



# **Attendance and Punctuality Policy**

Werneth School is committed to the continuous raising of achievement of all students. Regular attendance is a priority for the school and is critical if students are to be successful and benefit from the opportunities available to them.

Good attendance is fundamental to a successful and fulfilling school experience and the school actively promotes excellent attendance for all students, using a variety of rewards to promote good attendance and punctuality.

### **Why regular attendance is so important**

Any absence disrupts the pattern of a student's education, disrupts teaching routines and will have an adverse effect on the learning of others. The school offers a broad and balanced curriculum and to facilitate this, many academic topics may not be re-visited. Before permitting any absence, we urge parents/carers to carefully consider the negative implications of any missed learning opportunities.

The academic year consists of 195 days of which 5 are staff inset/training days with students not being required to attend on these days. Students who attend for the full 190 days will achieve 100% attendance for the academic year and are highly likely to achieve best grades for their ability, enabling them to continue their studies and raise their earning potential in the world of work.

## **The legal framework around attendance**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- Present.
- Absent.
- present at approved educational activity. or
- unable to attend due to exceptional circumstances.

## **Promoting regular attendance**

A whole school attendance target is set each autumn term to ensure statutory compliance with legislation governing school attendance. This is monitored by the Local Authority and the Department for Education.

At Werneth School our aim is for all students to achieve at least 95% attendance. Helping to create a pattern of regular attendance is everyone's responsibility. It is not only the responsibility of parents/carers, it is also the responsibility of the student and has the support of all members of the school staff.

To help us all to focus on this we will:

- give details of attendance in our regular headteacher's blogs and student updates
- report to parents/carers on their child's performance in school, giving their attendance percentage and punctuality details, and how this relates to their attainment;
- celebrate good attendance by displaying individual and group achievements;
- reward good or improving attendance through class competitions, certificates and outings/events;
- work with students, parents/carers and the appropriate agencies to provide mutual advice and support to those who give low priority to attendance and punctuality;

## **Understanding types of absence**

Every half-day absence from school has to be classified by the school (not by parents/carers), as either authorised or unauthorised.

Policy reviewed July 2017

## Authorised absences

Authorised absences include mornings or afternoons absent from school for a valid reason such as illness, urgent medical/dental appointments or other emergencies. All non-urgent medical or routine dental appointments should be arranged outside of the school day or during the holiday periods. Where this is not possible, students should attend school for part of the day and parents/carers should show the appointment card to school to enable the absence to be authorised. If students are required to leave early or be absent from lessons for an urgent appointment, parents should write a signed explanation in the student's planner or telephone/email the school. All absences must be requested in advance.

Students who have permission to leave during the school day must sign out at the school office. Students will be given an official pass to produce to the local police or Stockport School Age Plus Workers in the event that they are questioned.

## Other authorised circumstances

This relates to occasions where there is an unavoidable cause for absence due to exceptional circumstances, for example family bereavement or a part time timetable agreed as part of a reintegration package.

## Unauthorised absences

Absences will be unauthorised when school does not consider the reason to be reasonable and when no 'leave of absence' has been approved. This type of absence may be subject to Education Penalty Notices or legal proceedings issued by the Local Authority.

### Unauthorised absences include:

- truancy during the school day
- absences which have no proper explanation
- persistent absence due to illness that has no supporting medical evidence
- students who arrive late to lesson after the registers have closed
- absence from school to undertake shopping, look after other children or celebrate birthdays
- parents/carers keeping children off school unnecessarily
- day trips or holidays taken during term time
- excessive absence due to medical/dental appointments without good reason

Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. Parents/carers will be also be asked to provide medical evidence where their child's attendance falls below 94%.

Whilst a student may be absent from school because they are unwell, they may also sometimes be reluctant to attend for a variety of other reasons. If parents/carers have any concerns, they may contact the pastoral team for guidance and support.

If parents/carers condone an absence without a valid reason this may give the impression that a student's attendance at school is not significant and may often make issues more difficult to resolve.

## **Persistent Absence**

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Students are, therefore, classed as persistently absent irrespective of whether absence is authorised or unauthorised.

We monitor all absence thoroughly. Any student who reaches the persistent absence percentage or is at risk of moving towards that mark is given priority. Parents are informed by the school's pastoral team.

Persistently absent students are tracked and monitored carefully by our pastoral team and we combine this with academic mentoring and learning intervention where absence affects attainment.

All our persistently absent students are subject to an action plan which may include the allocation of additional resources. This may include support through the Team Around the Child process, the allocation of a mentor or a worker from Stockport Family.

## **Religious Observance**

School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside holiday periods or weekends. The authorisation of absence, or special leave for religious observance, will be considered in these instances, but parents/carers are required to give advance notice to school if they intend for their child to be absent. Werneth School feels that it is reasonable that no more than one day be designated for any individual occasion of religious observance or festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

## **Traveller Absence**

The aim for the attendance of children within travelling families, in common with all other children, is to attend school as regularly and as frequently as possible. To protect traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service.
- The child is undertaking computer based distance learning that is time evidenced.

## **Leave of Absence during Term Time**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 removed all references to holidays and extended leave and made it clear that headteachers cannot grant any leave in term-time unless exceptional circumstances prevail, therefore, there is no automatic entitlement in law to time off school to go on holiday.

After illness, holidays in term time is the single largest cause of absence from schools in England. At Werneth School we believe that leave in term time is undesirable because of the impact on our students' education and we encourage parents always to take family holidays when school is closed.

Research has shown that there is a clear link between levels of attendance and levels of achievement and that, the more a student misses school, the lower their levels of achievement are likely to be.

Taking leave in term time has a disruptive effect upon students' learning and progress and it is often difficult for students to catch up with work that has been missed. It may also suggest to some students that their education is not a priority.

School policy is as follows:

- If parents/carers wish to request permission for leave of absence during term time we advise you to read the guidance 'Holidays in term time' and complete and return a request form at least four weeks before the start date of the proposed leave of absence. The request form is Appendix 5.
- Any request will be considered in the light of exceptional circumstances.
- A request will be refused, regardless of the circumstances, if attendance including the proposed period of absence, is below 96%
- If approval is given for a period of absence, no further requests will be granted for the remainder of the academic year
- Holidays taken without permission will be categorised as unauthorised and will lead to an application to the Local Authority to issue an Education Penalty Notice. This is a fine of £120 per parent for each student which reduces to £60 if paid within 21 days. Approval for leave of absence cannot be given retrospectively and will always remain as unauthorised.

## **Absence Procedures**

Werneth School is committed to promoting the safety, health and welfare of all students and endeavours to manage absences fairly and consistently, with the aim of supporting students through periods of illness.

If a student is absent from school, parents/carers should:

- contact school by 9am on the first day of absence by telephone on 0161 494 1222 choosing the relevant option or by email to the Attendance Officer at [attendance@wernethschool.com](mailto:attendance@wernethschool.com)
- send any supporting medical evidence to the school if the absence is likely to continue.
- maintain contact with the school every day to discuss the absence and the likely date of return to school;

**It is a parent/carer's responsibility to contact the school to advise staff of any absence to support the safeguarding and welfare of all students.**

If a student is absent we will:

- text or email parents/carers on the first day of absence, if we have not received a reason for absence;

- invite parents/carers into the school to discuss the situation with a member of the pastoral team if the absence persists;
- notify parents by email or letter when their child's attendance falls below certain parameters and where necessary refer the matter to Stockport Family for support or the Education Welfare Service for enforcement.

## **Contact details**

To comply with Health and Safety guidelines it is important that we have up to date contact details of all students. There are a variety of reasons that the school may need to contact parents, including ill health when at school, school emergencies or to discuss unexplained absences and ensure students are safe. To confirm the reason for a student's absence with parents/carers, the school will generally telephone the first contact number listed on the student's record.

It is the responsibility of parents to contact school to update their contact details where any changes occur. School can be contacted by telephone or information can be sent to [attendance@wernethschool.com](mailto:attendance@wernethschool.com).

## **Monitoring of Attendance**

The Attendance Officer will monitor attendance daily and inform pastoral staff where there may be a cause for concern.

In the event of no response being received from a text message or email home, a telephone call will be made and a home visit conducted after three days of absence. If no reason for absence can be obtained, the absence will be recorded as unauthorised.

School monitors attendance to all lessons. If a student does not arrive at a lesson and was marked present in their previous lesson Inclusion Response will be called to investigate the matter. Parents/carers will be informed after 15 minutes if there is concern that the student is missing and if no contact is possible with parents/carers, the police will be notified.

As a matter of course our pastoral team will speak to students collectively and individually to discuss the value of regular attendance at school and remain in regular contact with parents/carers.

Regular meetings are held within the pastoral team and the Local Authority to ensure that individual students' attendance is monitored. A 'Red, Amber, Yellow, Green' attendance banding system is used throughout our monitoring process so any change in a student's attendance maybe easily identified. This is shown in Appendix 1. We have clear and consistent interventions for students in each category and all communication is recorded on school's Information Management System. Interventions are shown in Appendix 2.

Whole school attendance, persistent absence and punctuality is monitored by the Leadership Team. Data is analysed fortnightly each half term, including information relating to specific groups e.g. gender, year group, pupil premium (PP) and Special Educational Needs and Disabilities (SEND). This is reported to Governors, the Senior Leadership Team and the pastoral team on a regular basis. These findings inform strategies and action to be taken by each year group to improve attendance and punctuality.

## **Responsibilities**

All staff, parents and carers have a responsibility to make attendance a high priority and to convey to the students the importance of good attendance. Roles and responsibilities of all stakeholders are documented in Appendix 3.

## **Rewards and Incentives**

Year and form attendance and punctuality is acknowledged each fortnight in assembly and in the student bulletin. This is displayed on the Attendance Noticeboard with important information such as term dates and a student-friendly version of the attendance policy. Students also receive achievement points for good attendance.

Where attendance is 100%, students will receive a certificate and will be entered into a draw to win a voucher every 2 weeks. 100% attenders are also entered into a half-termly 'golden ticket' draw. All golden tickets are eligible for a large end of year prize. Students with 100% attendance will be recognised on the attendance notice board.

Where a student has very good attendance over the term, it is recognised in praise assemblies where students receive certificates congratulating them on their achievement and rewards are given half-termly.

Where attendance has improved, students receive a certificate and will be entered into a termly draw to win a voucher.

## **Punctuality**

How we manage late arrival to school:

The school day starts at 8.45am and we expect students to be in class at that time. All registers will be completed by form tutors by 8.50am. At 10am each morning the registers will be closed. The school is only permitted to keep the registers open due to extreme local transport issues or severe weather conditions. In accordance with regulations, students arriving after that time will receive a mark that shows them to be on the school premises, but this will not count as a present mark and will be recorded as an unauthorised absence. This may mean that parents could face the possibility of an Education Penalty Notice if late arrival persists.

If students arrive late to school, they are required to register at reception in order to confirm their presence in the event of a fire or other emergency and for safeguarding purposes.

Please note that sanctions may be imposed if a student fails to sign in as this contravenes the school Health and Safety Policy.

A text message will be sent to the parents of any student who arrives late to school. If a student arrives late to school on two occasions in a week a detention will be issued by their form tutor. A late report will be issued to students who are late more than three times in a fortnight.

Werneth School has a staged approach towards improving punctuality. This is detailed in the punctuality procedure shown in Appendix 4.

Parents/Carers may approach the school at any time if students are having problems getting to school on time.



## **Education Welfare Service**

Attendance records for all students are regularly reviewed by the Education Welfare Service.

Unauthorised and persistent absence, including late arrival to school, may lead to a referral to the Local Authority to request that an Education Penalty Notice is issued. Persistent absence from school may result in a referral to the Local Authority to consider a prosecution in the Magistrates' Court in accordance with s444, Education Act 1996.

## **Education Penalty Notices**

In February 2005, Stockport Metropolitan Borough Council introduced Education Penalty Notices to support improved attendance. An Education Penalty Notice is a fine which can be issued to each person with parental responsibility for every school-aged child or young person with irregular attendance. The penalty is £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority for failure to ensure regular attendance, according to s444, Education Act 1996.

With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Education Penalty Notices will be considered when:

- A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised.
- A pupil has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

Education Penalty Notices will be used in accordance with Stockport MBC's Penalty Notice Protocol.

## **Legal proceedings for failing to ensure regular attendance**

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence. Failing to ensure regular school attendance is an offence punishable in the Magistrates' Court with a fine of up to £1000 or in the case of 'aggravated' offences up to £2500 or a term of imprisonment of up to 3 months.

## **Children Missing Education**

All possible contact will be made via email, text and home visits to establish the whereabouts of a student. No student will be removed from the school roll without consultation between the Headteacher and Stockport Family. Where a student is missing from education the Local Authority guidance will be followed.

## **Summary**

The school has a legal duty to regularly publish annual absence figures and to promote

excellent attendance. Equally, parents/carers have a duty to ensure that their child attends school regularly. The Governors and staff of Werneth School are wholly committed to working with parents and students to ensure that the highest possible levels of attendance are achieved.

## Appendix 1 Attendance Banding System

### HOW GOOD IS YOUR CHILD'S ATTENDANCE?

<b>Green</b> 100 – 97%	Your child's attendance is excellent and tutors will congratulate and reward students in this band. A student in this band is <i>highly likely</i> to achieve the best grades for their ability, enabling them to continue their studies and raise their earning potential in the world of work.
<b>Yellow</b> 96 – 94%	Your child's attendance is falling to or below the minimum expected by school. A student in this band <i>will probably</i> achieve grades that will allow them to continue their studies and raise their earning potential in the world of work. A student may have to catch up with work missed and leave in term-time will not be authorised in any circumstances. Attendance Letter 1 will be sent detailing a student's percentage attendance.
<b>Amber</b> 93 – 91%	Attendance is now a cause for concern and this amount of absence will make progress more difficult and reduce a student's level of success. Catching up with work will require support and vital learning will have been missed. Attendance Letter 2 will be sent and medical evidence will be required to authorise absence. Students will be placed on attendance report. A referral may be made to the Local Authority for an Education Penalty Notice.
<b>Red</b> Below 91%	Students in this band are categorised as persistently absent and will have an action plan to improve attendance. Students will struggle to keep up in lessons and make progress and will gain fewer qualifications. This amount of absence will seriously affect a student's earning potential and life chances. Attendance Letter 3 will be sent and medical evidence will be required to authorise absence. Students will be placed on attendance report. A referral may be made to the Local Authority for an Education Penalty Notice or a prosecution for failing to ensure regular attendance.

## Appendix 2

### Strategies used to improve attendance and punctuality:

<p><b>All students</b></p>	<p><b>All staff will:</b>            Raise the profile of attendance in school via assemblies, leaflets, information evenings, plasma screen, newsletters            Hold parents' days and evenings within the community            Issue detentions for late arrival.            Alert Inclusion Response or the Attendance Officer to students missing their lesson who should be in school.            Take registers within 10 minutes of form time or lesson.            Inform the attendance officer of students on a trip before the trip departs.</p> <p><b>Attendance Officer will:</b>            Send a daily text/email to parents/carers of absent and/or late students</p> <p><b>YIMs/YALs will:</b>            Hold year and pastoral briefings to raise staff awareness of attendance issues            Support transition from primary school            Conduct internal truancy checks            Hold praise assemblies</p> <p><b>YIMs and attendance staff will:</b>            Conduct attendance blitz days            Refer to other agencies for support            Support parents to obtain bus passes            Give rewards for form and individual attendance            RAG rate students' attendance            Complete Early Help Assessments            Support the Team Around the Child process</p>
<p><b>Green band</b></p>	<p><b>Form tutors will:</b>            Recognise and congratulate excellent attendance</p> <p><b>YIMs/YALs will:</b>            Give 100% and excellent attendance rewards            Give achievement points for attendance            Display form attendance on the notice board</p>
<p><b>Yellow band</b></p>	<p><b>Form tutors, YIMs and YALs will:</b>            Discuss attendance targets with students            Recognise improvements</p> <p><b>YIMs/YALs will:</b>            Deliver groupwork interventions</p>

	<p>Use attendance tracker intervention</p> <p><b>YIMs and attendance staff will:</b>  Give improved attendance rewards  Send Attendance Letter 1  Offer one to one support  Consider an Early Help Assessment</p>
<b>Amber band</b>	<p><b>YIMs/YALs will:</b>  Use Attendance Tracker interventions  Discuss attendance targets with students  Hold parental meetings  Put students on attendance and/or punctuality report</p> <p><b>YIMs and attendance staff will:</b>  Make telephone calls and home visits to discuss attendance  Discuss students at 'causing concern' meetings  Record all interventions  Refer to HART if appropriate  Complete Education Penalty Notice referrals  Consider an Early Help Assessment  Complete Education Penalty Notice documentation  Give improved attendance rewards  Request medical evidence to authorise absences  Send Attendance Letter 2</p>
<b>Red band</b>	<p><b>YIMs/YALs will:</b>  Put students on attendance and/or punctuality report  Agree reintegration programmes  Refer to HART if appropriate</p> <p><b>YIMs and attendance staff will:</b>  Consider an Early Help Assessment  Make home visits to discuss attendance  Give individual rewards for improved attendance  Discuss students at 'causing concern' meetings  Record all interventions  Complete Persistent Absence action plans  Run attendance and punctuality panels with parents  Attend parenting contract meetings  Send Attendance Letter 3  Request medical evidence to authorise absences  Complete Education Penalty Notice documentation or refer to Education Welfare for parenting contact and prosecution</p>

## Appendix 3

### Responsibilities

#### Attendance Officer will:

- activate and monitor SIMS and Intouch, ensure that all registers are taken accurately and that truancy is detected quickly
- follow up unaccounted absences by SIMS message and telephone call and record information onto SIMS
- develop systems to detect truancy and a list of targeted students
- provide weekly data for SLT as part of monitoring school's attendance figures
- use different forms of data to monitor half termly attendance for the whole school and specific groups of students

#### Year Inclusion Managers and Attendance Staff will:

- agree a course of action with Form Tutors to address any attendance concerns using the Attendance Banding System
- monitor attendance and initiate Letters 1, 2 and 3 where appropriate
- hold Students Causing Concern meetings
- monitor punctuality and develop strategies to improve the punctuality rates of students in the year group
- develop strategies to address concerns about individual students' attendance
- focus on vulnerable students, create action plans and set targets for persistently absent students
- where appropriate, make referrals to external agencies to provide support for students and families
- ensure all irregular attendance and suspected truancy is followed up and dealt with appropriately in line with the attendance policy
- make telephone calls and home visits to speak to parents
- hold meetings with parents and run attendance and punctuality panels
- co-ordinate attendance rewards and events for individuals and forms
- work with the attendance officer to update form attendance and punctuality on the notice board
- provide weekly data for meetings with SLT
- produce data for the attendance notice board

#### Form Tutors will:

- ensure that students are registered accurately and on time
- congratulate students with excellent attendance
- hold learning conversations with all students especially where attendance and punctuality is deteriorating
- liaise with the Year Inclusion Managers regarding any attendance and punctuality issues
- monitor late reports and ensure that consequences for regular lateness are issued (2 late arrivals per week equals detention)
- request attendance data from the Attendance Officer for students in their form in order to support accurate monitoring
- inform the Attendance Officer of any change in student details and of any known reasons for absence

#### The Headteacher and SLT will:

- monitor and initiate a whole school policy for attendance and punctuality

- Ensure attendance is a high priority in school
- raise the profile of good attendance and punctuality throughout the school community
- liaise closely with pastoral staff within the Quality Assurance framework
- liaise with the Local Authority to set school targets
- monitor the completion of registers
- analyse and interrogate attendance and punctuality data and lead intervention strategies
- compile, disseminate and review termly and annual statistics, DfE returns and report these to the SLT and Governors
- review attendance in fortnightly meetings with YIMs
- monitor attendance in accordance with the Attendance Action Plan 2017 - 2018

**Year Achievement Managers will:**

- develop tracking systems to link attainment to attendance
- interrogate data provided and develop strategies to improve attendance
- check the accuracy of registers and ensure that attendance is a focus
- meet regularly with Year Inclusion Manager to discuss and identify students to receive an Education Penalty Notice or be referred to an Attendance Panel

**Subject staff will:**

- contact the Attendance Officer/Inclusion Response if a student was marked present in the previous lesson and has not arrived at their lesson within the first 10 minutes. This is a safeguarding issue.
- monitor the attendance of students in their classes and regularly discuss attendance of individuals and classes with their Head of Department
- liaise with form tutors regarding attendance and punctuality of any students about whom they have concerns
- inform the Attendance Officer and all staff of any planned activity which will result in students being absent from class
- provide a proposed register **two days** before a trip out of school and an actual register before the trip departs
- welcome students who have been absent and support them with strategies to catch up missed work

**Heads of Department will:**

- monitor the attendance and punctuality of students to lessons in their curriculum area

**The Governor for attendance will:**

- Ensure attendance is a high priority of all governors
- Have a close overview of attendance figures including that of vulnerable groups
- Support the attendance panel process by being part of the school panel

**Parents/Carers will:**

- ensure that their child attends school, and arriving on time properly equipped and in full uniform
- provide school with up to date personal information
- notify school of any absence by 9am by phone or email
- take all holidays when school is closed

- provide a note in advance of a medical, dental appointment or other appointments
- Provide medical evidence of illness when requested by Year Inclusion Managers
- provide a note or sign student planner when their child returns from absence due to illness

**Students will:**

- attend school and be aware of their attendance statistics
- attend school and lessons on time
- ensure that they receive a register mark, signing in through the automated system if they arrive late
- bring a signed note to school after any absence and pass to their form tutor
- discuss any issues affecting attendance with their form tutor or a trusted member of staff

Policy	Date modified	Date of approval	Review date	Governor Committee	Responsibility
Attendance and Punctuality	July 2017	July 2017	July 2018	Resources	JDE



## **Appendix 4**

### **Punctuality Procedures**

#### **Daily**

- Late boards are monitored daily and detentions issued to students as appropriate by form tutors or Year Inclusion Managers
- Attendance Officer sends text messages to parents of students who are late

#### **Weekly**

- Late data is presented to all form tutors on Thursday briefing
- Detentions are issued if two late arrivals are recorded in one week
- Punctuality league tables are created for each form
- Year Inclusion Managers identify trends of individual poor punctuality

#### **Half term**

- Year Inclusion Managers send late letters to parents of students whose punctuality is a concern
- Punctuality Panel Meetings are organised
- Data including graphs and analysis is produced for the pastoral team
- Year Inclusion Managers prepare reports for quality assurance purposes

#### **Term**

- Termly late statistics are sent to the Year Inclusion Manager
- Rewards are given to students and forms for good punctuality
- Punctuality statistics are provided to Governors

### **Consequence of poor punctuality**

#### **Form tutors will:**

- give achievement points for excellent and improved punctuality
- monitor registers and issue a detention for two late arrivals recorded in one week (if no valid reason or note received)
- issue and monitor 'late' reports given to students, inform parents and give feedback to Year Inclusion Managers
- phone home and send letters informing parents of poor punctuality
- hold regular learning conversations with students whose punctuality is a concern
- communicate with Year Inclusion Managers and seek advice about those students who consistently miss form period and assembly

#### **Year Inclusion Managers will:**

- monitor late boards and liaise with the Attendance Officer
- interview students who have been on 'late' report to form tutor
- monitor a second late report and track students for a period of 4 weeks
- initiate punctuality tracker groups
- arrange a parental interview and initiate punctuality action plans
- use a 'meet and greet' strategy where appropriate
- refer students to group work
- request Education Penalty Notices
- send out half termly letters to parents
- organise Punctuality Panel meetings.

- refer to the Education Welfare Service
- reward excellent and improved punctuality

**Year Achievement Managers will:**

- monitor strategies to support punctuality
- ensure a presence in form rooms during registration
- ensure punctuality and attendance is high profile in assembly and in meetings
- discuss interventions with Year Inclusion Managers if students are persistently late
- support further parental interviews
- monitor the use of punctuality action plans
- discuss issues of punctuality with students at learning intervention meetings

**The Headteacher and SLT will:**

- support and initiate strategies to improve punctuality
- analyse data and feedback to the pastoral team

## Appendix 5

### Leave of Absence Request Form

Please be aware that leave of absence for holidays taken during term time will **NOT** be authorised unless the school considers there to be exceptional circumstances supporting the application.

This form should be completed and submitted to the Attendance Officer within four weeks of the start of the proposed leave of absence. Separate forms should be completed for each child if there is more than one request. Parents and carers are reminded that term time holidays taken without permission will result in unauthorised absence and may lead to an Education Penalty Notice being issued by the Local Authority. This is a fine of £60 which rises to £120 if it is not paid within 21 days. These are issued to each parent for each child.

Name of child:	
Form:	
Name of parent:	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Exceptional circumstances:	

Signed \_\_\_\_\_

Dated \_\_\_\_\_

#### For school use only

% Attendance	No of previous holidays	No of days to be authorised	No of days not to be authorised	Reasons for not authorising