

Attendance policy

The William Hogarth School



Approved by: Full Governing Body

Date: 22nd January

Reviewed on: December 2019

Next review due by: January 2023

Contents

1. Aims.....	3
2. Legislation and guidance	3
3. School procedures	3
4. Authorised and unauthorised absence	5
5. Strategies for promoting attendance	6
6. Attendance monitoring	6
7. Roles and responsibilities	6
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 1: attendance codes.....	7

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1. Aims

The William Hogarth aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Ensuring that we are inclusive and fair with our attitudes and behaviours towards everyone in our school community

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend school daily, and will promote and support punctuality in attending lessons.

We know that 'every second counts' for our children and excellent attendance and punctuality lead to children having a more settled start to their day.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

School gates open at 8:40am and learning starts at 8.45am. Pupils arriving after 8:55am will be marked late. Children arriving at 8:55am or later must enter school via the office, accompanied by a parent or carer who should explain the reason for lateness and complete a late form.

Registers for the morning session close at 8:55am.

Registers for the afternoon session close at 1:05pm.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:55am or as soon as practically possible (see also section 6).

The school telephone number is: 0208 994 4782. You can leave a message on the schools answer machine on extension 1 to record your child's absence.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

To cover your child's absence you may be asked to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents must notify the school office on 0208 994 4782 as soon as an appointment is booked. For the good communication between the class teachers and parents we would encourage parents to write a note in their child's planner to inform of any upcoming appointments.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

If children are brought to school late more than three times in a fortnight they will be informed by the class teacher that this is the case. In the following weeks we would expect to see improvements in punctuality. The impact on children's emotional well-being and the disruption that lateness causes to the lessons and other children needs to be made explicit.

If lateness continues, parents will be invited to attend a meeting with Katie Rees (Deputy Headteacher) to discuss the issues and any possible support that the school may be able to put in place.

Katie Rees will monitor punctuality on a weekly basis and if things do not improve the parents will meet with the Headteacher, Avril Stockley.

In rare circumstances when every avenue has been explored and punctuality does not improve, parents could be referred to the Local Authority Welfare Officer or to social services.

3.5 Following up absence

The school will follow up any absences to ascertain the reason if unknown, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

The school office will telephone parents after registers have closed.

3.6 Reporting to parents

Parents will be informed of their child's attendance and punctuality each term: twice at Parent Consultations and once at the end of the year on their end of year written report.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as circumstances that are beyond your control or where something out of the ordinary has happened.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Following the local authority's code of conduct for issuing penalty notices, they will take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where unauthorised absence levels are unacceptable
- For unauthorised leave in term time
- Where parents are unwilling to sign a contract offering support and attendance is below 90% over a six week period without justification
- Where parenting contracts or orders have been unsuccessful, or not complied with
- Where a pupil is in a public place during school hours, without reasonable justification, during days one to five of a fixed term or permanent exclusion

We never take such action lightly and would far rather work with parents/carers to improve attendance without having to resort to enforcement action. Attendance is regarded as highly important and we will use our powers if this is found to be the only way of getting a child to attend school

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for promoting attendance

Each week children win a reward for having the best class attendance in school. The results are read out during the Celebration Assembly on a Friday afternoon. Attendance results are also displayed on the Weekly Attendance board with a gold silver or bronze star awarded for the top three classes. The class at the end of the year with the most gold awards receive a more significant class reward at the end of the year such as a trip to the park.

6. Attendance monitoring

The attendance officer monitors pupil absence on a monthly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

We expect parents to phone the school every day that their child is absent.

If a pupil's attendance falls below 95% we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continue to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Each month an analysis report is run to identify any children whose attendance is below 95%, ensuring that all children of compulsory school age are receiving and have access to a full-time education. If children belong to a vulnerable group including looked after children; those living in a refuge; traveller children; or children with medical needs, the concerns are recorded electronically on CPOMs along with the current attendance and the relevant outside agencies are informed.

Hounslow Education Welfare Service are contacted when a child's attendance does not improve and remains a cause for concern.

7. Roles and responsibilities

7.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

7.2 The headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils.

7.3 The Welfare Assistant

The Welfare Assistant:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the head teacher when the Local Authority is taking proceedings that may result in the issue of a fixed-penalty notice.

7.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

7.5 Office staff

Office staff are expected to take calls from parents regarding absence and record it on the school system.

8. Monitoring arrangements

This policy will be reviewed yearly by the Senior Leadership Team. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered

J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable time)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day