



Highlands School

Attendance and Punctuality Policy October 2020



Highlands School: Attendance and Punctuality Policy

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Section 1: Rationale and Aims

- 1.1. Our goal is to provide a world-class educational experience for our students and in whatever we do to be held as an example of best practice to other schools. For our students to have complete access to such education and to reach their full educational potential, a high level of school attendance is essential.
- 1.2. We are committed to not only providing an education of the highest quality for our students, we also provide an environment where our entire school community feels valued and welcomed. We expect students to attend school every day, on time, unless the reason for the absence is unavoidable. The routines students develop around attendance and punctuality support students in becoming young adults who are able to manage their time and independence, in addition to preparing them to be successful in the world of work.
- 1.3. Our school aims to meet its obligations with regards to school attendance by:
 - 1.3.1. Promoting good attendance and reducing absence; including persistent absence.
 - 1.3.2. Ensuring every student has access to full-time education to which they are entitled.
 - 1.3.3. Acting early to address concerning patterns of absence.
- 1.4. Regular school attendance is important because:
 - 1.4.1. Statistics show a direct link between under-achievement and absence below 95%.
 - 1.4.2. Regular attenders make better progress, both socially and academically.
 - 1.4.3. Regular attenders manage school routines, schoolwork and friendships with more ease and success.
 - 1.4.4. Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.
- 1.5. Highlands school defines regular attendance as being 96% or above and will use a systematic approach to monitor, analyse, and act upon attendance related issues (see Our attendance system – appendix 2). Highlands School will identify students whose absence is a cause for concern and will target resources to facilitate improvement and support difficulties experienced. It is of utmost importance, therefore, that parents make sure that their child attends regularly and this Policy sets out how, together, we will achieve this.

1.6. Summary

- 1.6.1. Attendance is a legal requirement and parents, students and members of staff work together to monitor, report and intervene on attendance.
- 1.6.2. Absence is notified on the school telephone absence line 020 8370 1191.
- 1.6.3. It is the responsibility of parents/carers to provide the school with evidence for unavoidable medical appointments during school time and absences related to sickness.
- 1.6.4. The school will classify each period of absence as authorised or unauthorised.
- 1.6.5. The school will investigate unexplained absence, poor attendance or concerning patterns in a student's absence, working jointly with outside agencies as necessary.
- 1.6.6. A student with attendance below 90% is considered a persistent absentee and will be referred to the Education Welfare Officer (EWO).
- 1.6.7. The school and local authority will use the full range of legal measures to secure good attendance.
- 1.6.8. Requests for absences in term time, not related to a medical appointment, are only authorised in exceptional circumstances and requests must be made in advance and in writing to the headteacher.
- 1.6.9. Poor punctuality is considered an attendance problem and subject to the same interventions.

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Section 2: Legislation and Guidance

2.1. 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:

2.1.1. [The Education Act 1996](#)

2.1.2. [The Education Act 2002](#)

2.1.3. [The Education and Inspections Act 2006](#)

2.1.4. [The Education \(Student Registration\) \(England\) Regulations 2006](#)

2.1.5. [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2010](#)

2.1.6. [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2011](#)

2.1.7. [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)

2.1.8. [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2016](#)

2.1.9. [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.

Section 3: Operating the Policy

3.1. Promoting good attendance

3.1.1. The foundation for good attendance is a strong partnership between the school, parents and the student. This policy and the home school agreement contains details of how we will work with parents and our expectations of what parents will need to do to ensure their student achieves good attendance.

3.1.2. To help us all to focus on this we will:

3.1.2.1. provide information on all matters related to attendance in our newsletters and website

3.1.2.2. report to you on how your student is performing in school including attendance and punctuality.

3.1.2.3. celebrate and reward good attendance or improving attendance.

3.1.2.4. set targets for attendance at school level and for individuals.

3.1.2.5. run appropriate intervention to secure good and improving attendance.

3.2. Roles and Responsibilities

3.2.1. The governing body

3.2.1.1. 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.

3.2.2. Senior leadership

3.2.2.1. A member of the senior leadership team will oversee, direct and coordinate the school's work in promoting good and improved attendance. They will ensure the attendance policy is consistently applied throughout the school; that attendance is recorded accurately and analysed efficiently. They will ensure that attendance issues are identified at an early stage and that support is put in place to support any difficulties.

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3.2.3. Attendance officer

- 3.2.3.1. Is responsible for the day-to-day recording of attendance within the school management system and generating reports to support tracking.
- 3.2.3.2. Enters attendance codes for all absent students each day.
- 3.2.3.3. Records all absence calls from parents/carers.
- 3.2.3.4. Monitors attendance data at a school and individual Student level.
- 3.2.3.5. Follows up with staff who do not complete registers on time.
- 3.2.3.6. Checks lesson registers.
- 3.2.3.7. Updates the attendance tracker each week
- 3.2.3.8. Holds weekly attendance meetings with each head of year to analyse attendance for each year group using the school's attendance tracker.
- 3.2.3.9. Agrees actions in response to absences identified and in accordance with the school's attendance tracking system (see appendix 2).
- 3.2.3.10. Logs and co-ordinates actions on the attendance tracker.
- 3.2.3.11. Will identify concerning absence patterns and refer concerning attendance to Education Welfare.
- 3.2.3.12. Works with the education welfare officer to tackle persistent absence.
- 3.2.4.13. Reports to the member of staff responsible for LAC, any concerning absences for LAC.
- 3.2.4.14. Issues penalty notice warning letters for parents/carers who take their child on unauthorised holidays in term time.
- 3.2.4.15. Completes the relevant local authority documents for the educational welfare officer (EWO) to request penalty notices.
- 3.2.4.16. Co-ordinates and distributes termly attendance update letters to be sent home to all families.
- 3.2.4.17. With the support of the pastoral team, coordinate meetings between the school, parents and support agencies.

3.2.4. Head of year

- 3.2.4.1. Meets with the attendance officer weekly to analyse attendance using the attendance tracker. Actions will be agreed in response to absences identified and in accordance with the school's attendance tracking system.
- 3.2.4.2. Ensures that all truancy is followed up and sanctioned in line with the School Behaviour Policy.
- 3.2.4.3. Meets with parents to address attendance concerns according to agreed trigger levels (see appendix 2).
- 3.2.4.6. Promote and reward outstanding attendance and improved attendance in assemblies.

3.2.5. Form tutor

- 3.2.5.1. Ensures that all students are registered accurately.
- 3.2.5.2. Holds weekly attendance conversation with students identified by the Head of year.
- 3.2.5.3. Challenges and follows up, where necessary, unexplained absence during the school day ("N" codes)
- 3.2.5.4. Liaises with the Head of year on matters of attendance and punctuality, including any signs of suspected truancy
- 3.2.5.5. Works with Head of year to deliver agreed support and action plans to improve attendance and punctuality
- 3.2.5.6. Promotes and rewards outstanding and improved attendance in form time.

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3.2.6. Classroom staff

- 3.2.6.1. Ensures that all students are registered accurately and within 15 mins of a lesson starting.
- 3.2.6.2. Reports suspected truancy to the attendance officer and head of year.
- 3.2.6.3. Communicates any concerns or underlying problems that may account for a student's absence.
- 3.2.6.4. Supports students with absence to engage with their learning once they are back in school.

3.2.7. Students

- 3.2.7.1. Attend school every day unless they are genuinely too ill to attend school or have an authorised absence that has been authorised by the school in advance.
- 3.2.7.2. Arrive in school on time and be at registrations and lessons punctually. All students are expected on site by 8.35am and a student is considered late if they arrive at the main gate after 8.35am.
- 3.2.7.3. Students scheduled to work in the Internal Exclusion Room (IER) must arrive at school by 8:15am and are considered late if they are not at the IER by 8:20am.
- 3.2.7.4. Take responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.
- 3.2.7.5. Students will be issued with a C2 40 min detention if they arrive late for school. Late detentions are sat on the same day as the punctuality infringement.

3.2.8. Parents/carers

- 3.2.8.1. Regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.
- 3.2.8.2. Parents/carers will:
 - 3.2.8.2.1. Encourage their child to attend school regularly and punctually.
 - 3.2.8.2.2. Inform the school on the first day of absence.
 - 3.2.8.2.3. Inform the attendance officer of any planned or known absences and seek permission for any such absences.
 - 3.2.8.2.4. Provide the school with evidence for unavoidable medical appointments during school time and absences related to sickness.
 - 3.2.8.2.5. Support the school with their student in aiming for 100% attendance each year.
 - 3.2.8.2.6. Make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter if a phone is unavailable.
 - 3.2.8.2.7. Avoid taking their child out of school for non-urgent medical or dental appointments.
 - 3.2.8.2.8. Only request leave of absence if it is for an exceptional circumstance.

3.3. Expected communication in the event of absence

- 3.3.1. If a student is absent, parents/carers must contact the school as soon as possible
 - 3.3.1.1. By phone 020 8370 1191
 - 3.3.1.2. By email postbox@highlearn.uk

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3.3.2. If the absence is known in advance, (e.g. a medical appointment), parents/carers should notify the school at least one day before the absence. If the absence is expected to last longer than one day parents/carers should notify the school on each day of the absence. If a doctor has recommended a fixed number of days' absence then parents/carers should notify us of this in writing, with supporting evidence and in this case would not be required to call on each day of absence. Absence for a period of longer than three days for medical reasons requires a note from the health care professional (typically a doctor). If a student is absent and we have not received the appropriate notification from a parent/carer we will send a text message or telephone during the morning of the absence.

See section 4.3 below for details of our response to absence.

Section 4: School procedures

4.1 Recording attendance

4.1.1 By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register. At Highlands School, an attendance register is taken during am registration by the form tutor at 8:40am and will be kept open by the tutor until 8:50am. Students who arrive at their form room later than 8:40am will be marked late for the morning session. The morning (AM) register will be officially closed by the attendance officer at 9.20am. Students who arrive at school after 9.20am are marked as absent for the morning (AM) session. The register for the afternoon (PM) session will be taken at 2:15pm and be kept open until 2:45pm. If a student arrives at their classroom later than 2:15pm they will be marked as late and after 2:45pm they will be marked as absent for the afternoon. Registers will also be taken at the start of every lesson throughout the day to record student attendance to lessons.

4.1.2. Attendance and absence data are recorded electronically on the school's information management system. Every entry in the attendance register is preserved for a period of at least 3 years and the reason for absence is kept for at least 2 years. The register records whether every Student is:

4.1.2.1. Present.

4.1.2.2. Attending an approved offsite educational activity.

4.1.2.3. Absent.

4.1.2.4. Unable to attend due to exceptional circumstances.

4.1.3. Any amendment of the register will include:

4.1.3.1. The original entry.

4.1.3.2. The amended entry.

4.1.3.3. The reason for the amendment.

4.1.3.4. The date on which the amendment was made.

4.1.3.5. The name and position of the person who made the amendment.

4.1.4. See appendix 1 for DFE attendance codes.

4.2 Punctuality

4.2.1. Students are expected to be punctual to morning and afternoon school sessions as well as their lessons. The start of school/lessons is used to give out instructions, communicate important messages and/or organise work.

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Punctuality is not only an important life skill that students will need in the world of work and further education but it is also imperative to your child's learning and the smooth running of the school.

- 4.2.1.1. School starts at 8.35am and tutor time starts at 8:40am.
- 4.2.1.2. All students are expected on site by 8:35am and a student is considered late if they arrive at the gate after 8:35am.
- 4.2.1.3. Students who arrive through the main gate after this point will be late and issued with a 40 min detention. A late stamp will be used in the student's planner so their tutor knows the lateness has been addressed.
- 4.2.1.4. Students must arrive at tutor time by 8:40am. Arriving after 8:40am will result in a late to tutor time mark.
- 4.2.2. Arriving late to lessons it negatively impacts their learning and is disruptive to the learning of others.
 - 4.2.2.1. Students have 3 minutes during lesson changeover to arrive promptly at their next lesson.
 - 4.2.2.2. Students must arrive on time to their lesson. Arriving late will result in a late to lesson mark in the register.
 - 4.2.2.3. After break and lunch SLT conduct a 'late sweep' whereby any student not in their lesson at the exact start time of the lesson will be directed to the hall and issued with a 40 minute whole school detention.
- 4.2.3. Afternoon registers are taken after lunch to check the attendance of students for the afternoon session.
 - 4.2.3.1. Year 7 have a lunch break from 12:35- 13:10 and are expected to arrive at their P4 lesson by 13:10. Arriving after 13:10 will result in a late to lesson mark in the register.
 - 4.2.3.2. Year 8- 13 have a lunch break from 13:35- 14:15 and are expected to arrive at the beginning of their P5 lesson promptly. Arriving after 14:15 will result in students being picked up during the late sweep.
 - 4.2.3.3. A late sweep will be conducted at the beginning of P5 whereby any student still in the corridor at 14:15 will be directed to the hall and will receive a 40 minute whole school detention.
- 4.2.4. The school will implement disciplinary measures in respect of a student who is continually late and these will increase in severity if the problem persists. Students who are significantly and/or persistently late to school will be marked with the coding 'O' which represents an unauthorised mark and will be referred to the Educational Welfare Officer. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action (see Section 6 for further detail). All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- 4.2.5. Parents/carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents or carers are invited to attend the school and discuss the problem and support offered.

4.3 Medical or dental appointments

- 4.3.1 We encourage parents/carers to arrange medical/dental appointments outside of school hours. However, if a student is late to school due to a medical appointment, they will receive an authorised absence, coded 'M'. To report an absence due to a medical or dental appointment please contact the school office using the channels outlined in 3.3. Advanced notice is required for authorising absences in these circumstances.

4.4 Response to absence: Our attendance system

- 4.4.1. We will monitor student attendance on a daily basis.
 - 4.4.1.1. We have a clear sanctions system for students who are late to school or truant. If a student is late for school, they will receive a C2 40-minute detention on the same day.
 - 4.4.1.2. Families who live outside Enfield or who have to travel a considerable distance are asked to inform the school so that the head of year can work with families in these circumstances.
 - 4.4.1.3. Each week attendance of all students is monitored using a centralised tracking system. Students are placed in one of five attendance groups based on their cumulative attendance each week (see appendix 2).
 - 4.4.1.4. If a Student's attendance declines for one week then the form tutor will have an initial conversation

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with the Student to find out why and to set them goals for improving their attendance.

4.4.1.5. If the decline in attendance continues then the school will take various steps such as: a phone call home, writing to parents/carers, inviting parents/carers in for a meeting and placing the Student on attendance report. When attendance is becoming a cause for concern or has fallen to below 90% the Student will be referred to our Education Welfare Officer. **Please refer to Appendix 2 for further detail about our attendance system.**

4.4.1.6. Where possible we request that parents/carers provide medical evidence to support their child's absence from school. Medical evidence may take the form of a doctor's note, prescription, appointment card or other appropriate evidence. Persistent absenteeism may require more specific documentation.

4.4.1.7. A student not attending school is considered a safeguarding matter. Therefore, information about the cause of any absence is always required.

4.4.2. First day absence

4.4.2.1 Parents must notify the school on the first day of an unplanned absence, for example if a student is unable to attend due to ill health by 9am or as soon as practically possible. If a student is absent we will telephone or text the parent/carer on the first day of absence if we have not heard from them. This is because we have a duty to ensure the safety and regular attendance of all students.

4.4.2.2. If absences persist, we will invite parents/carers to meet with the relevant staff member to discuss the situation and we will refer our concerns to the Education Welfare Officer as appropriate.

4.4.3. Third day absence

4.4.3.1. If a student is not seen and contact has not been established with any of the named parents/carers, after three consecutive days of absence the school will make all reasonable enquiries to establish contact with parents/carers and the student. A designated member of staff may make a home visit to establish the whereabouts of the student.

4.4.4. Tenth day of absence

4.4.4.1. We have a legal duty to report the absence of any student who is absent without an explanation for ten consecutive days. If the student is not seen and contact has not been established with the named parent/carer then the local authority is notified that the student is at risk of being missing. The school will also complete a child protection referral to the Enfield multi-agency safeguarding hub.

4.4.5. Continued or ongoing absence

4.4.5.1. If your student misses 10% or more schooling across the school year, for whatever reason, they are defined as persistently absent (PA). Absence for whatever reason disadvantages a student by creating gaps in their learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

4.4.6. Children missing from education

4.4.5.2.. If a child goes missing from education they could be at risk of significant harm. A child or young person is missing from education if they are 5-16, do not have a school place and there are no alternative education arrangements in place for them.

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- 4.4.5.3. The school will make a referral to the Education Welfare Officer and inform the local authorities for children who:
- 4.4.5.3.1. fail to transfer between primary and secondary schools, or different local authorities.
 - 4.4.5.3.2. have never accessed education (have neither enrolled at a school, nor received education otherwise than at school since reaching statutory school age);
 - 4.4.5.3.3. leave educational provision without a confirmed education destination, and/or fail to access a school place when moving to a new area;
 - 4.4.5.3.4. fail to transfer between a new key stage (for instance the Early Years Foundation Stage to Year 1, Year 2 to Year 3 or Year 6 to Year 7);
 - 4.4.5.3.5. have been withdrawn by the parent/carer from the education system (in accordance to the Home Education Protocol).
 - 4.4.5.3.6. have been excluded from school and have not had a confirmed place at a new education setting.
- 4.4.5.4. The local authority will track, locate and ensure access to education for these children. All children identified as Children Missing from Education need to be monitored and tracked until the local authority can show that they have:
- 4.4.5.4.1. been allocated a place at a school, or suitable alternative education provision;
 - 4.4.5.4.2. reached a destination in another authority and/or the new local authority is aware and investigating;
 - 4.4.5.4.3. all reasonable checks have been satisfactorily conducted.
- 4.4.5.5. When a child does not take up the allocated place at a school the school will make reasonable attempts to contact the family before referring the matter to the Education Welfare Officer, who may subsequently refer to the Children Missing Education Coordinator.
- 4.4.5.6. In line with the above, the school will also refer a child to the education welfare officer if there is reasonable concern that the child is missing from education, following 10 days of unexplained absence or prolonged periods of unauthorised absence. The school will make reasonable attempts with the parent/carer before making a referral to the EWO.

4.4.6. Offrolling and mid-term admissions

- 4.4.6.1. To off-roll a student the parent/carer must inform the school in writing providing details of the new school and proposed start date. Contact will then be made with the new school and the student will only be off-rolled once we have confirmation that the student has attended their first day at their new school.
- 4.4.6.2. Students who attend another school temporarily are legally registered as students of Highlands school and will therefore be dual registered. For students who are educated offsite students will be b-coded in the register. The school will contact the education provider on a weekly basis for updates on the attendance of the student.

4.5 Support during absence and return from absence

- 4.5.1. The school's expectation is that students will complete classwork while they are absent from school, as long as

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they are well enough to do so. Lessons will be available through google classroom. In cases where a student is being supported by another external agency the school will work in conjunction with them to ensure that a suitable programme of work is provided.

4.6 Reporting to Parents

4.6.1. Parents will receive updated attendance and punctuality information at the end of each term. This report will include; student's attendance figure, punctuality information and attendance group. Parents also have access to attendance data through the school's management information system.

4.7 Strategies to promote good attendance.

4.7.1. The school recognises the importance of rewarding school attendance and a number of strategies will be deployed to do this.

4.7.2. Good attendance will be recognised in the following ways:

- 4.7.2.1. Students with 'most improved' or 'outstanding' attendance will be recognised in form time on a weekly basis.
- 4.7.2.2. Each term students who have 'significantly improved' or 'outstanding' attendance will be entered into a prize draw (one per year group) with the chance to win vouchers to spend at an establishment of their choice.
- 4.7.2.3. Students who secure 100% attendance in an academic year will be recognised in assembly and this will be acknowledged with a certificate.

Section 5: Leave of absence requests

- 5.1. Regulations state that headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. The fundamental principles for defining exceptional circumstances are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time.
- 5.2. Parents/carers wishing to apply for leave of absence must submit the request, in writing, to the headteacher in advance and before making any travel arrangements.

5.2 Absence in term time

- 5.2.1. There is no automatic entitlement in law to take time off in school time. A maximum of 10 days may be authorised at the discretion of the headteacher for exceptional circumstances with a valid reason. Decisions will be made on a case by case basis and will include a review of any previous patterns of leave in term time and attendance record to date.
- 5.2.2. If a student's attendance is already below 95% or will fall to or below that level as a result of planned absence, permission of leave is unlikely to be granted. Any period of absence taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may be subject to penalty.
- 5.2.3. The school considers valid reasons of absence to be:
- 5.2.3.1. Illness and unavoidable medical/dental appointments (as outlined in 3.3)
 - 5.2.3.2. Religious observance – where the day is exclusively set apart for religious observance by the relevant religious body.
 - 5.2.3.3. Significant, one-off, family circumstances.

5.2 Absence through participation in public performances, including theatre, film or television work and sport

- 5.2.1. Parents/carers can seek leave of absence from school for their child to take part in a performance. To request this, parents must submit a request in writing to the headteacher, in advance. Parents/carers should outline the nature and frequency of the work or activity, whether the student has a valid performance licence and whether education will be provided by the employer/organiser during the leave of absence. It is at the headteacher's discretion as to whether to authorise this under these circumstances. The headteacher may wish to discuss with parents how learning will continue if absence occurs. Any agreed absence recorded as part of a student's participation in a public performance is recorded as 'C', an authorised absence.
- 5.2.2. Permission for your student to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

5.3 Holidays during term time

- 5.3.1. Term-time holidays including those to see family members abroad will not be approved. Any non-approved holidays or suspicious periods of absence where the school has reason to believe the student has been taken on holiday will be unauthorised and may be subject to penalty as outlined in section 4.
- 5.3.2. The school may consider leave of absence requests due to specific family circumstances or on-off events if the request is made, in writing, to the head teacher in advance of any bookings made.
- 5.3.3. All decisions made are done so on a case by case basis and other factors such as previous attendance and proximity to exams may influence the headteacher's decision.
- 5.3.4. In the event of an approved leave of absence the school would expect the Student to make reasonable attempts

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to catch-up on missed work.

5.4. Absence during the exam season.

5.4.1. We believe that students' needs are best met if they attend school every day in the period leading up to examinations. For this reason, students will be expected to attend school in the usual way, although the regular timetable may be varied to support revision. Each year we will publish an examinations timetable which will specify the times when students should be in school during public examination periods.

Section 6: Legal Measures and Penalty Notices

6.1. In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their student of compulsory school age at the school at which the student is registered, unless the absence has been authorised by the school. The local authority may fine parents/carers for the unauthorised absence of their student from school, where their student is of compulsory school age. If issued with a penalty notice, parents will be contacted by letter where payment will be requested to be paid directly to the Local Authority. The decision on whether or not to issue a penalty notice is made at the discretion of the headteacher, following the local authorities' code of conduct for issuing penalty notices.

6.2. The following may be considered when issuing penalty notices:

6.2.1. The number of unauthorised absences within an academic year.

6.2.2. One-off instances of irregular attendance, such as holidays taken in term time without permission.

6.2.2. Where an excluded Student is found in a public place during school hours without justifiable reason.

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

Section 7: Monitoring arrangements

7.1. This policy will be reviewed annually by the assistant headteacher and the deputy head teacher responsible for attendance. At every review, the policy will be shared with the governing board.

Section 8: Links with other policies

8.1. This policy should be read alongside our other policies:

8.1.1. Safeguarding Policy

8.1.2. Equal Opportunities Policy

8.1.3. SEND Policy

8.1.4. Anti-bullying

8.1.5. E-Safety Policy

8.1.6. Exclusions Policy

Highlands School: Attendance and Punctuality Policy

APPENDIX 1: 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

Code	Definition	Scenario
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

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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	Definition	Scenario
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
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

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APPENDIX 2: Our attendance system

Each week we will monitor the attendance of all students using a centralised tracking system. Students are placed in one of five attendance groups below based on their cumulative attendance each week.

Group 1: No Concern

- Green Group

The student attends for 97% - 100% of the time.

Group 2: Concern

- Yellow Group

The student attends for 95% - 96.9% of the time.

Group 3: Risk of Underachievement

- Amber Group

The student attends for 93% - 94.9% of the time.

Group 4: Severe Risk of Underachievement

- Pink Group

The student attends for 90% - 92.9% of the time.

Group 5: Extreme Risk of Underachievement

- Red Group

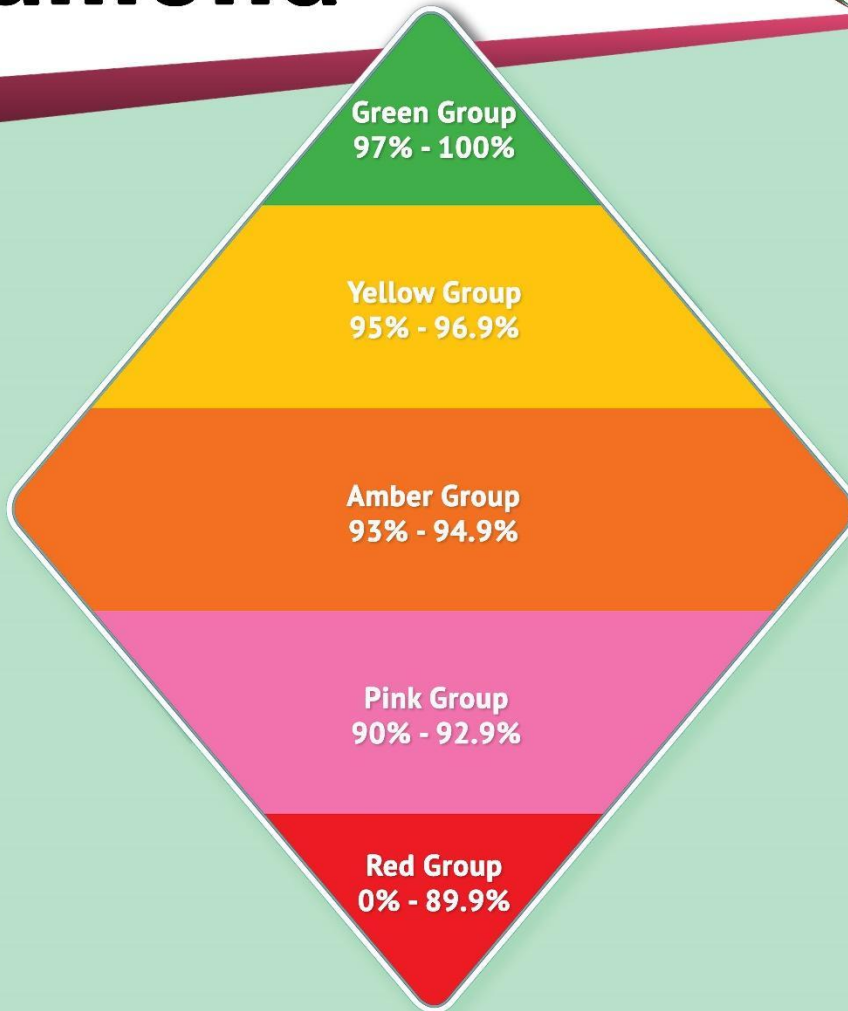
The student attends for 0% - 89.9% of the time.

We will follow up all declines in attendance using the following system.

Attendance Stage	Action	Exceptions
1 week decline	Action 1: Tutor conversation	<p>Students can be moved onto any stage in the action of deemed appropriate</p> <p>If the downward arrow puts the student in the Amber, Pink or Red group then actions can be escalated to respond to individual cases.</p>
2 weeks of consecutive decline	Action 2: Attendance Officer calls home for a discussion with the parent/carer	
3 weeks of consecutive decline	Action 3: Letter 1 –attendance concern – sent by Attendance Officer	
4 weeks of consecutive decline	Action 4: Letter 2-request to attend a meeting with the Head of year/ attendance clinic with ewo	
5 weeks of consecutive decline	Action 5: Letter 3- request to attend a meeting with a member of the Senior Leadership Team	
Parent non-attendance at SLT meeting	Action 6: Home Visit conducted by Attendance Officer plus one other member of staff	
Continued decline after Home Visit or SLT meeting	Action 7: Final Warning letter sent by Attendance Officer	
Continued decline after Final Warning Letter	Referral to EWO caseload	

APPENDIX 3: Attendance diamond

Attendance Diamond



Attendance Groups	
Green	Best chance of Academic Success
Yellow	Risk of Underachievement
Amber	Serious Risk of Underachievement
Pink	Severe Risk of Underachievement
Red	Extreme Risk - Persistent Absentee

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APPENDIX 4: Attendance Addendum

Attendance Addendum

Opening/Closing Registers and punctuality

We expect students to be punctual in order to maximise the access to learning and minimise the disruption to others' learning. Due to Covid-19 Students will start school in line with our staggered start routines:

- Year 10-13 are expected to be on site by 8:30am every day.
- Year 7-9 are expected to be on site at 9:35am

AM registers are taken during the students first lesson. The register opens at the beginning of the lesson and is closed 10 minutes after.

- Year 7-9 am registers will open at 9:45 and close at 10:15
- year 10-13 am registers will open at 8:40 and close at 9:10.

PM registers are taken as follows:

Every day (excluding Wednesdays) the pm register is taken during period 5 and will open at 13:25 and close at 13:55.

On Wednesdays the register is taken during p4 which means that:

- Year 7 pm register opens at 11:55 and closes at 12:25
- Year 8 and 9 pm register opens at 11:55 and closes at 12:25
- Year 10-13 pm register opens at 12:25 and closes at 12:55

Students who have failed to meet our punctuality expectations will be required to access the school via the pedestrian gate intercom; will sign-in at reception with the attendance officer and will be issued with a C3, resulting in a 40-minute whole school detention.

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The schools response to concerning attendance during reopening.

Attendance Stage	Action	Exceptions
1 week decline	Action 1: Email alert to parent/carer*	<p>Students can be moved onto any stage in the action of deemed appropriate</p> <p>If the downward arrow puts the student in the Amber, Pink or Red group then actions can be escalated to respond to individual cases.</p>
2 weeks of consecutive decline	Action 2: Letter 1 –attendance concern – sent by Attendance Officer	
3 weeks of consecutive decline	Action 3: Attendance Officer calls home for a discussion with the parent/carer	
4 weeks of consecutive decline	Action 4: Letter 2-request to attend a meeting with the Head of year	
5 weeks of consecutive decline	Action 5: Letter 3- request to attend a meeting with a member of the Senior Leadership Team	
Parent non-attendance at SLT meeting	Action 6: Home Visit conducted by Attendance Officer plus one other member of staff	
Continued decline after Home Visit or SLT meeting	Action 7: Final Warning letter sent by Attendance Officer	
Continued decline after Final Warning Letter	Referral to EWO caseload	

COVID 19 stages of attendance actions

Coronavirus related absences- quick reference guide

What to do if...	Action needed	Code	Return to school when...
... my child has coronavirus symptoms	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate ● Get a covid-19 test ● Inform school immediately about test result. 	Code X	...the test comes back negative
... my child tests positive for coronavirus	<ul style="list-style-type: none"> ● Do not come to school ● Contact the school daily ● Self- isolate for at least 10 days ● Inform school immediately about test result. ● Inform MPH and LEX 	Code I	... they feel better. They can return to school after 10 days even if they have a cough or loss of smell/ taste. These symptoms can last for several weeks once the infection has gone.
... somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> ● Do not come to school ● Contact the school daily 	Code X	... the household member test is negative

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	<ul style="list-style-type: none"> ● Self-isolate ● Household member to get a test ● Inform school immediately about test result 		
... somebody in my household tests positive for coronavirus	<ul style="list-style-type: none"> ● Do not come to school ● Contact the school daily ● Self-isolate for 14 days 	Code X	... the child has completed self-isolation for 14 days.
NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> ● Do not come to school ● Contact the school daily ● Self-isolate for 14 days 	Code X	... the child has completed self-isolation for 14 days.
We/my child has travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> ● Do not take unauthorised leave in term time ● Consider quarantine requirements and FCO advice when booking travel ● Provide information to school as per attendance policy. <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate for 14 days. 	Code X	... the quarantine period of 14 days has been completed.
... we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> ● Do not come to school ● Parent must provide medical evidence/ doctors' letter. ● Contact the school as required by the pastoral team. ● Shield until you are informed that restrictions are lifted and shielding is paused again. 	Code X	... school to inform you that restrictions have been lifted and your child can return to school again.
...A member of the household is shielding so my child cannot come to school	<ul style="list-style-type: none"> ● Inform parent that the school is deemed safe for students to attend even if family member is shielding ● treat as below 	Code O	.. the student should return to school immediately

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<p>... we are concerned about our child catching coronavirus.</p>	<ul style="list-style-type: none">● Safety measures are in place to ensure the school is as safe as possible.● Pupils are expected to attend school from September 2020 and absence will not be authorised.● Attendance Officer to refer the matter to HOY and inform LEX/ MPH.	<p>Code O</p>	<p>... the student should return to school immediately.</p>
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Attendance officer to alert the school manager immediately if informed that a student has tested positive for coronavirus.

Highlands School: Attendance and Punctuality Policy

Covid 19 pastoral plan in the event of school closure/ year group isolating

Staff member	Responsibilities
Class Teacher	<ul style="list-style-type: none"> ● set work on google classroom by 9am. ● allow students 24 hours to complete work. ● By 9am the following morning set a CR code on bromcom for any student who has not completed the work.
HOY	<p>Remote learning responsibilities</p> <ul style="list-style-type: none"> ● Daily registers - post daily register to each tutor group classroom on GC at start of day (8:35 for 10-13 and 9:30am for 7-9). ● Check attendance at 9 am (10-13) and 10am (7-9). ● Follow up by email with any students who have not yet signed in. ● Check again one hour later and follow up absent students with a phone call home. ● Daily assembly - a pre-recorded daily assembly is posted on Google classroom with reminders of expectations and key messages for the day. ● Run CR report daily and complete remote learning tracking sheet ● Oversee follow-up of CR codes.
BM	<ul style="list-style-type: none"> ● Use remote learning tracking sheet to follow up via email with students with a CR code and telephone home where this continues to happen. ● Make daily welfare check phone calls to students on VP list under their care. ● Make daily welfare phone calls to students with a confirmed case.
Form tutors (B/W)	<ul style="list-style-type: none"> ● Carry out welfare check phone calls for non VP students during Wednesday tutor time.
VP key workers	<ul style="list-style-type: none"> ● Make daily welfare checks. Make a daily phone call to parents and send a daily email to any students on individual case loads. Update CPOMS.