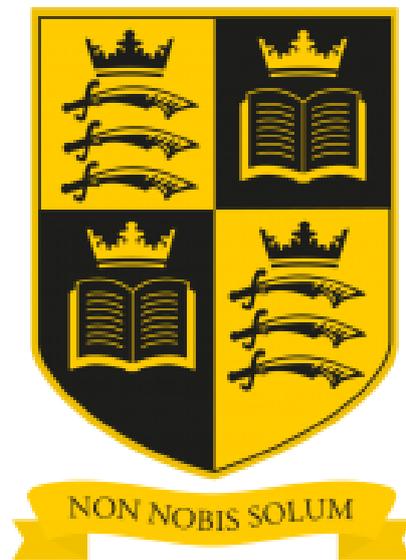


Edmonton County School (Secondary)

Attendance and Punctuality Policy



Educating our Community for Success

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Aim

Our aim is to provide a high quality education in a safe, disciplined and caring environment, to enable all our pupils to succeed; every lesson in school matters and all pupils must attend school regularly and on time in order to make good progress. Our expectation is that pupil attendance for year 7-11 will be no less than 95% with no unauthorised absence. In order to achieve this, rigorous systems for recording attendance and procedures to address non-attendance will be maintained, along with positive measures to highlight and promote good attendance. Our aim is for students, parents and members of staff to work together to ensure excellent attendance for all students is achieved.

Rationale

There is a clear link between pupils' achievement and their level of attendance at school; 94% attendance equates to 12 days of absence per year which is on average 4 days per term. Pupils who are regularly absent find it difficult to catch up and can fall behind with their learning; research shows that just 17 days' absence from school can mean a drop in a GCSE grade in all subjects. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work.

Pupils learning is also affected if students regularly arrive late to school. Being 5 minutes late each day equates to 3 whole days off school per year. Late arrival disrupts the education not only of the pupil who is late but of other members of the class too. Good

punctuality to school and lessons enables a positive start to each lesson, and allows the teacher to teach without disruption.

It is the legal responsibility of parents/carers to ensure their children attend school regularly and on time. Some pupils and their parents/carers may need to be supported at times to meet their obligations and responsibilities. School staff and outside agencies have responsibility for ensuring this happens in a timely and appropriate manner; details of school action are outlined below.

Both attendance and punctuality form a central part of the schools 'Behaviour Matters' policy.

Attendance Recording

Every half-day of absence from school must be recorded by staff as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable causes, or when permission has been given. Only the school can authorise an absence.

Unauthorised absences are those which the staff at school do not consider reasonable and for which no permission has been given. These are an offence by the parent/carer and include:

- holidays and birthdays,
- shopping trips and outings
- looking after brothers and sisters
- waiting for deliveries
- visiting relatives and friends
- lack of uniform
- translating for non-English speaking parents
- absences which have never been properly explained
- children who arrive at school too late to get a mark (30 minutes after registers close)

Intervention and Escalation Process

We understand that children are sometimes ill or unhappy about attending school. Families can be going through unsettled times that can make regular school attendance difficult. Problems with regular attendance, especially any concerns about possible bullying or learning difficulties, are best sorted out between the school, the parents and the student at an early stage. Parents are advised to contact the School Attendance Officer or Progress Leader in the first instance to discuss any attendance concerns they may have.

The school has a special responsibility to reduce the number of children whose attendance is below 90% over the school year. This adds up to missing almost half a term. These students are called "Persistent Absentees" by the Government, whatever the reason for

their absence, including authorised absences. Once attendance falls below 92% or there are other patterns of absence highlighted, the following escalation process will be followed:

Attendance Officer will make contact with parents/carers either by letter or telephone call to establish reasons for absence, and provide necessary support to improve.

Four-week review – no improvement

Progress Leader will offer further support and a Level 1 meeting with parents/carers will be held. Targets will be set and internal/external support will be arranged if appropriate.

Four-week review - no improvement

Assistant Headteacher will invite parents/carers in to school for a Level 2 meeting if they are not engaging with school or accessing support provided and attendance is still declining. EWO process explained and targets set.

Four-week review - no improvement

Senior Leadership Team member will invite parents/carers and student in for a level 2 meeting

Four-week review - no improvement

Education Welfare Officer will be contacted by process of Early Help Referral from school so further measures can be put in place to support the family and also legal avenues can be pursued if necessary.

In addition to the clear process detailed above, there many other ways the School highlights, challenges, supports and rewards school attendance:

- Highlighted on every students profile and addressed at Parents Evenings and Academic Review Days
- Posters around school and on noticeboards highlighting top attenders and targets
- Family Support Workers and Counsellors in school to support struggling families
- Regular Inclusion Panel meetings to support EHCP and other vulnerable students achieve good attendance
- Progress Leader attendance and punctuality report for students
- Reward assembly to praise excellent attendance

Roles and Responsibilities

Students

- Attend school every day unless they are unwell or have another authorised reason for absence
- Arrive in school before 8.25am, appropriately prepared for the day and go straight to period 1
- Be punctual to all lessons for the whole school day until 3pm
- Inform a member of staff if they have concerns that may affect their attendance

Parents/Carers

- For safeguarding purposes, the school must be provided with at least two up to date contact numbers

- Ensure their children attend school every day unless they are too ill to attend or there is another acceptable reason for absence; this is a parent/carers legal responsibility (Section 444 of the 1996 Education Act)
- Ensure their children arrive on time, prepared and equipped for the day
- Inform the school by phone on 02083603158, press 1 for the attendance line, or by using the WEDUC app. This must happen before 8.30am on each day of absence
- Avoid making non urgent medical and dental appointments in school time
- If appointments must be made in school time, a copy of the appointment card or letter must be provided, and if a student is absent for more than 5 consecutive days a medical certificate will be required
- Attend meetings/events to communicate with the school regarding their children's attendance and progress; these include Parents Evenings, Academic Review Days and Curriculum Evenings, along with individual meetings if attendance is a concern
- Engage with range of support offered to encourage improved attendance

Attendance Officer

- Be responsible for the daily recording of attendance within the school management system and generate reports to support monitoring of concerns
- Notify parents/carers daily by call, text or WEDUC, where a student is absent and no reason for absence has been provided.
- Arrange home visits for students who have been absent for 3 days and all attempts have failed to contact the family
- Work closely with parents/carers, students, staff and outside agencies to ensure students are provided with appropriate support to improve their attendance
- Make initial contact with parents/carers to advise of attendance concerns, in line with the attendance concern escalation process
- Produce weekly spreadsheet detailing 'Persistent Absentees' and action taken so far to improve their attendance; share with appropriate staff
- Initiate referrals to Education Welfare Officer in line with the school escalation process, and ensure EWO is notified of all Elective Home Education requests, Children Missing Education and any other students removed from roll who are not attending another educational establishment
- Meet monthly with Education Welfare Officer, Progress Leaders and Inclusion Panel to discuss current concerns and create plan of action
- Inform designated safeguarding team of any safeguarding concerns
- Send follow up letter to parents where absence is still recorded as 'no reason provided' after two weeks
- Send Penalty Notice Warning letters for persistent lateness after the register has closed, persistent truancy, and holidays in term time
- Promote and reward good attendance at every opportunity
- The above list is not exhaustive and other interventions may be appropriate

Student Managers

- Greet students who are late between 8.25am and 8.45am and record the late mark on the school management system
- Provide pastoral support to students whose attendance is a concern
- Support the Progress Leader to improve attendance and punctuality
- Monitor lateness to lessons and arrange support/sanction in line with behaviour policy
- Support the Exams Officer during exam periods by calling home promptly for any absentees
- Inform designated safeguarding team of any safeguarding concerns
- Promote and reward good attendance at every opportunity
- The above list is not exhaustive and other interventions may be appropriate

Progress Leaders

- Liaise with the Attendance Officer to act upon attendance and punctuality data and put in place action plans to support students who are a cause for concern
- Meet with parents/carers to discuss reasons for absence and provide guidance and support to enable attendance to improve, in line with the attendance concern escalation process
- Inform designated safeguarding team of any safeguarding concerns
- Make referrals to internal support teams and external agencies where appropriate to provide support for the student and family
- Support Student Managers to address students who are regularly late to school and lessons
- Support Heads of Faculty to address students who are truanting lessons or regularly late
- Support the Exams Officer during exam periods to ensure students are present and on time
- Promote and reward good attendance at every opportunity
- The above list is not exhaustive and other interventions may be appropriate

Teachers

- Complete registers accurately and before the end of each period
- Highlight any attendance concerns, lateness or truancy to the Attendance Officer/Student Manager/Progress Leader
- Use sanctions to address students who are late to lessons and/or truant from lessons
- Support students with extended periods of absence to engage with their learning once they are back in school
- Discuss attendance concerns with parents/carers at Academic Review Days and Parents Evenings
- Inform designated safeguarding team of any safeguarding concerns
- Promote and reward good attendance at every opportunity

Heads of Faculty

- Ensure that teachers in their faculty update their registers accurately and for every lesson
- Ensure that teachers enforce good attendance and punctuality and follow up on truancy and lateness to lessons

Assistant Headteacher

- Scrutinise data to monitor attendance and punctuality
- Meet regularly with the Attendance Officer to discuss concerns and ensure policy is being consistently applied and reviewed regularly
- Meet regularly with Progress Leaders to monitor interventions in each Phase
- Scrutinise data after each data window to discuss and monitor attendance concerns
- Meet with parents/carers in line with the attendance concern escalation process
- Ensure achievements in attendance are regularly celebrated and rewarded

Deputy Headteacher (Responsible for Pastoral Quality Assurance and Evaluation)

- Overall responsibility for overseeing, directing and co-ordinating policy and ensure it is consistently applied
- Meet regularly with Attendance Officer to discuss policy
- Produce information regarding the attendance policy for parents/carers and ensure it is included on website and in newsletters
- Collate attendance data and share with Leadership Team, including data for vulnerable groups
- Inform parents and staff of any changes to attendance policy
- Regularly review attendance monitoring procedures
- Scrutinise attendance data and attainment data to look for trends/specific group concerns, and implement strategies to address this
- Regularly report to Governors regarding attendance

Support during and after long term authorised absence

It is important that during unavoidable, authorised extended periods of absence, students are supported to continue their study. The school will provide work for the student to complete at home, and in some instances external agencies will provide programmes of study and work. On return from absence, all students are made to feel welcome, and will be supported to catch up on work missed and brought up to date with any information; this will be co-ordinated by the Progress Leader. A reduced timetable may be put in place for a short period of time to enable a phased return to school; this will be kept to a minimum and reviewed regularly.

Punctuality to school and lessons

Poor punctuality is considered an attendance problem and is subject to the same interventions. School starts at 8.25am and students arriving after this time are recorded as

late. If a student arrives late following an unavoidable medical appointment and has provided evidence of the appointment, this will be recorded as authorised absence.

Lateness to school: If a student is recorded as arriving late to school, a text message will be sent to parents/carers advising of a 30-minute detention that day. If a student arrives more than 30 minutes late and does not have a valid reason, this is recorded as unauthorised absence for the morning session. If unauthorised lateness persists, parents/carers will be contacted as per the attendance concern escalation process. A Fixed Penalty Notice may be issued by the Local Authority at the request of the school if there is a period of persistent unauthorised lateness.

Lateness to lessons: All minutes late to lessons will be recorded by the class teacher on the school management system. A weekly report will be produced by the Student Manager responsible for Phase, and a break-time detention will be set that week to make up this time. Access to toilets will be restricted during lesson time and lesson change over to ensure students arrive to lessons on time. Students with medical issues will be issued with a pass to allow them to access the toilets during lesson time.

Education Welfare Service

Students may be referred to the Education Welfare Service if the school feels this is appropriate after completing all steps in the attendance concern escalation process. The Education Welfare Service provides advice and guidance to schools on the use of effective strategies for promoting excellent attendance and addressing levels of unauthorised absence. Through interventions with families they are able to work collaboratively with other professionals and signpost families for support. Identification and tracking of Children Missing Education, ensuring all children are receiving an appropriate education and implementing School Attendance Orders where appropriate. Statutory duties include issuing of Penalty Notices in accordance with Enfield's Code of Conduct and Referral to Magistrate' Court in accordance with Section 444 of the 1996 Education Act. In addition, they are also responsible for issuing Child Performance Licences, Child Employment Permits and Chaperone Licences for Enfield residents.

Penalty Notices: Under the Antisocial Behaviour Act the Local Authority can issue Penalty Notices if a parent or carer is unwilling to improve their child's attendance. Parents and carers commit an offence if a child fails to attend regularly and absences are not authorised. Penalty Notices are issued if a pupil has twenty or more unauthorised absences within a three-month period, or if there has been an unauthorised leave of absence of five or more consecutive days. A Penalty Notice is an alternative to prosecution and does not require an appearance in court. Payment of a Penalty Notice enables parents and carers to avoid convictions.

The Education Welfare Service will consider a Penalty Notice based on the information supplied by the school. Payment within 21 days of receiving a notice is £60 and £120 if paid between 22-28 days. If no payment is received, legal proceedings will begin in the Magistrates Court. Prosecution can result in a fine of £1,000 for each child. When a parent

knows their child is failing to attend and doesn't act, a higher penalty of £2,500 and a custodial sentence can apply.

Further information regarding Enfield Council's Code is available at

<https://new.enfield.gov.uk/services/children-and-education/school-welfare-and-information/absence-and-attendance/>

Holidays in Term Time

Regulations state that Headteachers may not grant any absence in term time unless there are exceptional circumstances; there is no automatic entitlement in law to time off in school time. Taking a child on holiday without permission, or staying longer than agreed, is an unauthorised absence and you will be breaking the law. This could lead to the Education Welfare Service issuing a Penalty Notice, a criminal record if the case is proven in court, and the loss of a school place.

Exams

During exam periods (Public and Internal), attendance to exams will be recorded by the exams invigilators. Any absentees will be immediately notified to the Attendance Officer, Progress Leader and Student Manager. The Student Manager will promptly contact home to establish reason for absence or lateness, and see if the student is able to attend the exam.

Study Leave

Edmonton County believes that students needs are best met by attending school, and study leave should be used sparingly, in line with The Department for Education guidelines. Students have no legal right to study leave, and if it is not approved by the school, staying at home will be recorded as unauthorised absence. Study leave will only be authorised for year 11 students during external examination periods, and students may be provided with a varied timetable to support revision. Provision will be made available for those pupils who want to continue to come into school to revise.

School Closure

In the event of a school closure due to an exceptional circumstance, the school will endeavour to provide work for students to complete at home. Parents will be kept updated via the school website and WEDUC, the school communication app.

Monitoring and Evaluation

The impact of the policy will be monitored at monthly meetings between the EWO and Attendance Officer, and at termly meetings with the Deputy Headteacher overseeing Pastoral Quality and Evaluation. The Attendance Officer will produce monthly reports for

discussion and review by the Deputy Headteacher, and an annual review of statistics and policy will be presented to the Governors Pupil, Parent and Community Committee.

Addendum-COVID-19

We take the health and safety of our workforce, students and visitors very seriously. We all need to act responsibly and respect the rules, which are in place to keep us all safe and in good health.

Parents should notify the school if students or household members have one or more of the following symptoms:

- New continuous cough
- High temperature
- Loss of or change in sense of smell or taste

Further guidance is detailed at the end of this addendum.

Self-isolation

If your child is expected to isolate as part of a year bubble, we will inform you immediately. The same isolation procedures will apply. It is not always the case that all students in one year group will be asked to isolate; at times we will ask part of the year group to isolate only. Please ensure that you have received communication from us, before keeping your child at home in response to bubbles being sent home.

Students who are isolating will be recorded as 'not required to attend' and this will not impact on their attendance figure for the academic year. The expectation is that students return to school immediately after their isolation period, unless they are still displaying symptoms.

Student work

Students who are isolating as part of a bubble should complete work at home by accessing ShowMyHomework, and following the homework calendar. In addition, on-line lessons should be attended, where these are taking place for subject classes.

Holidays abroad

When booking holidays abroad we expect you to consider the period of isolation upon return, if your destination is on the known quarantine list. You should take this into account when planning the amount of days away, so that your child is able to return to school at the expected return date, despite any quarantine procedures.

If parents, carers or students have any concerns with regard to the school's policies and procedures in relation to COVID-19, they should contact a member of the Senior Leadership Team to discuss.

NHS GUIDANCE

*If your child develops symptoms at school, they will be separated from others, and will **be sent home***

Do not send your child to school. Inform the setting through absence reporting

*If your child (or anyone in your household) has symptoms they must arrange a test **as soon as possible** and isolate at home for **10 days** from date of onset of symptoms (or until they receive a negative result). Everyone else in the household who does not have symptoms must isolate at home for 14 days (or until the symptomatic household member receives a negative result)*

*Arrange for a coronavirus test for anyone in your household with symptoms either online via **www.nhs.uk/coronavirus** or call NHS testing line on 119. The test must be done within **five days** of when symptoms start. Ensure you know who to contact with the results in the school/childcare setting if the results are received outside usual working hours*

*You will be offered a test at your closest drive-through centre. This is the quickest option. A parent or carer will need to perform the test on children under 12 years old. If you don't drive, you can request a home test kit. **Do not** get a taxi or public transport to the test centre*

Result of test (you will receive this by email or text message)

NEGATIVE

Child/staff member can return to setting once well, unless they are a contact of a case, when they will need to complete 14 days self-isolation

If your child is identified as having been in contact with a confirmed case, they will need to self-isolate for 14 days, even if they have had a negative test result. If they develop symptoms, they should isolate for 10 days from onset of symptoms, arrange testing and follow the flowchart above

For medical advice call NHS 111, or in an emergency call 999

POSITIVE

Inform the school or childcare setting as soon as possible even if outside opening hours. The child's close contacts within the school will be advised to self-isolate for 14 days

*Ensure the child who has tested positive completes the **10 day** isolation period (from date of onset of symptom)*. Household members without symptoms should complete 14 days isolation*

NHS Test & Trace will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited

**If the child is a confirmed case they can return to the childcare setting/school after 10 days. If they still have a temperature, diarrhoea or are being sick they should wait until 48 hours after these symptoms stop. If the child does not develop symptoms, but lives in a household with someone who has tested positive, they can return to setting after completing 14 days self-isolation at home*

For general information about COVID-19 please go to <https://www.nhs.uk/conditions/coronavirus-covid-19/>