

ATTENDANCE & PUNCTUALITY POLICY

LSA High School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

1 Purpose

- 1.1 This policy is intended to ensure that every student attends school regularly and punctually in order to fulfil his/her potential. Regular and punctual attendance is vital in achieving success at school. Our aim is for all students to attain above 96% overall attendance and to be on time to School every day.
- 1.2 A student is deemed not to have attended school regularly if they are absent for 5 days/10 school sessions in a term or 7 days/14 sessions across two consecutive terms. If this trigger is met as a result of unauthorised absences, School may apply for a penalty notice to be issued to the parents/carers.

2 Registration Requirements

- 2.1 All members of staff completing a School register will use the agreed register codes. Only a present (/), absent (N) or late (L) mark (including minutes late) should be used by class teachers and form tutors. All other codes are to be input by the Attendance Officer/Team or Year Leader. Other codes should NOT be overwritten by the class teacher but the Attendance Officer should be informed if these need to be amended.
- 2.2 All registers are taken formally and verbally using SIMS system during period one, which automatically generates the AM registration mark, and also at the beginning of every lesson. This means that every student's name should be called and students should answer appropriately.
- 2.3 All period one teachers should take the register at 8.40am. All teachers should take the register during the first 15 minutes of each lesson.
- 2.4 During assembly students must be seated in form and alphabetically in order to help the teacher to take the register. The register should be taken and sent before the end of assembly.
- 2.5 The Period 5 register automatically generates the PM registration mark.
- 2.6 In the event of computer failure, all staff should send a list of absentees in their class to the Attendance Officer during the first 15 minutes of the lesson. The list should also include the name of the member of staff, class code, and period of the day.
- 2.7 Staff who regularly fail to take a register may face disciplinary action.

3 Absence

Only the School can determine what constitutes an authorised absence, following DfES guidelines.

- 3.1 The School has provided a discrete '*attendance line*' for parents to inform school of their son/daughter's absence on the first day and each day of that absence. Parents are asked to telephone 01253 667411 before 9am on the first & subsequent day(s) of their child's absence.
- 3.2 Absence notes are not required if parents have contacted school on the absence line or via MyEd app. If a letter is sent to school they should be given to the Form Tutor who will initial and date the notes and forward them on the same day to the Attendance Team or pass them to the Year Leader.
- 3.3 Parents of students absent from period one will be contacted by text message by the Attendance Team on the first day of absence if the school has not been notified of the absence by parents. It is therefore critical that registers are taken at 8.40am.
- 3.4 LSA High School does not authorise holidays during term time. Holidays taken during term time will be recorded as unauthorised absences. Fixed Term Penalty Notices will be used for unauthorised absences (see section 5).

- 3.5 Parents will be asked to inform school through the MyEd app, email, phone, written note, or a dental/hospital card, to confirm the reason for absence for appointments during the school day, giving as much notice as possible. Students will not be permitted to leave the school premises without this communication from parents confirming the appointment time and date.

4 Lateness (Poor Punctuality)

- 4.1 A student is deemed to be late after 8.40am. A warning bell will sound at 8.35am. Students who arrive after 8.40am should sign in at reception and then go to their first lesson.
- 4.2 If students are late to period one on 2 or more occasions per week, Form Tutors should log this on class charts and issue the student with a 20 min DT.
- 4.3 If students are late to period one on 3 or more occasions per week, Year Leaders will log this on class charts and issue the student with a 60 min DT for the following week after School.
- 4.4 Persistent lateness and persistent late detentions will result in the Year Leader arranging a meeting with parents and students may be placed on punctuality report.
- 4.5 If there is no improvement / meeting not attended this will be reported to the Pastoral Leader/Assistant Headteacher who will invite parents in for a meeting. This information/intervention will be logged on CPOMS (under the attendance category).
- 4.6 If there is no improvement / the meeting is not attended, a Fixed Penalty Notice may be considered as an option.
- 4.7 Where parents do not attend meetings to discuss poor punctuality or strategies set at the meeting are not followed and where persistent lateness continues LSA High School reserve the right to close registers early for these students (eg registers may close at 8.50am instead of 9.15am). Students who arrive after the time that the register has closed will be marked as code 'U' and will be deemed to be absent for the session. The use of Fixed Term Penalty Notices (section 5) will be applied in these cases.
- 4.8 Students who are persistently late for lessons will be monitored in line with school policy by the classroom teacher who will inform parents, head of department and the relevant Year Leader. School policy is that those students identified as being late for several lessons may be placed on report by the Year Leader or by Head of Department and parents will be informed and may be sanctioned in line with the school detention system.

5 The Use of Fixed Term Penalty Notices

- 5.1 Fixed Term Penalty notices will be used in cases of:
- persistent truancy/ unauthorised absence (10 unauthorised sessions in a term or 14 in 2 consecutive terms, particularly when they appear as broken weeks),
 - persistent unauthorised lateness to school
 - unauthorised holidays in term time.
- 5.2 When considering the use of a fixed term penalty notice, the school should contact the Court Officer directly for advice. The Court Officer will impose the penalty notice if this course of action is agreed.
- 5.3 It is important that all evidence of letters, interventions and support is recorded on CPOMS (paper documents to be scanned) in order that information is available both to everyone involved and for court cases and that action to improve attendance remains ongoing even when the case has been referred for a Fixed Penalty Notice.**

6 Children Missing Education

- 6.1 School (Attendance Lead) will notify Lancashire's Children Missing Education Team when students have missed 10 consecutive school days without permission (or sooner if school

are aware that the student is not going to return eg moved out of area) via the CME referral form.

- 6.2 School (Attendance Lead) will complete CME9 removal from roll form and/or provide Lancashire (offroll@lancashire.gov.uk) with the relevant details where a student has been removed from roll and a start at a new school has been confirmed or where the CME Team has advised School that removal from roll is authorised.

7 Monitoring Procedure

- 7.1 Fortnightly meetings will be held between the Student Inclusion/Attendance Team and the Year Leader with regard to student attendance. These meetings may be about individual students or about strategic/general attendance matters. Agencies such as the Education Psychologist or Nurse are to be contacted if their input is deemed helpful to a student. A report will be produced by the attendance team and shared with the Year leader ahead of these meeting to focus actions and support.
- 7.2 The Pastoral Leader and/or Senior Leadership Team will attend these meetings as part of the QA process, where, individual students, and ongoing actions/strategies to improve attendance will be discussed.
- 7.3 The attendance of students will be monitored as follows:
- The Year Leader/Pastoral Leader (supported by the attendance team where necessary) will check the implementation of the Lates Policy by SIMS reports, classroom visits etc.
 - Year Leaders will identify suitable students paying particular attention to pupil premium and disadvantaged students, for Form Tutor intervention in respect of attendance. Form Tutors will speak with these students and update CPOMS as appropriate.
 - Form Tutors will inform students of their % attendance weekly, when form tutor focus is on attendance, achievement and behaviour.
 - Attendance reports will be produced by the Attendance Team every half term and forwarded to the Year Leaders, Pastoral Leader and Senior Leadership Team.
 - The Year Leaders will maintain a log of students requiring attendance interventions including details of associated actions/strategies.
 - School reports will show student attendance and this will be colour coded and rated according to the tiers of intervention.
 - Form Tutors/ Year Leaders will agree appropriate actions to improve attendance with parents. All interventions will offer appropriate support for the student and the family according to individual need.
 - The Year Leader will address absence (N) marks on SIMS.
- 7.4 Attendance data is reported to the Governing Body by the Headteacher. The Governing Body is responsible for target setting, monitoring progress towards targets and for ensuring adequate resources are provided to deliver this policy.

<p>Attendance Rate: during a term and over a year (tiers of intervention)</p>	<p>Action</p>	<p>Person responsible</p>
<p>96% - 100% (= to and > 96%)</p>	<p><i>Excellent Attendance</i> <i>Regular and punctual attendance will ensure attendance levels remain within this range.</i></p> <p><u>Reward</u></p>	<p>Year Leader/Attendance Team identifies from attendance reports</p>
<p>93% - 96% (= to or > 93% and < 96%)</p>	<p><i>Good Attendance</i> <i>With continued regular and punctual attendance this will shortly rise to excellent</i></p> <p><u>Monitor</u> Form tutors and Year Leaders. For awareness of potential deterioration in attendance.</p> <p>For the pattern of absence – look for regular sessions being missed or for holidays in term time. Take action if necessary and record this on CPOMS.</p>	<p>Year Leader and Form Tutor</p>
<p>90%-93% (= to or > 90% and < 93%)</p>	<p><i>Unsatisfactory Attendance</i> <i>Attendance is falling below a satisfactory level and is in danger of becoming a serious concern. Regular and punctual attendance is needed to attain the required level.</i></p> <p><u>Action</u></p> <p>Form Tutors speak to students weekly and take action in line with the school policy</p> <p>Form tutor to liaise with Year Leader regarding any student with significant decline in attendance during each half term period on a daily basis, Aim is to prevent the student falling below 90%</p> <p>Pupil Premium and disadvantaged students to be discussed at fortnightly meetings with Year Leaders and Attendance Team</p>	<p><u>ALL ACTION & INTERVENTION SHOULD BE RECORDED ON CPOMS (ATTENDANCE CATEGORY)</u></p> <p>Form Tutor</p> <p>Form Tutor/Year Leader</p> <p>Attendance Team/ Year Leader</p>

<p>Less than 90% (<i>< 90%</i>)</p>	<p>Serious Concern <i>Additional intervention may be required.</i></p> <p>Interventions: Fortnightly meetings with Year Leaders and the Attendance Team where students with less than 90% attendance are discussed.</p> <p>Attendance Intervention (by Form Tutor, Year Leader or Inclusion/Attendance Team is decided and formalised at this meeting). 'Tiers of Intervention' refers.</p> <p>All interventions offer appropriate support for the student and the family according to individual need. All interventions have a positive impact and where not, alternative interventions and escalation are decided. Interventions may include:</p> <ul style="list-style-type: none"> • Target setting with both student and parents - (time limited) • Parenting contracts • Legal interventions • Home visit to assess the reasons for the poor attendance • Links made to the Primary Attendance Team if siblings identified with poor attendance at primary phase • Meeting with the student to review attendance in school • Targeted student work • Family work • <i>(this list is not exhaustive)</i> 	<p>Year Leader/Student Inclusion Worker/Attendance Lead (Pastoral Leader if appropriate)</p> <p style="text-align: center;"><u>ALL ACTION & INTERVENTION SHOULD BE RECORDED ON CPOMS (ATTENDANCE CATEGORY)</u></p>
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8 Roles and Responsibilities

8.1 It is the responsibility of the Class Teacher to:

- take the period one register correctly at 8-40am every day
- formally take the register correctly during the first 15 minutes of **every** lesson
- take action against students persistently late or absent from lessons in line with the school policy (including work to be provide via teams)

8.2 It is the responsibility of the Form Tutor to:

- ensure students take any written communication (inc medical and appt cards) to the relevant Year Leader.
- inform students of their percentage attendance weekly in line with attendance, achievement, behaviour tutor time. This can be obtained from the weekly report automatically generated, sims or the database.
- speak with, as required, pupil premium and disadvantaged students identified every half term, by the Year Leader for attendance intervention and call home if appropriate (recording any calls home on CPOMS-attendance category).
- liaise with their Year Leader as soon as possible where they have attendance concerns and the student is absent for long periods or has regular periods of absence so that the Year Leader can contact parents (in line with this policy ie where attendance is a cause for concern) in order to set targets and strategies for improvement in students' attendance and punctuality
- follow the 'lateness and poor punctuality' process
- report attendance/punctuality matters to the Year Leader if there is no improvement or a decline when mentoring students for attendance
- ensure that CPOMS (attendance category) is updated accordingly if they do have contact with parents regarding attendance issues.

8.3 It is the responsibility of the Attendance Team to:

- contact parents of students absent from period one by text message on the first day of absence if the school has not been notified of the absence by parents.
- contact parents of students absent from period one by telephone on the second/third day of absence if school has still not received notification of reasons for absence.
- on a daily basis monitor registers for missing marks, identifying the source of these and take steps to ensure full registers in liaison with appropriate members of staff (sending a daily email reminder to teachers where registers are incomplete asking them to complete the register and following this up with a weekly report of incomplete registers to the Attendance Lead).
- provide attendance reports every half term and forward to the Year Leaders, Pastoral Leader and Senior Leadership Team.
- liaise with Year Leaders/Pastoral Leader/Inclusion Leader re referrals to the Court Officer.
- liaise with relevant staff re collection of paperwork for penalty notices and court proceedings.
- notify Lancashire County Council's Children Missing Education (CME) Team if a student moves out of area but has no confirmed School or where a student has been absent for 10 days or more and School has no contact with the student and parents/carers.

8.4 It is the responsibility of the Year Leader to:

- provide Form Tutors with Form group attendance levels (on a half termly basis) identifying pupil premium and those disadvantaged students requiring form tutor intervention in respect of attendance.
- use the directed time each day to follow up on student absence , actioning agreed interventions; particularly where there are attendance concerns, resolve absence marks (N) on SIMS for students in their year group, make contact with parents where they have concerns and where the Form Tutor has identified patterns of regular attendance and meet with students (and parents/carers) to discuss attendance issues.
- organise a meeting with the parents of students who have been referred to them by Form Tutors regarding punctuality or absence - place the student on report and ensure the information is logged on CPOMS. Include/inform the Attendance Team as appropriate.
- hold regular fortnightly meetings with the Attendance Team with regard to student attendance and punctuality and liaise with the Attendance Team to determine the appropriate action and intervention for students with below 90% attendance or below 93% for pupil premium /disadvantaged students and complete formal referrals using the referral form where appropriate
- check the implementation of the Lates Policy for Form Groups by classroom visits, checking CPOMS, random sampling and return of completed Late reports.
- liaise with the Attendance Team where court action is deemed necessary and ensure that the relevant information is provided in the required format.
- organise a meeting with the parents of students regarding punctuality or absence – with parents set strategies for improvement - and ensure the information is logged on CPOMS.
- if appropriate request a Fixed Penalty fine via the Court Officer.
- Use the reports produced by the Attendance Team on a half termly basis or use the information provided on SIMS/ Database to complete an overview of student attendance in their year group alongside actions and interventions for individual students and report back as part of the Year Leader QA process
- respond to requests for holidays during term time advising that School does not authorise holidays during term time.
- Ensure Form Tutors in the year group are aware of and are following the appropriate attendance policies and procedures

8.5 It is the PARENTS'/CARERS' responsibility and legal duty to:

ensure that their child(ren) receive(s) efficient full-time education. This requires not only regular, punctual attendance but also that the child attends fit and equipped to learn. Students need to be at school by 8.40am each school day. Morning registers will close at 9.15am. However, LSA High School reserve the right to close registers early for these students who are persistently late to School (eg registers may close at 8.50am instead of 9.15am).

Attendance Codes

APPENDIX 3

Only those codes highlighted should be used by teachers (/ or \ for present, N for absent and L for late – with minutes late recorded). All other codes are only to be input by the Attendance Team or Year Leader.

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	Do Not Use	Unauthorised Absence	Late for session
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Educational 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
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Educational 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 Educational Activity	Out 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	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	DfES #: School closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Do not use	Authorised Absence	Out for whole session
!	DfES X: Non-compulsory school age abs	Attendance not required	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
*	DfES Z: Pupil not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session

Date of Next Review: September 2021

Addendum to the Whole School Attendance Policy in the light of Covid- 19

Academic year 2021 -2022

Expectations of attendance

The DfE have now indicated that:

- From the start of the autumn term 2020 attendance in school is mandatory and the usual rules on attendance apply
- Schools should now record attendance and follow up absence in the usual way
- The duty on parents to ensure the regular attendance of children of compulsory school age is no longer disappplied
- The ability to issues sanctions such as penalty notices is no longer disappplied

The school day

To address the requirements of reopening safely there are some changes to processes in school. The school day is now:

Start at 8.40am, classrooms are open and supervised from 8.30am for students for arrive for a staggered start.

Finish at 2.40pm for Year 7
2.45pm for Year 8
2.50pm for Year 9
2.55pm for Year 10
3.00pm for Year 11

Excellent punctuality remains an essential expectation for all students. Students are expected to be in school and in their classroom by 8.40am.

The morning register closes at 9.15 am and the afternoon register closes at 2.15pm. After these times, students will receive unauthorised absence marks.

The recording of attendance

Attendance registers will be marked in line with the DfE statutory guidance and as detailed in our main Whole School Attendance Policy. During this academic year, there will be the use of an additional code X. This will be used to record situations when students are:

- Self isolating
- Household isolation
- Quarantine
- Local lockdown arrangements
- Students with medical evidence from a consultant advising against school attendance due to pre-existing health concerns

This code does not count as present or absent on the students attendance record.

Students testing positive for Covid 19 will be marked as Ill in the school attendance register. This is an authorised absence.

School attendance framework and support to encourage good attendance

The school attendance framework remains as on page 4 and 5 of our school attendance policy. In addition, during this time we have additional support for students:

- LSA is following all the guidance issued from the department for education
- Extra pastoral support is available with referrals to external agencies as and when required
- Extra staff within school to support where there is an additional need

Sanctions for failure to attend school regularly

The DfE have indicated that sanctions will now be used to address non-attendance at school. LSA High School will continue to offer as much support as is reasonable to prevent the need for such an approach. However, when needed legal interventions as detailed on page 2 (section 5) of the Whole School Attendance Policy will be used.

Leave requests

The usual school policy applies which requires a request in advance of leave. Parents should also consider the consequences of potential quarantine on school attendance.

Students who should not attend school

- **Students who display symptoms of Covid 19 should not attend school.**

A test should be arranged and the results communicated to school. School will ask to see a copy of the test results in order to confirm positive cases.

It is essential that school are aware at the earliest opportunity that there is a potential Covid 19 case.

Students testing negative should return to school at this point (any continued absence would be recorded as either an authorised or an unauthorised absence dependent on the evidence provided)

Students testing positive should isolate for 10 days from the onset of the symptoms.

- **Students with underlying health conditions following recent medical advice.**

In most cases those students shielding or with family members shielding should now return to school.

In a small number of cases, students may receive a letter from their consultant to inform them that they should not return to school. These students will be offered online education.

School will ask for a copy of this letter.