



Endon High School

POLICY ON:

Attendance & Punctuality

Member of Staff Responsible for the Policy: *Deputy Headteacher*

Date on which this Policy was last reviewed: *November 2022*

Date by which this Policy is to be reviewed: *October 2025*

Dissemination of the Policy: *Staff*

Parents and Carers

Governors

Attendance and Punctuality Policy

Policy Objectives

- To ensure all students take full advantage of opportunities for learning in school;
- To ensure the well-being and safety of students at Endon High School;
- To promote and encourage outstanding attendance for all students;
- To monitor student absence and to analyse the reasons for that absence;
- To reduce disruption to students' education through unnecessary absence'

Policy Intentions

- To monitor regular or extended absence and take steps to mitigate such absence;
- To work with EWO (Educational Welfare Officer) to ensure no child is absent without school being aware of the reason;
- To ensure that discretionary power to grant leave is only used in exceptional circumstances.

Registration and Absence Procedures

All absences will be recorded on school registers using standard codes. Any student who is on roll but not present in school must be recorded within one of these categories:

1. **Unauthorised Absence:** This is for students where no reason has been given or whose absence is deemed to be without valid reason. This can occur if a child arrives after 08.40
2. **Authorised Absence:** This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996.
3. **Approved Educational Activity:** This covers types of any authorised offsite educational activity.

Students who arrive late to school (after 08.45) must enter the building via the main reception (visitors carpark) and be signed in. If they arrive after registers have closed they will receive a late mark in the register. Education Welfare will issue notices to parents/carers who's children consistently arrive after the recorded start of the day, at 8.45am.

Equality and Inclusion

All students will be treated equally. We work closely with the school nurse to support students with severe disabilities or illnesses.

Registration principles

- The Deputy Headteacher will ensure that staff are aware of any new legislation with student registration;
- Registers are to be completed accurately at the beginning of every lesson;
- Parents are made aware of the importance of contacting school to report absence before 9am;
- Senior Managers and Academy councillors will regularly evaluate the effectiveness of absence procedures;

Staff Responsibilities

Each tutor will take the attendance register at the start of morning form time. In addition, class teachers will take a register at the start of every lesson. On each occasion relevant staff will record whether every student is present, absent or late. If a pupil is expected in the lesson, but does not arrive, then teachers will report this immediately using the email reg@endon.staffs.sch.uk

The Attendance Officer will follow up any absences to:

1. Ascertain the reason;
2. Ensure the proper safeguarding action is taken for children suspected of being missing;
3. Identify whether the absence is authorised or not; and,
4. Identify the correct code to use before entering it on to the school's electronic register or management information system which is used to download data to the School Census.

Parent/Carer responsibilities

It is a parent's responsibility to inform school of any reasons for a child's absence, before 9am, each day that they are absent from school (unless otherwise arranged with school) and to provide further information as required. The school will send a letter requesting information if an explanation has not been received and will refer the matter to the school's EWO (Educational Welfare Officer) if no response is forthcoming.

Leave of Absence during Term Time

As the result of a change to The Education (Student Registration) (England) Regulations 2006, Headteachers are now only permitted to authorise any leave of absence when a request has been made in advance and it is felt to be for an exceptional circumstance (NB: the annual family holiday would not be deemed an exceptional circumstance").

Parents should contact the school in writing (c/o the Headteacher) to request permission for any planned absence. We would strongly recommend that this is done before planning any leave of absence.

What happens if a child goes on holiday in term time or takes leave of absence for other reasons without permission from the school?

The absences will be marked in the school register as unauthorised absences and this may result in a Penalty Notice of £60 (rising to £120) per parent per child being issued by the Local Authority. In some cases, parents may be prosecuted for the offence of failure to ensure regular attendance at school.

What the law says

We have statutory powers under the Education Act 1996 to ensure children attend school and if we cannot successfully engage with the family to achieve this, we may enforce the parents/carers responsibility regarding their child's school attendance.

The Anti-social Behaviour Act 2003 amended section 444 of the Education Act 1996 to allow parents to be issued with a penalty where they failed to ensure their child of compulsory school age (5-16) and school registered regular attendance.

A penalty notice is initially for £60. If this £60 is not paid within 21 days from the date of issue it rises to £120. If, after 28 days of the date of issue the £120 is not paid we will prosecute the parents under section 444(1) of the Education Act 1996. This will lead to a hearing in the Magistrates Court and may result in a fine of up to £1,000.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice will only be issued in cases of unauthorised absence.
- There will be no limit on the number of Penalty Notices for unauthorised leave of absence can be issued in an academic year.
- In cases where there is more than one student in a family with unauthorised absences, Penalty Notices may be issued for more than one child.
- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notice for leave of absence (holiday) in term time

- Historically a Penalty Notice was issued if the student's overall attendance was below 87%. This threshold has now been removed;
- Historically only one Penalty Notice per student was issued within an academic year. This limit has been removed;

Should the school decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a Penalty Notice of £60 per parent* per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period of 22 to 28 days may lead to Court proceedings.

*Generally the DfE states that parents include all those with day to day responsibility for a child.

Penalty Notice for persistent absence

Parents whose child is repeatedly absent will now only receive one warning notice period to bring about improvement in attendance in a single academic year. If attendance deteriorates again then no further formal warning notice will be issued and the Local Authority can automatically consider other statutory actions if unauthorised absence re- occurs.

Penalty Notice for punctuality

A pupil arriving at school after 8.45am is late and will be marked on the register with an L code. They will also be issued with an unmet expectation. If a pupil arrives after 9.20am then a U code will be used. A U code is also classed as an absence. If a pupil arrives at school late, after the register has closed, after 9.20 on 10 occasions in a 12 week period then they will be issued with a penalty notice.

Medical Appointments

Parents of students attending a medical appointment during the school day need to produce an appointment card/letter or similar paperwork prior to the appointment. Where possible all medical/dental appointments should be made outside of the school day. We can then confirm lateness as a 'medical' absence and therefore authorised.

School Action on Repeated Absence

Where a child is persistently late or absent, even if the Headteacher has been informed, the following steps will be taken:

- A letter will be sent home informing parents of the number of late arrivals.
- If lateness persists then the parents will be contacted by the Educational Welfare Officer
- Please note that any lateness or unexplained absence will be monitored by the EWO as a matter of course.
- Schools and EWOs must now adhere to the 'Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2007 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'.

Roles and Responsibilities

Attendance is overseen by the Attendance Officer and Assistant Headteacher (pupil support), who maintains a record of students' attendance rates and reasons for absence. In addition our pastoral team works closely with the Local Support Team to discuss individual cases and decide on appropriate next steps, hold 'late-gates' and look at whole-school improvements or concerns relating to attendance statistics.

Links to documents

<http://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>