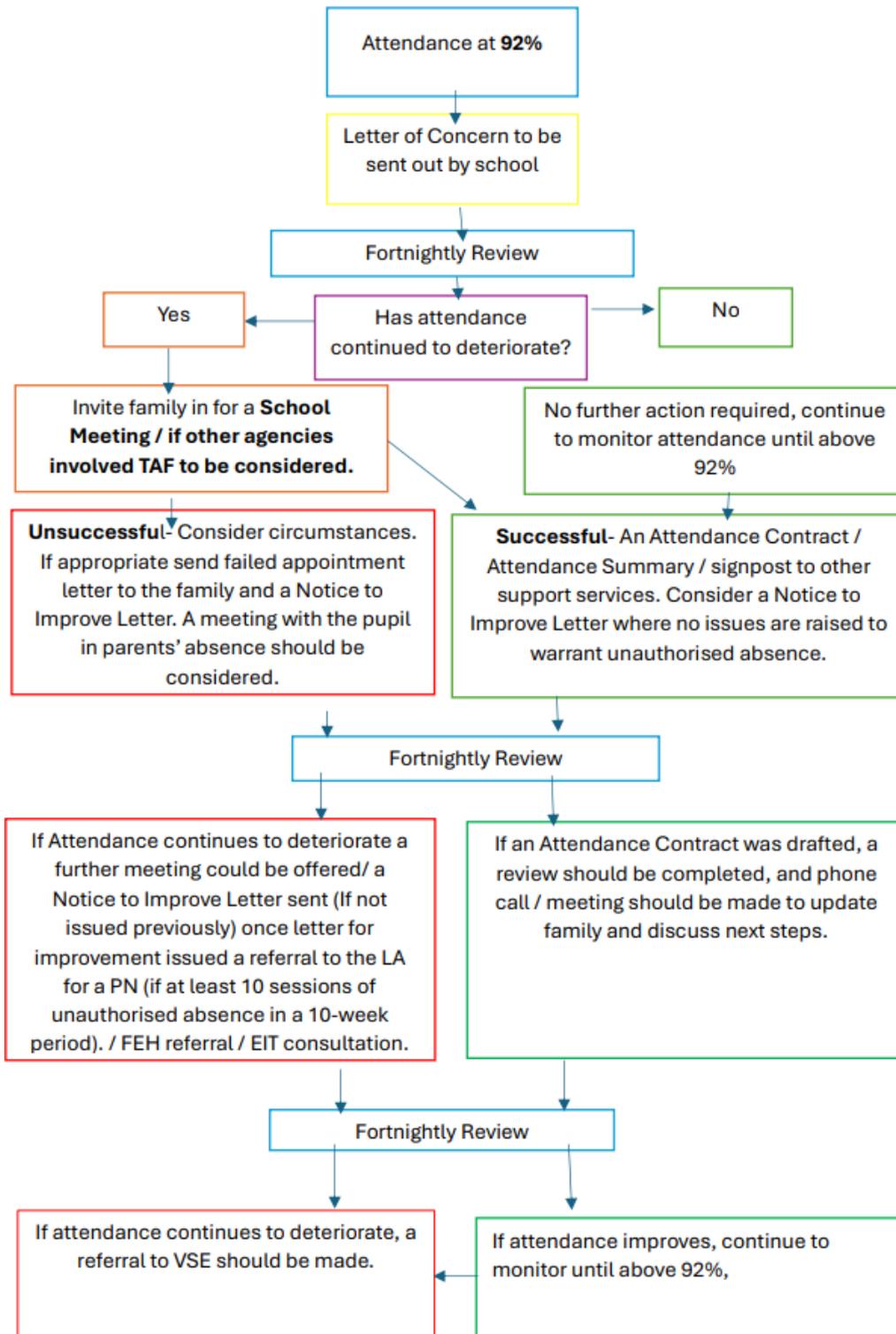
*To be completed and returned to the school prior to the leave, along with a letter detailing the exceptional circumstance for which the leave of absence is required.

Parent/Guardian Name and Address	Guidance	
	Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1 st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application. <u>If your child is absent from school 'on holiday' without authorisation you are risking a fixed penalty notice of £160 being issued.</u>	
How to use this form		
<ul style="list-style-type: none"> ▪ Use for all absences other than sickness. ▪ Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised. ▪ Use a separate form for each child and each absence. 	Taking your child out of school during term time could be detrimental to your child's educational progress. There is <u>no</u> entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.	
Name of child:	Class:	
Is this the first request for absence this academic year?		
Dates of absence requested: The 1 st day of absence from school is..... I will return to school on.....	No. of school days requested:	
Which exceptional reason does your request fulfil? (please tick) <ul style="list-style-type: none"> • Serious AND sudden illness of a close relative and you must leave in an emergency • A one-off, never to be repeated occasion that can only happen at that time, e.g. wedding/funeral. • Any religious observance • A significant educational opportunity afforded to the child by a national organisation e.g. ballet exams, filming for a TV commercial, taking part in a West End production • If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays 	Please explain in more detail.	

<p>Contact details whilst abroad/absent from school</p> <p>If your child is being taken out of school during term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information, then the school may make a referral to the police or the Local Authority.</p>	
Address whilst away:	
Telephone number whilst away:	
Email address whilst away:	
<p>Please attach proof of where you will be whilst away</p>	
<p>I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.</p>	
<p>I have read and understood the guidance above.</p>	
<p>Parent 1*: Title: _____ Full Name: _____ Tel: _____</p>	
<p>Relationship to child: _____ Signature: _____ Date: _____</p>	
<p>Parent 2*: Title: _____ Full Name: _____ Tel: _____</p>	
<p>Relationship to child: _____ Signature: _____ Date: _____</p>	
<p>*This is defined as any adult with legal parental responsibility for a child.</p>	
<p>School to complete</p>	
<ul style="list-style-type: none"> • Child's current attendance • How many days' holiday already taken this academic year? • Is the Education Welfare Officer working with the family? • Is Children's Services supporting the family? • Is the request for leave during the exam period? • Has the school received proof of where the child is stay during absence? • Does the request fit the exceptional criteria? • Has a written response been sent to all parents/carers? • Penalty notice to be issued? 	
<p>This request for term time leave is:</p>	<p>Authorised / Unauthorised.</p>
<p>Reason for decision:</p>	
<p>Signed: _____ Headteacher Date: _____</p>	

Appendix 4 – summary of persistent absence intervention procedure

Persistent Absence Intervention flowchart



Appendix 5 – process for home visits

- Home visits will be carried out by the school under the following circumstances:
 - If a pupil is absent without explanation for 3 days
 - If there are attendance/safeguarding concerns which warrant a home visit
 - If a referral has been made to VSE (carried out by the EWO)

- When home visits are carried out by the school, two members of staff must be present
 - This will ideally be a member of the pupil's year team (e.g. YL/DYL), accompanied by another member of pastoral staff (e.g. attendance officer, AHT Inclusion, DSL, YL / DYL etc.)

- If no contact has successfully been made by the school within ten days, school will submit a child missing education (CME) referral to Southwark