



Twyford
C of E
Academies Trust

Document Title	Attendance and Punctuality Policy
Committee Responsible for Policy	Board of Directors (in consultation with Student Committees).
Review Frequency	Annually
Last Reviewed	June 2022
Next Review Due	June 2023
Policy Author	Associate Headteacher (Ealing Fields)

1 Assessment of the Impact of a Policy on Equality & Diversity

Policy: Attendance & Punctuality Policy	
Impact assessed by: Richard Lane	Date: 25/05/2022
1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?	
2. How would this be evidenced?	
3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else? No	
4. If the answer to 3 is 'Yes', please provide details and evidence.	
5. How might the new policy change this?	
6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else? No	
7. If the answer to 6 is 'Yes', please provide details and evidence.	
8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test? PASS	

The Policy applies to students in Key Stage 3 and Key Stage 4. There are a separate set of expectations for Sixth Formers set out in the Sixth Form planner.

Attendance & Punctuality Policy

2 Statement of Principle

Twyford CE Academies Trust firmly believes that it is the right of every student to receive a full-time education and that any student who fails to attend school and its lessons regularly and punctually cannot receive a coherent education programme.

2.1 Aims

We aim to:

- Maintain an attendance rate of a minimum of 95% in order that students make the most of the educational opportunities available to them. Irregular attendance seriously disrupts continuity of learning, undermines educational progress, and leads to underachievement and low attainment.
- Continue to work with parents and students in encouraging students to attend school regularly and punctually
- Ensure that there is an efficient system, known to all, for ensuring that students who should be attending our schools have registered twice daily, or a reason for non-attendance is known to the school.

2.2 The Legal Position

Education Act 1996:

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise.

Registers will be marked in accordance with current DFE and LEA requirements. In accordance with DFE requirements, registers will be kept for a minimum of three years. Attendance/absence figures will be reported to the LEA on a half termly basis. The Attendance Officer and Data Manager will ensure that figures are reported accurately and for the given deadlines.

2.3 The Importance of Good Attendance

- Statistics show a direct link between under-achievement and poor attendance
- Regular attendees make better progress, both socially and academically
- Regular attendees find school routines and school work easier to cope with
- Regular attendees find learning more satisfying

2.4 SLT lead for attendance

- **Twyford CofE High School – Mr P Bennett**

- **William Perkin CofE High School – Ms E Waspe**
- **Ealing Fields High School – Mr L Santos**
- **Ada Lovelace CofE High School – Mr C Wiggins**

3 Student Responsibilities

Students will:

- Attend school and lessons regularly and on time, unless they are ill or have an authorised absence.
- Arrive at school by the published start of the school day in order to register promptly time and arrive at all lessons on time.
- Ensure they register with their tutor and/or reception if they arrive late as per each individual school's protocols.
- Not leave school without permission.
- For a planned absence from school or lessons, such as dental/medical appointments or other legitimate reason, sign out at reception by showing an appointment card from the dentist, hospital or medical practice or a note signed by a parent and counter signed by Head of year.
- Bring an explanatory note for unplanned absence, signed by a parent on the day of return to school.
- Ask a teacher's permission to report to the school welfare officer if they feel ill or are injured.

4 Parental Responsibilities

Parents will:

- Ensure their child attends school regularly, punctually, with the designated school uniform and equipped and in a fit condition to learn
- Inform the school as soon as possible of the reason for any absence by phone call, email or text on each day of absence
- Not arrange family holidays during term time [all parents are advised of DFE guidelines re possible fine and loss of place]
- Contact the Head of Year in the first instance concerning any exceptional request for an unavoidable absence (e.g. the death of a close relative) during term time.
- Book any medical appointments around the school day where possible.

5 School Responsibilities

The Tutor will:

- Record attendance on the SIMs system at AM and PM registration during tutor time and on paper on assembly days [to be returned promptly to attendance officer]
- Send information from parents relating to absence to the School office
- Enquire about reasons for absence, discuss emerging patterns and encourage improvement
- Will bring to the attention of Head of Year or Assistant patterns of absence or lateness
- Pass information on to Head of Year or Assistant concerning reasons for absence or lateness
- Promote good attendance and punctuality in tutor times

The Head of Year and Assistant Head of Year will:

- Monitor punctuality both to school and to lessons
- Hold detentions for students who are late as per school detention system
- Ring home when there has been no response to letters sent home
- Arrange meeting with parent or guardian when no response to earlier procedures
- Will refer to other internal agencies through regular pastoral meetings
- Will promote good attendance and punctuality at assemblies
- REWARD good attendance and punctuality in End of Term celebration assemblies

The Key Stage Assistant Headteacher will:

- Develop and annually review attendance and punctuality policy
- Discuss with Heads of Year and support team all students with attendance below 90% at pastoral meetings
- Action referral to relevant external agencies where necessary
-
- Will inform Deputy Headteacher of current status
- Support staff on attendance matters
- Attend meetings with attendance officer and attendance panel as required
- Monitor and develop the rewards and sanctions system to reflect the importance of attendance and punctuality
- Refer to Child Protection Officer any student considered to be at risk (including Children Missing Education CME)

The Deputy Headteacher will:

- Monitor the implementation of attendance policy including the production of weekly, termly and annual statistics for SLT, governors and outside agencies
- Line manage the attendance officer
- Line manage the development and review of the attendance and punctuality policy
- Support staff on attendance matters
- Promote the importance and legal requirements of excellent attendance and punctuality to pupils and their parents/carers
- Measure impact of interventions and attendance policy as a whole
- Deal with requests regarding absences on behalf of Headteacher in accordance with current DFE guidelines
- Feedback to SLT Ensure the school attendance policy is published on the school website

The Administration team will:

- Update registers daily
- Record all reasons for lateness and absence on SIMs system
- Monitor that tutors complete registers accurately
- Monitor attendance of students educated off site e.g. college attendance or Alternative Provision
- Email parents on same day of absence requesting reason for absence if none received
- Produce weekly attendance records and distribute to Heads of Year and Assistant Key Stage Headteachers
- Meet regularly with Deputy Headteacher link
- Send communication home, re: low attendance (less than 90%) or poor punctuality, at direction of Head of Year or SLT.

The Data Team will:

- Ensure attendance and punctuality data is distributed to parents once a term as part of quarterly grade sheet/report
- Produce and post attendance figures to LEA
- Produce regular attendance records as part of the Pastoral monitoring form and distribute to Heads of Year and Assistant KS Headteachers

The Family Worker will:

- Contact family when all above interventions have failed to improve attendance
- Offer meetings in school or in the home.

- Contact Borough Education Welfare Officer (EWO).

Children Missing Education (CME)

Where the school is unable to contact a child/family over a 3-day period, they will contact the School Attendance Service to carry out enquiries to try to locate them. A door-step home welfare visit will also be undertaken.

Where the school and the Attendance Service have failed to locate the child/family within 10 days, the child will be referred to the **LA Children Missing Education Officer (CME officer)** who will undertake additional checks with other agencies to locate them, including consultation with social care, the police, health and housing. Where these enquiries do not lead to confirmation of the child's whereabouts, the matter will remain open to that service who will widen their enquiries. In these circumstances, the school cannot guarantee to keep a school place open for your child.

6 Policy on Absence and Lateness

- The school will do its best to ensure that pupils and parents understand the circumstances in which the school will or will not authorise absence
- Requests for holidays will be declined and so holidays taken during the school year will be unauthorized
- Lateness and post-registration procedures will be understood by all stakeholders
- Students with repeated lateness or absences due to truancy will receive the sanctions stated in the attendance policy
- Persistent absentees will be subjected to the whole range of interventions (as listed in this policy)
- Longer term medical absences (consistent or intermittent – chronic illnesses) will be discussed with parents and outside agencies (i.e. school nurse, family GP)
- Contact with parent/carer for all pupils absent without known reason will be contacted on first day of absence via email by the attendance officer
- Individual pupil's data will be analysed to identify patterns of absence which cause concern
- Pupils causing significant concern will be contacted by the Family Worker and/or notified to Borough
- Advice and follow up will be sought from Ealing EWO
- Prosecution will be issued in accordance with DFE and LEA regulations in cases where there is no significant improvement of attendance
- The school will offer a range of additional support for pupils and parents with greatest need e.g. school refusers.

7 Rewards, Sanctions and Interventions

7.1 Rewards for Good Attendance and Punctuality (good attendance is a minimum of 95%)

- Students with 100% attendance will be awarded certificates at end of each term

- Parents of students with 100% attendance at end of year will be sent letters and awarded certificates
- Special prizes will be given to students with 100% attendance and punctuality
- Special rewards will be given to students who achieve significant improvement
- Contact with parents about improved attendance
- Students and tutor groups with best and improved attendance will be celebrated at year assemblies.

7.2 Sanctions for Lateness and Truancy

- Letter sent home by the Attendance Officer
- Detentions run according to school detention system
- Inclusion in periodical lesson checks through duty rota
- School detention issued for internal or external truancy
- Parental meeting with AHOY/HOY

7.3 Interventions for Persistent Absentees

With each intervention step taken, attendance will be linked to achievement and behaviour

- Discussion with tutor
- Following referral at pastoral meeting, letter to be sent home by Attendance officer
- Discussion with AHOY/HOY
- Contact by telephone by AHOY and/or HOY
- Meeting with parent/carer and HOY/AHOY
- Referral to and intervention by Family Worker
- Referral to Ealing EWO or other agencies
- Prosecution

8 Procedures and Standard Letters

See Attachments:

1. Trust procedure for Attendance Concerns
2. Trust procedure for Punctuality Concerns
3. Trust procedure when exceptional request made for leave of absence during term time
4. Trust important information for parents regarding leave of absence during term time
5. Trust application for leave of absence
6.
 - a. Trust reply from Head teacher to request for exceptional circumstance leave of absence – Version 1
 - b. Trust reply from Head teacher to request for exceptional circumstance leave of absence – Version 2
7. Trust standard letter for less than 90% attendance [Conduct 1(C1)]
8. Trust standard letter for improvement and attendance now satisfactory [Improvement A (IA)]
9. Trust standard letter for improvement but still unsatisfactory [Improvement B (IB)]
10. Trust standard letter for less than 90% Attendance (letter 1)
11. Trust standard letter for improvement but still below 90% (letter 2)

12. Trust standard letter for continuing declining attendance (letter 3)
13. Trust standard letter requesting meeting with HoY (letter 4)
14. Trust standard letter requesting meeting with SLT (letter 5)

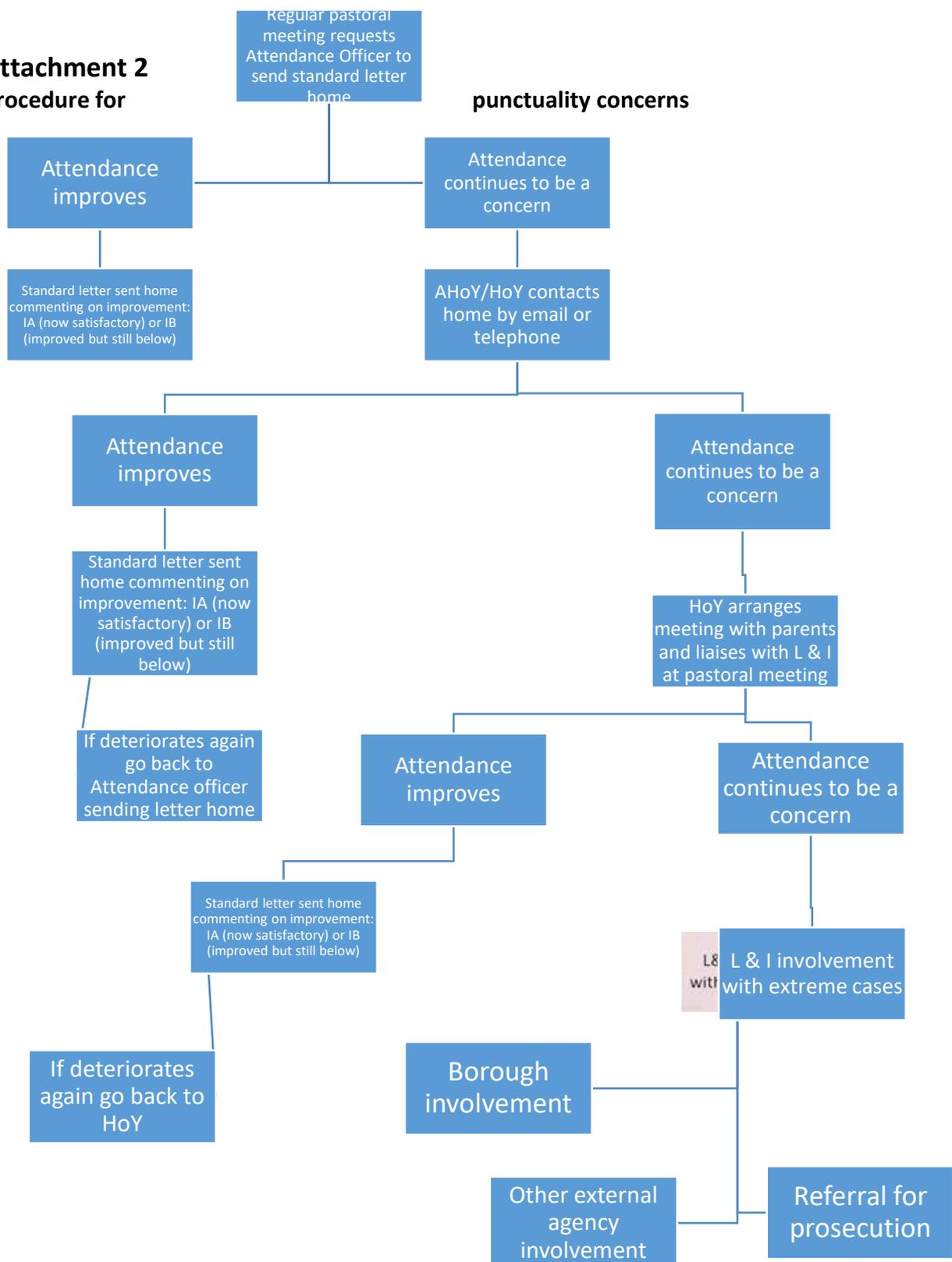
Attachment 1

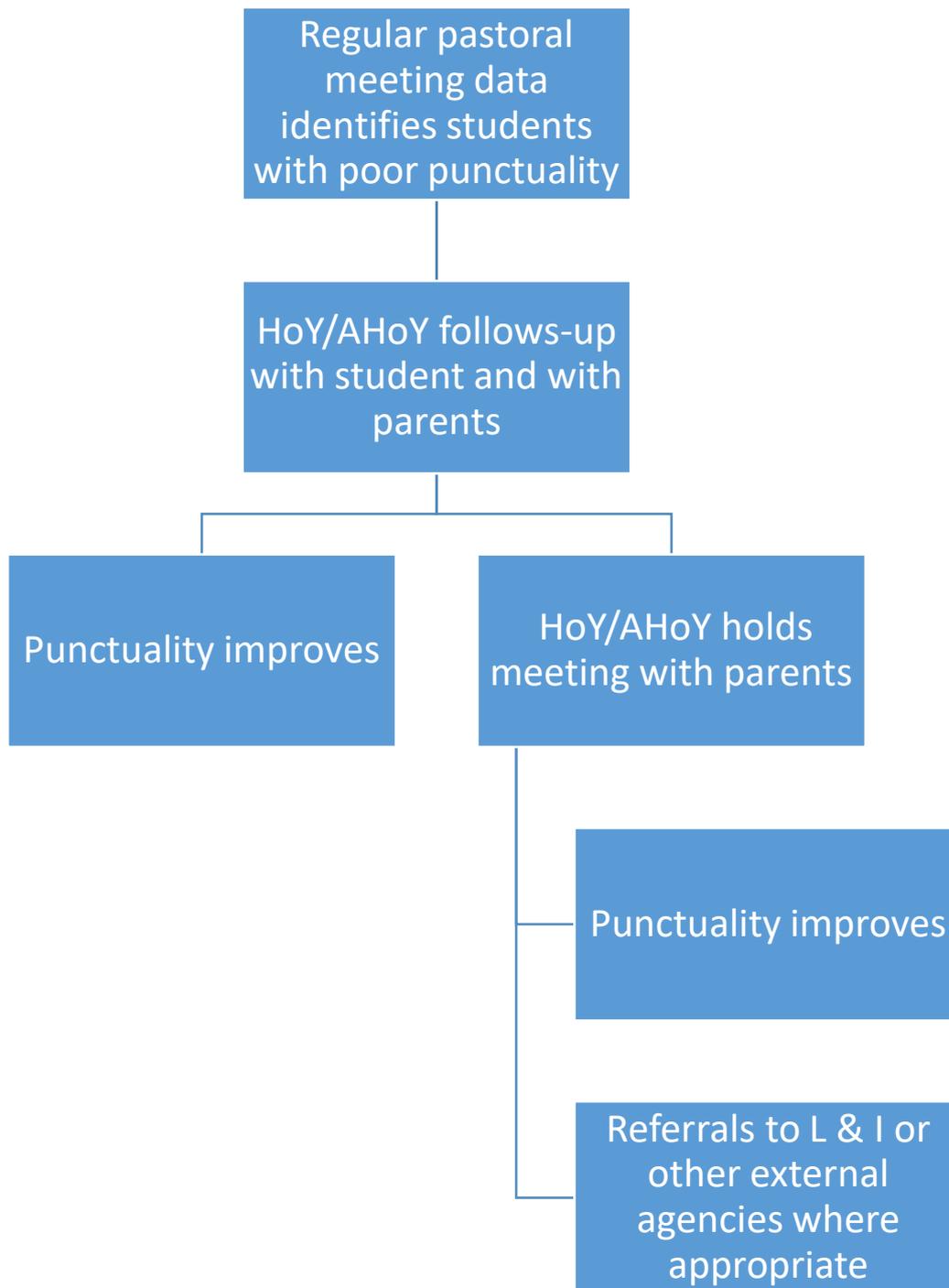
Procedure for attendance concerns: Less than 90%

Letters sent at 2 weekly intervals on instruction of HOY/AHOY

Attachment 2

Procedure for





Attachment 3

Procedure when exceptional request made for leave of absence during term time

Attachment 4

Important information of absence during term
Information for REQUEST FOR STUDENT SCHOOL

Parent/Carer makes request to Head of Year

for parents regarding leave time
Important parents LEAVE OF ABSENCE FROM

If request is made to tutor then tutor refers it to HOY

- The Department for Education advise that Head teachers should only authorise leave of absence in exceptional circumstances (DfE 2014)
- Term time absence is disruptive and effects the continuity of learning
- Please be aware that leave of absence is only granted in **exceptional circumstances** at the

discretion of the Headteacher and in accordance with the school governing body. **time off during holiday.** Each will be considered the policy made by individual school. following

Head of year sends out Application for leave of absence request form for parents to complete, refers information to Attendance Officer and Deputy Head (Pastoral)

Headteacher and in accordance with the **There is no entitlement to term time for the purpose of a request for holiday absence** individually in accordance with the Governing Body of an School will consider the

Parent/carers returns form to Attendance Officer

Deputy Headteacher makes decision on application request, signs and dates form

▪ The

- the request
- The student's previous attendance history
- Previous applications
- The age of the student
- The student's stage of education and progress
- The time of year (Do not apply for September, when your child is progressing to a new class or school, or in Exam season)
- The length of the absence

exceptional nature of

Attendance Officer writes to inform parents/carers of school decision

- Holidays should not be booked prior to discussion with and agreement of the school

- Leave may only be granted where proper procedures have been followed and the permission given. Only a person authorised by the Governing Body of the school, usually the Associate Headteacher, or other delegated staff may grant leave of absence
- Parents are warned that if they take their child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices of £60, rising to £120 if not paid within 28 days (Anti-Social Behaviour Act 2004).
- If you do not comply with the schools procedures you risk losing your place at the school. Where the school and the parents fail to reach an agreement and the child is then absent from school, the absence will be marked as unauthorised. Unauthorised absences is an offence for parents and those due to term time holiday can also be liable for a fixed penalty fine. Also note that Pupils can be removed from roll if: They do not return within 10 days of the given return date and the Associate Headteacher does not received what the school considers a satisfactory explanation in that period of time, or If a pupil leaves without notice or permission and there is no contact despite reasonable efforts to contact the family.
- Leave of absence will not be granted retrospectively

Attachment 5

Application for exceptional circumstance leave of absence TWYFORD TRUST APPLICATION FOR LEAVE OF ABSENCE

As a Parent/ Carer with whom the child lives you should complete this form if you are requesting leave of absence during term time. There is **no** entitlement to leave in term time and Parents/Carers should not expect leave of absence to be granted as of right. Approval is discretionary and only in exceptional circumstances. It is possible in certain circumstances that your child could be removed from the school roll and you would need to reapply for a place on your return. Parents are aware they signed a home/school agreement when their child joined the school, confirming they would not take their child out of school during term time.

Parents should also be aware that staff are not required to provide alternative programmes of work, or to make alternative arrangements for the sitting of exams/tests, for students who are absent from school through choice. Normally a student would not be granted more than 10 days of absence in any academic year. Leave will not be granted if requested in exam years or at the start of any school year i.e. September.

We are asked to WARN you that if you take your child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices of £60, rising to £120 if not paid within 21 days (Anti-Social Behaviour Act 2004).

Please return the completed form to: **The Attendance Officer no less than 4 (four) weeks before** the date when you want the period of absence to start.

Name of Student:	Tutor Group:
Address:	
Name of Parent / Carer:	
Destination:	
Reason for applying for leave of absence:	
Proposed date of departure:	Return date:
TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR:	
Signature of Parent/Carer	Date:

FOR OFFICE USE ONLY	
Received on:	Attendance:
Authorised / Unauthorised:	
Signed Deputy Headteacher:	Date :

Attachment 6a

Reply from Head teacher to request for exceptional circumstance leave of absence version 1

Date

Dear

Re: Reply to a request for LEAVE OF ABSENCE for Child name year.

As you are aware, parents are required to seek permission from the Associate Headteacher prior to taking their child out of school for all leave of absence during term time. Leave of absence is not a right and is only granted on rare occasions when the need is exceptional.

I am writing to you following your request to withdraw XXXX from school for a family holiday/xxxxxxx for DATES a total of x school days.

A. On this occasion the school will authorise x days . The return date agreed is /...
If you do not return at this time your child's place at school may be at risk
Please note that XXXX must make it his own responsibility to check that he gets ahead with his class work and copies what he has missed. I have made it clear to staff that they are not required to provide alternative programmes of work for students who are absent from school through choice or rearrange the dates of tests.

B. Having considered your application I wish to inform you that on this occasion the school will not be authorising your Child's absence from school.

You are warned that should your child be absent on the dates outlined in your application form or more, the absence will be recorded as 'Unauthorised'. The school will notify Local Education Authority who can issue you with a Fixed Penalty Notice Fine in respect of unauthorised absence. If your absence is extended your child's place at school may be at risk.

If you require any further information then please do not hesitate to contact me.

Yours sincerely,

Deputy Headteacher (Pastoral)

Attachment 6b

Reply from Head teacher to request for exceptional circumstance leave of absence version 2

Date

Dear

Re: Reply to a request for LEAVE OF ABSENCE for Child name year.

Thank you for your request to take XXXX out of school for two school days from [dates] to travel to xxxxx. As you are aware absences from school particularly during term time are wholly discouraged and I am only able to authorise absence from school during term time under exceptional circumstances. I am therefore unable to authorise XXXX's absence because this request is not an emergency. If the family wants children to attend events such as foreign trips and family events, plans must be made for these to happen in the school holidays. I must remind you that it is expressly contrary to the agreement signed by you on entry to the School, which states that students must not be taken on holiday during term time. This absence will therefore remain on XXXX's record as unauthorised absence.

XXXX must make it his own responsibility to check that he gets ahead with his class work and copies what he has missed. I have made it clear to staff that they are not required to provide alternative programmes of work for students who are absent from school through choice or rearrange the dates of tests.

Yours sincerely

Deputy Headteacher

Attachment 7

Trust Standard letter for less than 90% attendance - Conduct 1 (C1)

Date

Dear Parent/Carer

Re: Attendance Below 90% (Including Punctuality)

We wish to inform you, that xxxxx's attendance is below 90%, which is below that expected by the Local Authority. The figure is calculated using the data available from morning and afternoon registration and therefore includes the dates that the student arrives after registration, confirmed illness and medical appointments.

We will monitoring \$Forename\$ attendance over the next two weeks and, after bringing it to your attention, hope that there will be an immediate improvement.

If you require any further assistance, please do not hesitate to contact me.

We look forward to receiving your support in this matter.

Yours sincerely

Attendance Officer

Email:

Attachment 8

Trust Standard letter for improvement and attendance now satisfactory

Improvement A (IA)

Date

Dear Parent/Carer

RE: ATTENDANCE ABOVE 90% (INCLUDING PUNCTUALITY)

Further to our recent letter regarding xxxxxxx's attendance falling below the percentage expected by the Local Authority.

I am pleased to advise you that xxxxxxxxx's attendance is now above 90%.

Many thanks for your support in this matter.

Yours sincerely,

Attendance Officer

Email:

Attachment 9

Trust Standard letter for improvement but still unsatisfactory

Improvement B (IB)

Date

Dear Parent

RE: ATTENDANCE INCREASE (INCLUDING PUNCTUALITY)

I am pleased to advise that xxxxxxxxxxxxxx's attendance is now 89% up from 85%.

We will continue to monitor this until it is above 90%, which is the level expected by the Local Authority.

Yours sincerely.

Attendance Officer

Email:

Attachment 10

Trust Standard letter for less than 90% Attendance

(Letter 1)

Date

Dear parent or carer

RE: Attendance Below 90%

We wish to inform you, that xxxxxx's attendance is below 90% which is classified by the Government and Local Authority as persistent absence from school.

This is a very serious issue as it means that xxxxxxxx's school work is being seriously affected by missing so much school.

We will be monitoring \$Forename\$ attendance over the next two weeks and, after bringing it to your attention, hope that there will be an immediate improvement. Where there are very serious concerns about attendance we will involve the safer schools police officer and social services.

Please could we remind you that should \$Forename\$ need to be absent from school, it is necessary for you to contact the school for every day of absence - via a phone call, followed up by written confirmation on the students return, or an e-mail. All absences from school of more than 1 day also require medical evidence in the form of a doctor's certificate or hospital appointment card for each day of non-attendance.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

We look forward to receiving your support in this matter.

Attachment 11

Trust Standard letter for improvement but still below 90% (letter 2)

Date

Dear parent or carer

RE: Attendance Below 90%

Further to our recent letter regarding xxxxxxxx's attendance, this has now increased to XX. It is good that this has improved but it still remains below 90% which is classified as persistent absence by the Government and Local Authority.

We thank you in advance for your support in ensuring that xxxxxxxx's attendance continues to improve above 90%.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

Attachment 12

Trust Standard letter for continuing declining attendance (letter 3)

Date

Dear parent or carer

Letter 3 – Attendance has declined

Further to our recent letter regarding xxxxxxxx's attendance, this has now decreased further to XX. This is now an even more serious issue as their persistent absence is continuing. We will be monitoring \$Forename\$ attendance over the next two weeks and, if there is no improvement, be requesting a meeting to discuss this matter further. May we also remind you that where there are very serious concerns about attendance we will involve the safer schools police officer and social services.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

Attachment 13

Trust Standard letter requesting meeting with HoY

(Letter 4)

Further to our recent letter regarding xxxxxxxxxxx's attendance, this has now decreased even further to XX. Given that this attendance has not improved we request that you meet with XXX at XXX to discuss the situation. Attending school less than 90% of the time is a very serious issue and affects students' long-term chances of success. We also need to remind you that where there are very serious concerns about attendance we will involve the safer schools police officer and social services.

At this meeting will discuss ways to improve xxxxxxxxxxx's attendance and if there is not an improvement then this will be referred to Headteacher and Deputy Headteacher.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

Attachment 14

Trust Standard letter requesting meeting with SLT (Letter 5)

Date

Dear parent or carer

Further to your recent meeting with xxxxxxxx's Head of Year, their attendance has decreased to XX. To address this very serious situation we request that you meet with XXX at XXX. The safer schools police officer will also be informed of xxxxxxxx's absence so they can support with ensuring that they are able to improve their attendance quickly.

If you require any further assistance, please do not hesitate to contact XX, Deputy Headteacher

Yours sincerely

