ATTENDANCE POLICY FOR STUDENTS	
Last reviewed- Summer 2022	Date of next review-Summer 2024
HEADTEACHER	Author and strategic lead: Assistant Headteacher for Personal development - Mr N Mariosa

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1. Aims

We are committed to meeting our 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

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

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:

- Part 6 of The Education Act 1996

- Part 3 of The Education Act 2002

- Part 7 of The Education and Inspections Act 2006

- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

- 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. Roles and responsibilities

3.1 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.

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school.

- Monitoring school-level absence data and reporting it to governors.

- Supporting staff with monitoring the attendance of individual pupils.

- Issuing fixed-penalty notices, where necessary.

3.3 Strategic lead – Assistant Headteacher

The Assistant Headteacherfor personal development is responsible for:

- Implementation of this policy at the school.

- Monitoring school-level absence data and reporting it to the senior leadership team, including headteacher..

- Supporting staff with monitoring the attendance of individual pupils.

3.4 The pastoral team (pastoral and progress leader):

The school pastoral team:

- Monitors attendance data across the school and at an individual pupil level.

- Celebrate year group attendance.

- Reports concerns about attendance to the assistant headteacher.

- Works with the local authority to tackle persistent absence.

- Arranges calls and meetings with parents to discuss attendance issues and provide support.

- Implements and monitors actions to support with attendance.

- Where required liaises with wider support services to enable students to improve attendance.

- Advises the headteacher when to issue fixed-penalty notices.

3.5 Form tutors

- First point of contact for parents/carers to contact about support.

- Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMS.

- Registration marks to be completed within the first 10 minutes of the lesson/form time.

- Update the register if a child arrives late.

- Discuss attendance concerns with tutees.

- Monitor attendance and punctuality of the form group.

- Form tutors are also responsible for raising attendance concerns with Progress Leaders and celebrating attendance with students.

3.6 Class teachers

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

- Registration marks to be completed within the first 10 minutes of the lesson/form time.

- During teaching lessons inform first call of any student absence not already specified on the register.

- Update the register if a child arrives late.

- Form tutors are also responsible for raising attendance concerns with Progress Leaders and celebrating attendance with students.

- Students will be spoken to about their attendance via the form tutor.

3.6 School attendance officer

- School attendance officer is expected to take calls from parents about absence and record it on the school system. The contact for the student absence line is 01903 229290 and should be contacted no longer than 9.30am.

- The school attendance officer is responsible for supplying data to support tutors and pastoral teams with the monitoring of student attendance.

3.7 Parents/Carers

- To ensure their child attends daily and on time.

- To contact the school before 9.30am to report any absence.

- To make medical appointments outside of school time or where possible before 9.00am or after 1.00pm.

- To not book holidays in term time.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the tutor session each school day and during period 4 for the second session. Class registers are also taken at the start of each lesson during the school day. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.40 on each school day.

The register for the first session will be taken at 8.40 and will be kept open until 09.30. The register for the second session will be taken at 12.30 and will be kept open until 13.20.

Students who arrive after the registration closes will be required to have a note explaining their late arrival or a phone call should be made to the school prior to their arrival. Failure to have a reasonable explanation will result in an unauthorised absence mark.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.30 or as soon as practically possible (see also section 7).

The contact for the student absence line is 01903 229290.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer 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/carers will be notified of this.

Parents/carers will be contacted should the school have not received an explanation of absence with communication via e-mail in the first instance. Failure to receive notification regarding a child's absence may lead to the absence being recorded as unauthorized.

When a parent/guardian fails to report an absence two days in a row, and staff are unable to make contact, a home visit may be carried out.

Students who arrive after the registration closes will be required to have a note explaining their late arrival or a phone call should be made to the school prior to their arrival. Failure to have a reasonable explanation will result in an unauthorised absence mark.

4.3 Planned absence

We encourage parents/carers 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 with appointments before 9am or after 1pm.

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

The contact for the student absence line is 01903 229290.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed for example between 8.40 and 9.30am will be marked as late, using the appropriate code. A break time detention will then follow.
- After the register has closed, for example after 9.30am will be marked as absent, using the appropriate code. A progress leader detention will then follow unless mitigating circumstances (see below).

- Students who arrive after the registration closes will be required to have a note explaining their late arrival or a phone call should be made to the school prior to their arrival. Failure to have a reasonable explanation will result in an unauthorised absence mark.
- 3 lates for half term will result in a progress leader detention.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by e-mail notification.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

Attendance records can be viewed by parents/carers daily via the portal, written records will be issued with reports during the course of the year.

5. Authorised and unauthorised absence

There is an established, and proven link between good attendance and effective progress. Worthing High School wants to encourage and develop all our pupils' learning throughout their school career. Our aim is for students to achieve a minimum of 96% attendance in an academic year (allowing for the equivalent of 7 days absence).

Persistent absence is a child with an attendance below 90%.

HOW MANY DAYS OFF WILL MAKE YOUR CHILD A PERSISTENT ABSENCE (PA) STUDENT?		
Half-term 1	3 ½ days off school from September until October half-term holiday will make your child a PA student.	The equivalent of 18 hours of lost learning
Half-term 1-2	7 days off school from September until the Christmas holiday will make your child a PA student.	The equivalent of 35 hours of lost learning
Half term 1-3	10 days of absence from September until February half-term will make your child a PA student.	The equivalent of 50 hours of lost learning
Half term 1-4	Half-term 1-3 12 ½ days of absence from September until the Easter holidays will make your child a PA student.	The equivalent of 63 hours of lost learning

Half-term 1-5	15 ½ days of absence from September until May half-term will make your child a PA student.	The equivalent of 78 hours of lost learning
Half-term 1-6	19 days of absence for the full academic year (September to end of summer term in July) will make your child a PA student.	The equivalent of 95 hours of lost learning

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

We define 'exceptional circumstances' as unforeseeable circumstances out of control of the person affected.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Applications are to be made via e-mail to office@worthinghigh.net

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- 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

5.2 Reducing persistent absence

The school will follow up with attendance concerns by making contact with parents via e-mail, text and in some cases inviting in for meetings or where required hosting virtual or telephone meetings. At stages of intervention the school wishes to work with families in order to assist with improving the attendance of the child, with strategies employed reviewed to monitor impact and where required followed up with further action.

5.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The 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 an excluded pupil is found in a public place during school hours without a justifiable reason

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

6. Strategies for promoting attendance

Our behavior for learning policy sets out recognition points for students conduct, including recongising student's attendance achievements. Details on this can be found in the Behaviour for Learning Policy.

7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a daily basis. Weekly data is shared with our tutor and pastoral teams who monitor and use data to recognize achievements and to challenge poor attendance.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

The contact for the student absence line is 01903 229290.

If a pupil's absence goes above 10 days in an academic year, the school will endeavor to contact the parent/carer of the pupil to discuss the reasons and if any support can be put in place.

The persistent absence threshold is 10% (the equivalent of 19 days absent). 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 will be 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. The school will compare attendance data to the national average, and share this with the governing board.

Data is stored at the school to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by the Assistant Headteacher in charge of personal development. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Safeguarding policy
- Behaviour for learning 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 amount of 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