



**Central Lancaster  
High School**

## **Attendance Policy**

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# Attendance Policy

## CENTRAL LANCASTER HIGH SCHOOL

Central Lancaster High School recognises the clear link between the attendance, punctuality and attainment of its pupils. The aim of this policy is to encourage the highest level of attendance for individual students, particular groups (including those who are vulnerable) and the school as a whole.

We recognise that promoting good attendance and punctuality prepares young people for the expectations of working life.

The policy contains strategies used to improve the attendance and also outlines the roles and expectation of all stake holders in achieving this.

### Guiding principles:

- To improve the overall percentage of attendance of pupils at our school, with an expected target of 97%.
- To raise the profile of attendance and make it a priority for staff, pupils, parents/ carers and the Governing Body.
- To ensure that there is a provision of appropriate guidance and support for parents/ carers, pupils and staff.
- To develop and monitor clear procedures for maintaining accurate registers.
- To develop a systematic approach to collating, analysing and acting upon attendance data in order to target attendance related issues.
- To provide a framework within which all staff can work to provide a consistent approach to raising levels of attendance by using and working with relevant agencies as appropriate.
- To provide a safe, caring and compassionate environment where every pupil can access all opportunities offered to them.
- To work with pupils and their families to ensure good attendance and punctuality to school.
- To have regard to the Disability Discrimination Act 1995 and make reasonable adjustments for young people when required.

### Creating a culture of 'good attendance' at Central Lancaster High School:

- Central Lancaster High School will have a solution-focussed approach to overcoming barriers and improving attendance.
- Letter/ emails/ text messages/ School social media will communicate the importance of good attendance and celebrating successes each ½ term.
- Website updates will include a clear link to the Attendance Policy, procedures and expectations.

- School assemblies will have slides that include a focus on attendance; form/ year/house attendance figures, weekly/ half termly/ termly/ annually.
- Rewards for forms and individuals for good attendance will include:
  - Letter home- 100% attendance for ½ term.
  - Praise postcards/ texts/ emails/ phone calls- for pupils with improved attendance.
  - Positive posters- to promote good attendance in each form room and pupil toilets.
- Attendance will be a standing agenda item on all pastoral meetings.

### Expectations of parents and carers:

- To ensure that their child attends school on the days that it is open, dressed in full uniform, equipped to learn and on time (by 8.40am)
- To avoid keeping their child absent from school for any reason other than illness or other authorised absence.
- To arrange holidays during school holiday time (not during term time).
- To contact the school by 10.00am by phone 0152432636 or email [attendance@lancasterhigh.lancs.sch.uk](mailto:attendance@lancasterhigh.lancs.sch.uk) on the first day of any absence from school, giving clear reasons for their child's absence. If no indication of a return to school date is given, parents/ carers should contact the school on each day of absence.
- Provide a letter/medical letter where appropriate, on their child's return to school that explains their child's absence
- Parents/ carers are ultimately responsible for their child attending the school regularly (education Act 1996).
- Attend meetings at the academy arranged by the school to discuss concerns regarding attendance to school.
- To inform the school without delay, if they have concerns about any aspect of their child's education and school life, that they feel is hampering their attendance.

### Expectations of pupils:

- To attend school on the days that it open, dressed in full uniform, equipped to learn and on time (by 8.45am) (8.40am)
- To avoid being absent from school for any reason other than illness or other authorised absence.
- To catch-up on any missed work whilst they have been absent from school, as arranged with their class teacher and available on ClassCharts.
- To inform their form tutor if they have any worries about any aspect of their education and school life, that they feel may hamper their attendance.

## Expectations on staff:

### Attendance Officer:

Responsible for following the systems of intervention, monitoring Persistent Absent (PA) pupils and keeping attendance intervention tracking up to date. Weekly meetings with Vice Principal to analyse year group data, individual data and intervention plans, also to monitor impact of intervention plans.

#### Key tasks:

- Ensure that late pupils are met at reception and issued with a late card, providing an explanation to their P1 teacher.
- Form-time and P1. Check and chase morning form time registers; recording lates, taking calls/ messages for absent pupils. Prioritising those most vulnerable (CIN, CP, LAC, FSM/ PP).
- P2. First day contact via text. Follow up calls for non-response/ unsatisfactory reasons for absence during this period.
- P4. Check and chase PM registers.
- P4. Conduct home visits. Conduct home visits between 1pm and 2pm
- Raise any concerns about vulnerable pupils absent from school with the DSL and inform appropriate agencies.
- Monitoring of PA against targets and administration of stage letter, panel meetings.
- Make arrangements to ensure that parents/ carers who may wish to withdraw their child from attending the school, are contacted with the potential consequences explained. Make formal records on CPOMs.
- Ensure that the school's official attendance registers are compliant and in line with legal requirements. Any anomalies are reported to the LM in the first instance during the working day.
- Provide weekly, monthly, ½ termly, termly, annual data on attendance for the LM.
- Ensure that stages of intervention are followed rigorously and outcomes are recorded accurately and in a timely fashion, to be ready for discussion with the LM in the weekly line management meetings.
- Work closely with the parents/ carers of targeted pupils, forging positive and constructive relationships in order to engage parents/ carers and provide support that results in a return to school at the earliest opportunity.
- Keep in weekly contact with long term absentees, accurately recording outcomes of communication on CPOMs. Liaise with the House Tutor/ Head of Year/ Progress Leader/SSOs to ensure that effective reintegration strategies are used.
- Contact parents/ carers where absences have remained unexplained despite previous explanation seeking and securing relevant evidence to account for the absence.
- Identify pupils groups/individuals and cohorts and support House Tutor/Head of Year/SSOs in working with these groups to bring down Persistent Absence

- Prepare detailed and accurate cases for referral through the CAF as discussed with the LM. Attendance Officer to act as the Lead Professional in these cases. AO to liaise with the Court Officer to initiate proceedings and to follow identified protocol.

### House Tutors:

- Ensure that registers are taken accurately within first 5 minutes of form time and that registers are maintained.
- Mark lates accurately, issuing lates for registration through ClassCharts and clearly communicating the sanction with the pupil.
- Encourage good attendance through constant reinforcement of individual and class targets during form time. Offer encouragement and creating a competitive environment where pupils want to be the 'best attending form' in the year/ school.
- Update and maintain form notice board in relation to attendance and other pastoral issues, and distribute awards/ certificates where appropriate.
- Liaise with the Head of Year and AO as early as possible where there may be issues of attendance with individual pupils, groups within the form, or the whole form.
- Deliver tutor time materials with enthusiasm. Create a safe and welcoming environment for all pupils. Forge positive relationships with all pupils within the form, creating a sense of belonging.
- Provide appropriate pastoral support to individual pupils as directed by Heads of Year.
- Implement sanctions, in line with the schools behaviour policy where there have been instances of truancy, lates etc-
  - Late to school= 60min after school detention
  - Internal truancy= IMPACT
  - External = If a pupil has left the school site during the school day this will result in an IMPACT, readmission meeting with parent, report card for monitoring attendance

### Heads of Houses:

- Using weekly, half termly and termly attendance data provided by the AO, monitor the attendance of pupils within the House, taking note of patterns amongst pupils from particular groups, identifying and overcoming barriers.
- Take appropriate steps such as meeting with pupils/parents/SSOs/agencies to support pupils and parents/ carers to reverse the trend of absence, identifying and implementing relevant pastoral support, closely and accurately monitoring and measuring impact of support against attendance data.
- Liaise with AO to ensure that attendance systems are being followed and monitored rigorously.
- Liaise with the AO to ensure that parents/ carers of pupils with poor attendance are receiving appropriate levels of support and challenge.
- Lead House Tutors to create a positive culture of promoting and celebrating good attendance and punctuality.

- Share attendance/ punctuality data and information through weekly tutor briefings. Delegate actions to House Tutors; discussion with pupil, contact with parent, issue of report card, set targets for attendance/ punctuality, praise where improvements are made.
- Monitor and mentor pupils who have been identified as those with poor/ deteriorating levels of attendance. Agree short term targets, and advise with strategies to improve attendance. Celebrate improved attendance.
- Meet with Year Teams with attendance and punctuality being a standing agenda item.
- Foster a positive attitude to school attendance within the House through assemblies, form-time PowerPoints, House notice boards and constant reinforcements with pupils.
- Liaise with parents/ carers on matter relating to the child's attendance, including supporting the AO in organising panel meetings for pupils at risk of being poor attendees. Then partake in follow- up review meetings, recording outcomes and measuring impact against attendance data.
- Support AO on complex cases and attend and/ or provide relevant information for CAF referrals and TAF meeting.

### Student Support Officer

- Support AO with pupils identified as PA or in danger of becoming PA.
- Maintain an awareness of the attendance of any pupils on an active caseload.
- Liaise with AO, parents and pupils to identify, discuss and remove barriers to learning.
- Liaise with and engage outside agencies in order to support pupils whose barriers to learning prevent them from attending regularly. Where necessary arranging and co-ordinating meetings with agencies and families.
- Ensure good attendance and punctuality are supported and fostered within any conversations with pupils

### Class Teachers:

- Take accurate register within first 5 minutes of the lesson during 'do now' activity.
- Mark any pupil that is late and note the minutes of lateness. Use ClassCharts to issue a P3.
- Plan and deliver lessons that are differentiated to meet the needs of the class and individuals. Engage learners by providing suitable stretch and challenge, conducting assessments and providing timely feedback.
- Implement the school's behaviour policy, creating a safe, orderly and purposeful environment where all pupils feel valued and have a sense of belonging.
- Implement rewards and sanction consistently and fairly. Develop a mutually respectful relationship with all pupils.

- Where a pupil has been absent, ensure that work that is missed is caught up by providing class notes/ handouts, and/or photocopy another pupil's work to be stuck into the absent child's book.
- Acknowledge and appropriately celebrate a return from absence to further provide a sense of belonging to the class.
- Proactively liaise with the pupil's House Tutor if there are any concerns.

#### Subject Leaders:

- Develop Schemes of Learning and assessment that allow all pupils to access their curriculum.
- Support class teachers in implementing the rewards and sanctions consistently and fairly.
- Quality assure Teaching and Learning, and absence catch-up work through learning walks, work scrutiny and pupil voice.
- Support class teachers in ensuring any work missed through absence is caught up.
- Monitor the progress of pupils who have/ have had attendance issues.

#### Careers Coordinator:

- Raise aspirations of all pupils who are identified by Progress Leaders and include in all one-to-one interviews, referencing each pupil's attendance record, the importance of good punctuality and good attendance in the school for all Post-16 pathways.

#### Attendance Line Manager:

- To lead on whole school attendance and directly line manage the Attendance Officer.
- Weekly meetings with AO and monitor daily/ weekly actions.
- Meet with HoY/SSOs to discuss most vulnerable pupils (PA) and those at risk of PA, and coordinate interventions alongside other pastoral issues.
- Have full knowledge and understanding of all complex cases.
- Present attendance data to SLT and governors when requested.
- Continually review the attendance policy and procedures.

#### Principal:

- To make judgment on holiday. Special absence requests.
- To meet weekly with the Vice Principal to have robust discussions on whole school/ year/groups/ individual attendance data and review the provision to support 'good' attendance.



## SLT:

- To be aware of those on vulnerable list and who are PA (persistently absent) whilst on-call.
- Ensure pupils are punctual to timetabled lessons whilst on-call.
- To be involved in departmental QA and focus on interventions for PA pupils.
- When leading readmission meetings, set appropriate targets as part of readmission process.
- Continually review curriculum provision to ensure that pathways are appropriate and accessible to meeting the needs of all pupils.

## Thresholds and interventions:

Dependant on attendance figures (by session) pupils will be divided into 3 subgroups requiring 3 distinct waves of intervention. Each subgroup will be RAG rated on an attendance spreadsheet with interventions clearly flagged.

All parents/ carers of pupils with an attendance of 90% and below will receive a letter expressing our concern, highlighting the fact that their attendance will be closely monitored and that any absences will be unauthorised without medical evidence.

| Percentage | Wave | Intervention  |
|------------|------|---|
| Below 97%  | 1    | All pupils will receive a stage 1 letter once their attendance falls below 97% or on the second day of absence during the first half term. The stage 1 letter is a letter which states our concerns and notifies pupils and parents/ carers that attendance will be monitored. Pupils will be set targets to improve attendance up to the expectation of 96% and any pastoral support required will be identified and implemented.  |
| Below 95%  | 2    | All pupils whose attendance falls below 95% or following a 3 <sup>rd</sup> day of absence during the first half term will receive a stage 2 letter. This letter will clearly state that all further absences will be unauthorised unless accompanied with medical evidence. Continued pastoral support will be given and attendance monitored, once attendance meets the expected target of 97%, no further action will be taken.   |
| Below 90%  | 3    | Pupils whose attendance falls below 90% or on the 5 <sup>th</sup> day of absence in the first half term will receive a stage 3 letter and will be invited in for an attendance panel meeting with the AO and Progress Leader. All further absences will be unauthorised. Pupils below 90% will receive day one home visits where possible, and where there are unsatisfactory reasons for absence or they are identified as vulnerable (CIN, CP, SEND, FSM/PP etc). This will be recorded on CPOMS. |

Following a stage 3 letter and an attendance panel, all absences will continue to be unauthorised. First day contact and home visits will continue for subsequent absences. Pupils at wave 3 will continue to receive pastoral support, monitored until attendance reaches 97% or above, where no further action will be taken. Dependant on complexity of

need, the CAF process may be started and TAFs held with the AO as the Lead Professional. Engagement with external agencies will be sought. If there is no improvement and attendance reaches 80% there will be a referral for a fixed penalty notice to be issued following the collation of evidence gathered by the AO.

### Punctuality:

- The pupil gates and entrances will be closed at 8.40am after which pupils must enter the school via the main entrance.
- Any pupils arriving after 8.40am will be met at the school entrance by a member of staff and will be issued with a 10-minute lunchtime detention. If a pupil arrives 1 hour or more after 8.40am, they will be issued with a 1-hour after school detention.
- Repeated lateness will be reported to parents/ carers. Repeated lateness after the register has closed may be dealt with in the same way as absence. Parents/ carers may be issued with a Penalty Notice or even prosecuted in the Magistrates Court.

### Leave of absence:

Any requests for leave of absence will be strongly discouraged. Requests for absence will be declined unless the parents/ carers are able to demonstrate exceptional circumstances:

- Parents/ carers are strongly discouraged from taking their children on holiday during term time. All requests for leave of absence will be declined unless parents can evidence exceptional circumstances which is at the discretion of the Principal.
- Requests for holiday leave during exam times will not be authorised under any circumstances.
- Parents/ carers must apply for leave of absence using the school's application form which can be requested from the school office or downloaded from the school website. Applications must be made at least 2 school weeks in advance.
- If a pupil fails to return from an agreed period of absence, investigations will be made by staff (telephone calls/ home visits by the AO and possibly other agency).
- If the school's investigations fail to make contact with the parents/ carers and/or pupil, the case will be referred to the Children Missing in Education (CME) team, who may, after further investigation, inform the school that the pupil may be removed from roll.
- Penalty Notices will be used in cases where an application for the leave of absence is refused and the pupil is subsequently absent during the dates originally requested. Parents will be warned of potential consequences when an application for leave is denied.

## Authorised/ unauthorised absences:

Authorised absence is where the school has given permission for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/ carers may not authorise absences only the school can do this.

Parents/ carers should immediately contact the school by phone 01524 32636 or via email [attendance@lancasterhigh.lancs.sch.uk](mailto:attendance@lancasterhigh.lancs.sch.uk) on the first day, by 9.00am, of any absence giving clear reasons. This should be followed up by a note on the child's return.

Absence may be authorised for such reasons as:

- Illness
- Unavoidable medical/ dental appointments
- Exceptional family circumstances e.g bereavement
- Days of religious observance
- Study leave involvement in a public performance
- Elite athlete activities

Absence will not be authorised for such reasons:

- Looking after brothers/ sisters/ unwell parents/ carers
- Birthdays
- Family holidays where permission has not been granted (please note that family holidays during term time will not normally be approved)
- Special occasions, where the school does not agree that the absence should be granted.

Medical/ dental and other appointments should be arranged out of school hours wherever possible. Where this is not possible, pupils should, where practically possible, come to the school before the appointment, sign out and return to the school after the appointment. Confirmation of all appointments by way of appointment card, letter or appointment slip must be provided for any absence to be authorised. If medical appointments are to be attended at the start of the day, causing the pupil to arrive late to school, confirmation of the appointment (as above) must be provided, or a late detention will be issued.

Following an explanation from parents/ carers regarding a pupil's absence, the school will decide whether or not it accepts the explanation and authorise/ unauthorise accordingly.

## Children Missing in Education

The school's Attendance Officer will notify Lancashire's Children Missing Education Team when pupils have missed 10 consecutive school days without permission (or sooner if school

are aware that the pupil is not going to return e.g. moved out of area) via the CME referral form.

The school's Attendance Officer will complete CME9 removal from roll and/or provide Lancashire ([offroll@lancashire.gov.uk](mailto:offroll@lancashire.gov.uk)) with the relevant details where a pupil has been removed from roll and a start at a new school has been confirmed or where the CME Team has advised the school that removal from roll is authorised.

## Penalty Notices:

Section 23 of the Anti-Social Behaviour Act 2003 brought into force Sections 444A and 444B of the Education Act 1996, which empower designated LA Officers to issue Penalty Notices in cases of unauthorised absence from school.

The LA has prime responsibility for developing the Code of Conduct (protocol) within which all partners named in the Act will operate. Circumstances in which a Penalty Notice may be issued include:

- Parentally condoned absence
- Unauthorised leave of absence in term time
- Unwarranted delayed return from an extended leave of absence (without school agreement)
- Persistent late arrival after the register has closed.
- A minimum evidential requirement of fourteen (14x half days) sessions lost to authorised absence by any pupil across 2 terms during the school year and/or ten (10 x half days) school sessions lost in the current term may also trigger the process. This is not an exhaustive list and each case will be considered individually.
- A Section 444 Prosecution will be considered when:
  - A pupil's attendance is less than 65%
  - There has been a lack of response to PN's- such as two already used in an academic year.

Attendance Codes, Descriptions & Meanings:

| <b>Codes</b> | <b>Description</b>   | <b>Meaning</b>              | <b>Physical Meaning</b> |
|--------------|--|-----------------------------|-------------------------|
| /            | Present (AM)   | Present                     | In for whole session    |
| \            | Present (PM)   | Present                     | In for whole session    |
| B            | Education off site (not Dual reg)                              | Approval Education Activity | Out for whole session   |
| C            | Other authorised circumstances                                 | Authorised Absence          | Out for whole session   |
| D            | Dual registration  | Approved Education Activity | Out for whole session   |
| E            | Excluded   | Authorised Absence          | Out for whole session   |
| F            | Extended family holiday (agreed)                               | Authorised Absence          | Out for whole session   |
| G            | Family holiday (not agreed)                                    | Unauthorised Absence        | Out for whole session   |
| H            | Family holiday (agreed)  | Authorised Absence          | Out for whole session   |
| I            | Illness  | Authorised Absence          | Out for whole session   |
| J            | Interview  | Approved Education Activity | Out for whole session   |
| L            | Late (before registers closed)                                 | Present                     | Late for session        |
| M            | Medical/Dental appointments                                    | Authorised Absence          | Out for whole session   |
| N            | No reason yet provided for absence                             | Unauthorised Absence        | Out for whole session   |
| O            | Unauthorised Abs   | Unauthorised Absence        | Out for whole session   |
| P            | Approved sporting activity                                     | Approved Education Activity | In for whole session    |
| R            | Religious observance   | Authorised Absence          | Out for whole session   |
| S            | Study leave  | Authorised Absence          | Out for whole session   |
| T            | Traveller absence  | Authorised Absence          | Out for whole session   |
| U            | Late (after registers closed)                                  | Unauthorised Absence        | Out for whole session   |
| V            | Educational visit or trip                                      | Approved Education Activity | Out for whole session   |
| W            | Work experience  | Approved Education Activity | Out for whole session   |
| #            | School closed to pupils & staff                                | Attendance not required     | Out for whole session   |
| Y            | Enforced closure   | Attendance not required     | Out for whole session   |
| X            | Non-compulsory school age absence and/or Covid related absence | Attendance not required     | Out for whole session   |
| Z            | Pupil not on roll  | Attendance not required     | Out for whole session   |
| -            | All should attend/No mark recorded                             | No mark                     | Out for whole session   |

## Coronavirus Addendum

### Attendance expectations

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

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

There are some circumstances where pupils cannot attend school due to the coronavirus (COVID-19). These absences will be categorised as 'not attending in circumstances related to coronavirus (COVID-19)' where a pupil does not attend because their travel to, or attendance at, school would be:

- Contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/ or the Department of Health and Social Care (DHSC)
- Prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)
- In line with the Government's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category on non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

### Attendance codes:

- Pupils who test positive for a LFT but are awaiting confirmation of a PCR will be recorded using 'x'.
- Pupils whose PCR result is positive and who are now isolating and or unwell will be recorded using code 'I'.

### Examples are as follows:

- Pupils who are required to self-isolate as they have symptoms or confirmed coronavirus (COVID-19)
- Pupils who have symptoms should self-isolate and get a test.
- If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as a different illness), then they will be recorded as code I – illness, as would usually be the case.

- If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough, and/ or loss of sense of smell and/or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.
- In all cases of self-isolation, we will ask parents to inform us immediately about the outcome of a test. We will not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

### Remote education:

- If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will be able to immediately offer them access to remote education. Where possible, we may be able to provide IT devices, where we are unable to do so we will provide paper-based work. We will keep a record of, and monitor engagement with this activity.
- SEND students will be contacted by a member of the SEND department to check that they can access the work provided and support adjustments where required. Parents of children with an Educational and Health Care Plan, will be contacted to discuss their personalised Risk Assessment for self-isolation.
- Support:
- If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will endeavour to maintain regular contact to check on the welfare and emotional wellbeing.
- If the parents of the child are in receipt of Free School Meals, we will be able to provide support with accessing food provisions as discussed with the parent.
- If the pupil usually receives support from an external agency or via Student Support, this support may continue on a remote basis (welfare phone-call, virtual online meeting).

The Department for Education has provided guidance to schools on attendance during the coronavirus (COVID-19) pandemic:

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year#attendance-expectations>

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>