

Attendance & Punctuality - Students

DRAFTED BY:	MDA	STATUS:	Statutory
APPROVED:	12/2023	GOV. PANEL:	Full Trustees
ISSUE:	1	NEXT REVIEW:	As required

Contents

1. Aims.....	1
2. Legislation and Guidance	1
3. Roles and Responsibilities.....	2
4. Recording Attendance	3
5. Authorised and Unauthorised Absence.....	4
6. Strategies for Promoting Attendance	5
7. Attendance Monitoring.....	6
8. Monitoring Arrangements.....	6
9. Links with Other Policies.....	6
Appendix 1: Guide for Teachers	7
Appendix 2: Attendance Codes	8
Appendix 3: Attendance Protocol	9
Appendix 4: Penalty Notice Flow Chart	10

1. Aims

1.1. We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every student has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure students have the support in place to attend school.

1.2. We will also promote and support punctuality in attending lessons.

2. Legislation and Guidance

2.1. This policy meets the requirements of the [working together to improve school attendance](#) 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 \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

2.2. 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 TRUSTEES

The Trustees are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the Co-Headteachers to account for the implementation of this policy
- The Trustees Standards Committee is responsible for challenging and discussing student attendance

3.2. THE CO-HEADTEACHERS

The Co-Headteachers are responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to Trustees.
- Supporting staff with monitoring the attendance of individual students.
- Monitoring the impact of any implemented attendance strategies.

3.3. THE DESIGNATED SENIOR LEADER RESPONSIBLE FOR ATTENDANCE

3.3.1. The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Coordinating targeted intervention and support to students and families.

3.3.2. The designated senior leader responsible for attendance is Mark Dargan and can be contacted via mdargan@isleworthsyon.org.

3.4. THE EDUCATION WELFARE AND ATTENDANCE MANAGER

3.4.1. The school Education Welfare and Attendance Manager is responsible for:

- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Co-Headteacher.
- Arranging calls and meetings with parents/carers to discuss attendance issues.
- Working and maintaining a partnership with the London Borough of Hounslow (LBH) School Attendance Support Service (SASS) to tackle persistent absence. If attendance does not improve, following school intervention, the family maybe referred to LBH SASS. The service may pursue the issuing of a fixed penalty notice (FPN) or other legal sanctions (see Appendix 4).

3.4.2. The Education Welfare and Attendance Manager is David Brown and can be contacted via dbrown@isleworthsyon.org.

3.5. FORM TUTORS

Form tutors are responsible for recording attendance daily, using the correct codes, and unless in exceptional circumstances entering this data electronically on PARS. This should be done at the beginning of each registration. See Appendix 1 - Guide for Teachers.

3.6. SCHOOL ADMINISTRATIVE STAFF

School administrative staff will:

-
- Monitor the inbox of attendance@isleworthsyon.org.
 - Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
 - Transfer calls from parents/carers to the Education Welfare and Attendance Manager in order to provide them with more detailed support on attendance.

3.7. PARENTS/CARERS

Parents/carers are expected to:

- Make sure their child attends every day on time by 8.30am. This includes Sixth Form parent/carers.
- Email attendance@isleworthsyon.org, message via the Parent Connect App or call the school to report their son/ward's absence by 8.40am on the 1st day of the absence (and each subsequent day of absence), and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their son/daughter/ward.
- Ensure that, where possible, appointments for their son/daughter/ward are made outside of the school day.

3.8. STUDENTS

Students are expected to:

- Attend school every day on time and by 8.30am.
- Attend every timetabled session on time.

4. Recording Attendance

4.1. ATTENDANCE REGISTER

4.1.1. We will keep an attendance register and place all students onto this register.

4.1.2. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student 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 2 for the DfE attendance codes.

4.1.3. We will also record:

- For students of compulsory school age, whether the absence is authorised or not.
- The nature of the activity if a student is attending an approved educational activity.
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

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

4.1.5. Students must arrive in school by 8.30am on each school day.

4.1.6. The register for the first session will be taken at 8.30am and will be kept open until 9.00am. The register for the second session will be taken at 2.45pm and will be kept open until 3.05pm.

4.2. UNPLANNED ABSENCE

- 4.2.1. In the event of an unplanned absence, the student's parent/carer must notify the school on the first day of absence (and each subsequent day of absence). The school should be contacted by 8.40am or as soon as practically possible by emailing attendance@isleworthsyon.org, sending a message via the Parent Connect App or a telephone call to the school. The reason for absence and an expected date of return should be provided.
- 4.2.2. The school will record the absence with the relevant code; if the absence is for a medical/dental appointment, proof of appointment is useful.
- 4.2.3. Absence due to illness will be recorded as authorised, unless the school has expressed concerns regarding the level of school attendance, there is a genuine concern about the authenticity of the illness, or the family have been referred to the School Attendance Support Service (SASS).
- 4.2.4. If school attendance is low, the authenticity of the illness is in doubt, possibly due to patterns and frequency or a referral to SASS has taken place, the school may ask the student'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 this is not provided, absence will be recorded as unauthorised.

4.3. PLANNED ABSENCE

- 4.3.1. Attending a medical or dental appointment will be counted as authorised if the student's parent/carer notifies the school in advance of the appointment.
- 4.3.2. To request a planned absence, email the school at attendance@isleworthsyon.org.
- 4.3.3. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.
- 4.3.4. The student'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 student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.
- Students that are late to school without a valid reason will repay this time at the end of the school day with their form tutor or a member of the pastoral team.

4.5. FOLLOWING UP UNEXPLAINED ABSENCE

- 4.5.1. Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:
- Contact the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact the SASS.
 - Identify whether the absence is approved or not.
 - Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session.
 - Contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the SASS.

4.6. REPORTING TO PARENTS/CARERS

The school will regularly inform parent/carers about their child's attendance and absence levels. We will report attendance as part of our termly academic report cycle and on our annual Progress & Partnership Day in October. Students' attendance percentage is also available to view live on INSIGHT - the Parent Portal at any time at parent.isleworthsyon.org/webapp/.

5. Authorised and Unauthorised Absence

- 5.1. Valid reasons for **authorised absence** include:

-
- 5.1.1. Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
 - 5.1.2. Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the school will seek advice from the parents/carers' religious body to confirm whether the day is set apart. London Borough of Hounslow policy states that a maximum of 3 school days in the academic year should be recorded as Religious Observance.
 - 5.1.3. Traveller students 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 or new age 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 student is attending educational provision.
 - 5.1.4. Outstanding opportunities, for example, participation at elite sporting level, a unique musical or dramatical opportunity.

5.2. APPROVAL FOR TERM-TIME LEAVE

- 5.2.1. The Co-Headteachers will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Co-Headteachers' discretion, including the length of time the student is authorised to be absent for.
- 5.2.2. The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request.
- 5.2.3. Any request should be submitted in writing by emailing the Co-Headteachers' PA at pgeorge@isleworthsyon.org as soon as it is anticipated and, where possible, at least 4 weeks before the absence. The Co-Headteachers may require evidence to support any request for leave of absence.

5.3. LEGAL SANCTIONS

- 5.3.1. The school attendance protocol is designed in partnership with London Borough of Hounslow (LBH) School Attendance Support Service (SASS). If attendance does not improve, following school intervention or unauthorised term time leave is taken, the family may be referred to LBH SASS. The service may pursue the issuing of a fixed penalty notice (FPN) or other legal sanctions.
- 5.3.2. If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.
- 5.3.3. The decision on whether 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 student is found in a public place during school hours without a justifiable reason
- 5.3.4. If the payment has not been made after 28 days, the LBH SASS can decide whether to prosecute or withdraw the notice.

6. Strategies for Promoting Attendance

The school actively promotes good attendance. Some examples of how we do this are listed below:

- A daily house point is given to every student each day, who is present and does not accrue a negative behaviour incident during that school day.
- Students with 100% attendance are rewarded at end of term assemblies and parent/carers receive a positive electronic communication. These students may also be recognised and praised on school notice boards throughout the academic year.
- Attendance is a regular focus in tutor times and assemblies where data is shared, and all students are encouraged to improve or maintain good attendance at school.

7. Attendance Monitoring

7.1. MONITORING ATTENDANCE

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Compare attendance data to the national average and share this with the governing board.

7.2. ANALYSING ATTENDANCE

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these students and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3. USING DATA TO IMPROVE ATTENDANCE

The school will:

- Provide regular attendance reports to pastoral leaders and form tutors, and other school leaders, to facilitate discussions with students and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4. REDUCING PERSISTENT AND SEVERE ABSENCE

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold meetings with the parents/carers of students who the school (and/or LBH) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.
- Work with external agencies and if necessary, conduct home visits to support families.

See Appendix 3 for a summary of the school protocols and interventions to tackle persistent absence.

8. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated. 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:

- [Child Protection and Safeguarding Policy](#)
- [Behaviour Policy](#)

Appendix 1: Guide for Teachers

REGISTRATION

- Form Tutors are required to take a register twice daily.

AM REGISTRATION	8.30 - 8.40am
PM REGISTRATION	2.45- 3.05pm

- Registers should be taken electronically via PARS.
- One of three codes should be used when taking the register:
 - / = Present
 - N = Absent
 - L = Late and then the number of minutes late
- The school Education Welfare and Attendance Manager will record other codes to reflect reasons for absence throughout the school day.
- If a student arrives late and the student has already been marked absent - it is important to remember to amend the mark from "N" to "L" and include the number of minutes late.
- If it is not possible to take the register on PARS, marks should be recorded on the paper register to be collected from the welfare office. The codes listed above should be used. Completed registers should be return to the Welfare Office by a designated student ambassador.
- If it has not been possible to take the register for any reason the attendance and welfare manager should be notified as soon as possible.

STUDENT APPOINTMENTS

- All student appointments must be approved by the Welfare and Attendance Manager. The student will be issued with an exeat slip and must present this to his teacher in order to leave school at the designated time.
- If he returns to school after the appointment, he MUST sign in at the Welfare office.
- Should the student be stopped outside of school by the SASS (School Attendance Support Office) or the Police, he can then produce the exeat as proof he has permission to be out of school.
- Please remind students that wherever possible all appointments MUST be made outside of school hours.

CLASS REGISTERS

- Class teachers must take a class register on PARS for every lesson.
- Taking the register promptly, particularly during periods 1 & 2, allows the attendance and welfare manager to establish whether a student that has not signed in late is in the school building.
- Students that arrive late, particularly during period 1 should present the teacher with a late slip, if they are unable to do this they should be sent to the Welfare office to sign in.
- If a student arrives late and the student has already been marked absent - it is important to remember to amend the mark from "N" to "L" and include the number of minutes late.
- Avoid block marking students present at the start of a lesson, or ensure the relevant changes are made promptly before saving the register.

OBSERVATION

If patterns of absence are observed from registration or lessons the teacher should flag their concerns to the attendance and welfare manager or a pastoral support manager.

REVIEWING

The governing body will review the policy as required or every three years, to ensure the effectiveness of the procedure and make changes where necessary.

Appendix 2: Attendance Codes

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

CODE	DEFINITION	SCENARIO
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement
AUTHORISED ABSENCE		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school
UNAUTHORISED ABSENCE		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student 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 student's absence
U	Arrival after registration	Student arrived at school after the register closed
CODE		
X	Not required to be in school	Student 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 student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school

Indicators

- Attendance below 95%
- High frequency of broken weeks (key indicator Autumn Term)
- Teachers/Pastoral/Attendance Manager observe patterns of absence and poor punctuality
- Communication with parent/carers- opportunity to identify problems early

Analysis

- Registration certificate and reasons for absence analysed (is attendance low due to frequent absence or single authorised period of illness)
- Establish previous interventions and support (Primary school /Senco/Social Care/School Report)
- Recent pastoral involvement (has the student been involved in school incident/behind with homework?)

Initial Intervention

- **Attendance falls below 95% Attendance letter 1 sent to parent/carer**
- Student Interview - pastoral follow up
- Lesson check/report

Review

- Attendance review
- Improved - continue to monitor
- Decline - Parent/carer invited to meeting
- **Attendance Target set at meeting**
- **Parent declines meeting target set and acknowledge in target letter.**

Action

- 4 week target achieved = continue to monitor
- 4 week target failed medical evidence provided = reset
- 4 week target failed above 90% = reset
- **4 week target failed attendance below 90% = refer to SASS via Portal**

Appendix 4: Penalty Notice Flow Chart

<p>Education Welfare receives a referral from school (Non-complex) or the Front Door Social Care (complex) for the unauthorised poor school attendance at 90% or below. The referral is entered on to Education Welfare Service recording system, and the Education Welfare Officer conducts checks with the following for involvement: Children's Social Care, Youth Offending Service and CAMHS</p>	
<p>Where Education Welfare are the sole agency the non-complex process will be followed. Where school have identified support in the CFAN or where services are already in place i.e. Social Care/Family Support, the complex pathway will be followed</p>	
NON-COMPLEX CASE	COMPLEX CASE
<p>Step 1 Education Welfare issue a Penalty Notice Warning Letter to parent/carer, which includes a 4 week 90% attendance target and the date and time of a telephone consultation. Telephone call to be made within 3 days of letter being sent</p>	<p>Step 1 The LA issues an appointment letter to the parent/carers to attend a Local Authority Attendance Meeting (LAAM)</p>
<p>Step 2 Telephone call to parent/carer, attendance and consequences of poor attendance are discussed</p>	<p>Step 2 Parent/carer attends LAAM meeting, a PNWL/contract which includes a 6 week incremental target will be handed to the parent/carer and signed by all present. EWO will be flexible when setting target, taking account of all circumstances</p>
<p>Step 3 Parent/carer fails to answer telephone, EWO continues to monitor attendance until the target review date</p>	<p>Step 3 Parent/carer does not attend, EWO sends the PNWL/contract which includes a 6 week incremental target. Letter also includes the date and time of a home visit, this will be within 2 weeks of the meeting. Where the parent/carer lives out of borough or there are risks associated with the home address the meeting will take place in school, with school's agreement</p>
<p>Step 4 During the non-complex process if EWO is aware of support required to improve attendance the complex pathway will be followed</p>	<p>Step 4 Where additional support has been identified the EWO will consider completing a CFAN. Where support is in place i.e. social care, the EWO will liaise with professionals and may attend multi-agency meetings</p>
<p>Step 5 EWO will review attendance, if target has been achieved case to close. If absences have been authorised the EWO may extend or close, depending on the circumstances</p> <p>Complex cases of children open to EWS that are at risk of exploitation or serious youth violence will not close once targets are met until EWS Team Leader is assured there is a multi-agency team around the child or the risk has diminished</p>	
<p>Step 6 If target is not achieved the case will be discussed with EWS Team Leader for consideration of issuing a Penalty Notice. If agreed, file to be prepared by EWO and signed off by the EWS Manager and the Penalty Notice will be issued.</p>	
<p>Penalty Notice payment should be made within 21 days and is £60 per parent/carer, per child.</p> <p>If paid after 21 days but within 28 days the penalty is doubled to £120 per parent/carer, per child.</p> <p>If payment is not received within 28 days from date of issue parents/carers may be prosecuted for the offence of irregular school attendance and not for failure to pay the Penalty Notice.</p> <ul style="list-style-type: none"> The fines available to the courts if parents/carers are found guilty of the section 444 (1) offence include a level 3 fine of up to £1,000. If they are found guilty of the section 444 (1A) the fine is at level 4, up to £2,500 and the court can also sentence them to imprisonment for up to three months. For further information about Penalty Notices, please refer to Hounslow's Penalty Notice Guidance. 	