

# Attendance at School Policy

## Beverley High School



Date: November 2024

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## **ATTENDANCE AT SCHOOL POLICY**

The Governors and Staff of Beverley High School fully recognise the importance of safeguarding children and play a full and active part in protecting pupils from harm. In developing the Attendance at School Policy, due consideration has been given to the Beverley High School Child Protection Policy and the East Riding Safeguarding Children Board procedures.

### **Introduction**

Good attendance is essential to successful teaching and learning and to maintaining a positive school ethos. Maintaining good attendance is the responsibility of everyone involved in the school community. It is expected that parents and carers will support staff in this endeavour. Department for Education guidance, Working together to improve school attendance states 'Improving attendance is everyone's business' and 'Securing good attendance cannot therefore be seen in isolation' and this policy will include 'effective practices for improvement will involve close interaction with school's effort on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium.'

### **Links with other policies**

It should be noted that this policy does not stand alone but is written in conjunction with a number of other school policies/documents, amongst them are:-

Child Protection Policy	Drug and Substance Misuse Policy
School Dress Code	New and Emerging Technologies Policy
Behaviour for Learning Policy	Home School Agreement
Anti-bullying Policy	Equal Opportunities Policy
Exclusions Guidance	SEND Policy
Race Equality Policy	E Safety Policy
Educational Visits Policy	Complaints Procedure
Motivation Policy	

### **Definitions and acronyms**

Definition of a parent - For the purpose of this policy, as set out within 'Working Together to Improve School Attendance,' August 2024 a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who has care of a child or young person (i.e. lives with and looks after the child).

DfE – Department for Education

### **Related legislation and guidance**

'Working together to improve school attendance' August 2024

Education Act 1996

Education (Pupil registration) (England) (Amendment) Regulations 2016

'Children Missing in Education,' Statutory Guidance September 2024

'Keeping Children Safe in Education,' September 2022

'Ensuring a good education for children who cannot attend school because of health needs,' January 2013

'Summary of responsibilities where a mental health issue is affecting attendance,' February 2023

'Promoting the education of children with a social worker,'- June 2021

'Supporting Pupils at school with medical conditions,' December 2015

'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement,' September 2023

**Advice and contact list**

<b>Name</b>	<b>role</b>	<b>Contact details</b>	<b>Notes</b>
<b>Office</b>	To report a child's absence	Call 01482 881658 Or use the Edulink app to report absence	Please report a student's absence before 8.30am.
<b>Mrs C North</b>	Member of staff responsible for day to day management of attendance	C.North@beverleyhigh.net	Deals with all aspects of attendance – medical evidence for absences
<b>Mrs K Burniston</b>	Member of staff responsible for supporting Pupil Premium students and their attendance	K.Burniston@beverleyhigh.net	Supports the Attendance Officer with Pupil Premium students
<b>Ms J Laven</b>	Senior leader responsible for the strategic approach to attendance in school	J.Laven@beverleyhigh.net	Oversees strategic approach to attendance
<b>Mrs T Watson</b>	Deputy Designated safeguarding lead		Support for vulnerable students
	Education Welfare Service	education.welfare@eastriding.gov.uk	This is the local authority contact that parents and schools could contact for further assistance

## Aims

Beverley High School is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at Beverley High School, it is vital that they maintain excellent attendance and punctuality. We strive for 100% attendance for all students and we actively promote good attendance and discourage unjustified absence - this ethos prepares students for the disciplines of working life and maximises learning opportunities.

- We will ensure that all students can access full-time education that meets their needs and allows them to reach their potential.
- We emphasise that it is the responsibility of everyone in the school to improve attendance and punctuality.
- We strive to provide a safe and caring environment where each student can engage in all opportunities offered.
- We work with students and their families to ensure every student has good attendance and punctuality.
- We accept that some pupils find it harder than others to attend school and so the school will strive to work in partnership with students and parents / carers collaboratively to help remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

## Why is good attendance important?

'School is the best place for children to develop a love of learning, build their social skills and lay foundations for a happy and fulfilling life' as stated in Emotionally Based School Avoidance: How to get Persistently Absent Children Back into School guidance.

Attending school on time every day helps to establish clear routines which helps support a child's emotional and social wellbeing. Good attendance is also linked to success academically which in turn provides wider opportunities post 16 and 18.

## Our collaborative approach to good attendance:

<b>Students are expected to:</b>	<b>Parents are expected to*:</b>	<b>Schools are expected to:</b>	<b>The School's governing body is expected to:</b>
To attend regularly and on time.	Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	The Governing Body is required by law to ensure that the registers are kept accurately.

To be punctual to all lessons.	Notify the school before 8.30 where possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
To ensure that they register for all timetabled lessons and inform the Attendance Office (School Reception) if they are not able to register	If no indication of a return date has been given, parents/carers should contact the school on every additional day of absence to provide an update.	Accurately complete admission and attendance registers.	Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
To attend regularly and on time.	Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.	Ensure school staff receive training on attendance.
	To have the relevant medical evidence to explain a child's absence after 3 days.	Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.	They are also required to publish annually a report to parents which includes the school's attendance figures.
	Only request leave of absence in exceptional circumstances and do so in advance	Have a dedicated senior leader with overall responsibility for championing and improving attendance.	Ensure school leaders fulfil expectations and statutory duties.
	To ensure that all paperwork is signed and returned to the Attendance Officer within 48 hours.	Support students returning to school after prolonged absence.	

\* "All parents/carers who have children of compulsory school age, are responsible in law for ensuring that their children receive an efficient full-time education, suitable to their age, ability and aptitude and any special educational needs which they have, either by regular attendance at school or otherwise." Section 7 Education Act 1996.

## **The School will improve attendance by:**

- Aspiring to high standards of attendance from all pupils and parents and building a culture where all, can and to, be in school and ready to learn by prioritising attendance improvement across the school
- ensuring all registers are completed accurately
- fostering good relationship with parents
- providing a clear statement of attendance on the student's reports
- providing clear guidance to parents/carers regarding holidays in term time
- ensuring that parents/carers know the necessity of providing suitable and detailed communication, e.g. a note, letter, email or phone call to explain absence.
- informing the Governing Body of the level of attendance
- fostering good relationships with the Education Welfare Service and relevant external agencies
- only removing students from the school roll when the individual has legally left
- monitoring through data analysis, students who are looked after children, Pupil Premium and other vulnerable groups including SEND
- encouraging students to attend through the provision of work which is appropriate to their needs
- rigorously using of attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched
- identifying patterns of non-attendance and those students who have an irregular pattern of attendance for intervention and support by the EWO / Youth and Family Service
- facilitating support to help remove barriers in school and helping pupils and parents to access the support they need to overcome the barriers outside of school.
- formalising support by holding regular multi –agency meetings to discuss students causing concern
- providing information for the prosecution of parents whose children do not attend school and who do not have a substantive reason

## School Times

It is important that you children are at school for the start of the school day. The school day is made up of two sessions, a morning, and an afternoon. Registers are taken during these sessions. School times are:

8.45 - the start of Tutor Time when the morning register is taken (the register closes as 9.20am and a student will be marked as unauthorised if not arrived before this time)

9.05 -10.05am – Period One

10.05 -10.20am – Breaktime

10.20 -11.20am – Period Two

11.25 -12.25pm – Period Three

12.25 -1.10pm – Lunchtime

1.10 -2.10pm – Period Four and afternoon register completed in the lesson

2.15 -3.15pm – Period Five

## Registration Procedures

**The Tutor** – the morning register is a legal document and must be completed accurately and saved within the first 10 minutes. If students arrive late to registration, then the tutor must re-open the register and mark with an "L" and enter how many minutes late and save again. They must follow-up absences with the student, by reminding the student that a note is required explaining the absence. Absence notes should be sent direct to the Office.

When marking a register any discrepancies in attendance need reporting to the Attendance Officer immediately.

### **Truancy from Tutor Time and Arriving Late to school:**

If a student arrives between 8.45-9.00am they must sign in with the Attendance Officer on the gate or after 9am they must sign it at the office. This will then be recorded as late on the register and a Behaviour Point will be issued as a consequence for arriving late if no acceptable reason is provided by the student and / or parents.

If the student does not sign in, but arrives for period one, we will presume that the student was on school site during Tutor Time; therefore, this will be marked as truancy and a loss of social time will be given.

If a student has a music lesson over form time or the beginning of period 4 they must sign in at the office so the register can be updated.

The above points can be changed by the Attendance Officer if the student or parent provides a reason for this absence.

**Assemblies** – all registers for assemblies must be taken electronically via Edulink or SIMs or occasionally by paper. The Office staff will input the paper register if required. This will help with our aim of ensuring **all** AM Tutor Registers have been completed on the system and in the event of an emergency a child can be correctly located.

**Subject Staff** – must complete the class register for each and every period within 10 minutes of the start of the lesson, period 4 is the equivalent of afternoon registration therefore, is a legal document and needs to be completed accurately and quickly. Students arriving late without a late pass, should be marked with an 'L' and enter how many minutes late. If a student has an explanatory note the register is marked with an appropriate code. Lesson registration is a vital element in tracking post-registration truancy and records will be used by the EWO in communications with parents and as evidence in legal proceedings.

**Educational Visits and Sports Fixtures** – Paper registers must be taken prior to departure and a copy sent to the main office. Students will be given their marks for lessons in that session.

**Signing Out** – Any KS3/4 student who leaves the school premises during the day should go to Main Reception where she will be given an 'Authorised Absence Pass' which gives permission for the student to be off the site. Parental/official verification for the reason for leaving the site will be sought/looked at before a pass is given. The Authorised Absence Pass must be shown if a student is challenged outside the school by the police or Education Welfare Service.

**Administration responsibility:**

- a) updating and maintaining students' personal data/contact details

**Heads of Year and Pastoral Managers having responsibility for:**

- a) Identifying and investigating patterns of absence
- b) Identify intervention to support the student

**Attendance Officer has responsibility for:**

- a) closing the register at 9.20am
- b) ensuring registers are being completed and informing SLT link at appropriate stages (where there are persistent concerns)
- c) clearing and entering absence notes, (ensuring correct codes are used) absence emails and phone calls re: absence
- d) collating leave of absence /holidays forms for Headteacher
- e) sharing attendance data with Heads of Year for students under 90%
- f) making necessary amendments to SIMS data
- g) following first day absence procedures
- h) providing data for governing body (termly)
- i) providing data for the LA and DFE returns
- j) providing data when actioned by SLT

- k) reporting any hardware difficulties to ICT Systems Managers
- l) referral to Home Tuition Service will be completed if a student's absence is supported by a hospital consultant or a specialist medical team

**Education Welfare Officer/School Attendance Support Team – is responsible for:**

- a) Rigorously tracking local attendance data to devise a strategic approach to attendance that prioritises the pupils, pupil cohorts and schools on which to provide support and focus its efforts to unblock area wide barriers to attendance.
- b) discussing students under 50% attendance; persistent absence patterns and Pupil Premium attendance at biweekly support meetings meeting with the Attendance Officer
- c) tailoring the support to the needs of the student and parent(s)
- d) liaising with parents/carers to identify any problems which may be affecting attendance and offer support if appropriate to parents/carers/students

Education Welfare Officer will use a wide range of strategies to monitor and improve attendance of all students, for example:

1. Attendance Contracts
2. Fast Track Procedures
3. Prosecution
4. Education Supervision Orders – issued when parents are not cooperating with the support given to the child to attend school
5. Penalty notice

**Parents/carers – have a legal responsibility**

**Authorised Absence**

Authorised absence is where the School has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/carers may not authorise absence; only the school can do this.

Parents/carers should contact the School Attendance Office (by telephone or email) on the morning of absence (preferably before 8.30 am), giving a reason and an expected date of return. Wherever possible, students should attempt to arrange non-school activities outside of their school day.

The following is a list of reasons for absence which would be authorised:

- A medical appointment
- A family bereavement and/ or attendance at a funeral
- A religious observance
- A visit to a University / College, either to attend an open day or for an interview

- A careers interview
- An appointment with a Youth & Family Support Service personal advisor/CAMHS/MIND counsellor
- A job interview (Sixth Form only)
- Driving test (Sixth Form only)

For each of the above, evidence will be required e.g. an appointment card or letter.

### **Term Time Holidays (School Unauthorised Absence)**

New legislation came into effect on 1 September 2013 which means there is no longer a provision in law for the Headteachers to authorise an absence for the purpose of a term time holiday other than in a very limited set of exceptional circumstances outlined here:

- 1) Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with the school holidays (Post Operational Tour Leave- POTL)
- 2) Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
- 3) The death or terminal illness of a person close to the family
- 4) To attend a wedding or funeral of a person close to the family

If a request meets the above exceptional circumstances but falls within the following times, the Headteacher must be convinced that absence from school is the only option:

- 1) The first term of any academic year (applies to all students)
- 2) Year 9 options time for students in Year 9)
- 3) At any time during Years 10 and 11 (for all students in these year groups)
- 4) At any further times as specified by the school
- 5) Students whose attendance is classified as persistent absence

You are required under the Education Act (1996) to ensure your child attends school regularly. If your child accrues 10 consecutive sessions of unauthorised absence you may be liable for a penalty notice (one day of absence equals two sessions and five days of absence is equal to 10 sessions).

An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parents.

Parents must complete a request for absence from school on an exceptional circumstances form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform parents of the decision.

Where parents do not follow the school's procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given and you may be liable for a penalty notice.

## **Persistent Absence**

A student will be defined as a Persistent Absentee when they have been absent from school for 10% or more.

Persistent Absence is a serious problem for students, leaving students at a considerable educational disadvantage.

Students who fall below 95% threshold will be identified and monitored. Support will also be given to improve their attendance. Students whose attendance falls below 90% PA threshold may be supported by an Education Welfare Officer and their attendance will be reviewed by the relevant Assistant Headteacher. Where appropriate Attendance Action Plans will be drawn up by the Education Welfare Officer in consultation with parents/carers and relevant external agencies, such as CAMHS.

## **Part-time timetables**

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. This reintegration period has the maximum time of six weeks and must show progression.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement will have a time limit by which point the pupil is expected to attend full time, either at school or alternative provision.

The timetable will be regularly reviewed with the pupil and their parents / carers. In agreeing to a part time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

## **Penalty Notices**

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or where an explanation has not been provided by the parent.

Penalty Notices may be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post directly to the home of a parent after a warning, or in the case of absences without acceptable cause, warnings may not be given. This may include students caught on truancy sweeps, excessive or unauthorised family holidays and persistent late arrival after the close of registration.

The Code of Conduct for Education Penalty Notices June 2017 came into force from the 1<sup>st</sup> April 2018. This code will ensure consistency in the issuing of attendance related penalty

notices with the aim of improving school attendance and reducing the number of unauthorised absences across the East Riding of Yorkshire.

If a parent's/carer's request is declined and they still take their child out of school each parent within the household may be issued with a £80 penalty notice for each child they have taken out of school. The period of payment of the penalty notice is £80 if paid within the first 21 days, increasing to £160 if not paid.

From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period.

If the parent receives a second fine in 3 years it will be £160. If they do not pay the fine in 28 days they may be taken to court for keeping your child out of school.

If your child is off school 3 or more times within the 3 years the parent will not be fined but may be taken to court.

They could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court could impose a Parenting Order.

### **Parental Guidance on new legislation**

We advise that parents/carers do not plan for their child to be absent without contacting the school first to obtain prior approval. Head teachers cannot retrospectively authorise absence from school under any circumstance. A penalty notice may be issued for any unauthorised absence due to holidays.

If a parent believes at any stage that their child's absence from school may leave them liable for prosecution or a penalty notice, it is important for the parent/carer to take action without delay to secure their regular attendance. Support and guidance on attendance is always available and if parents/carers have any questions about this, or need any help to achieve an improvement, they are encouraged to contact the school to discuss any issues.

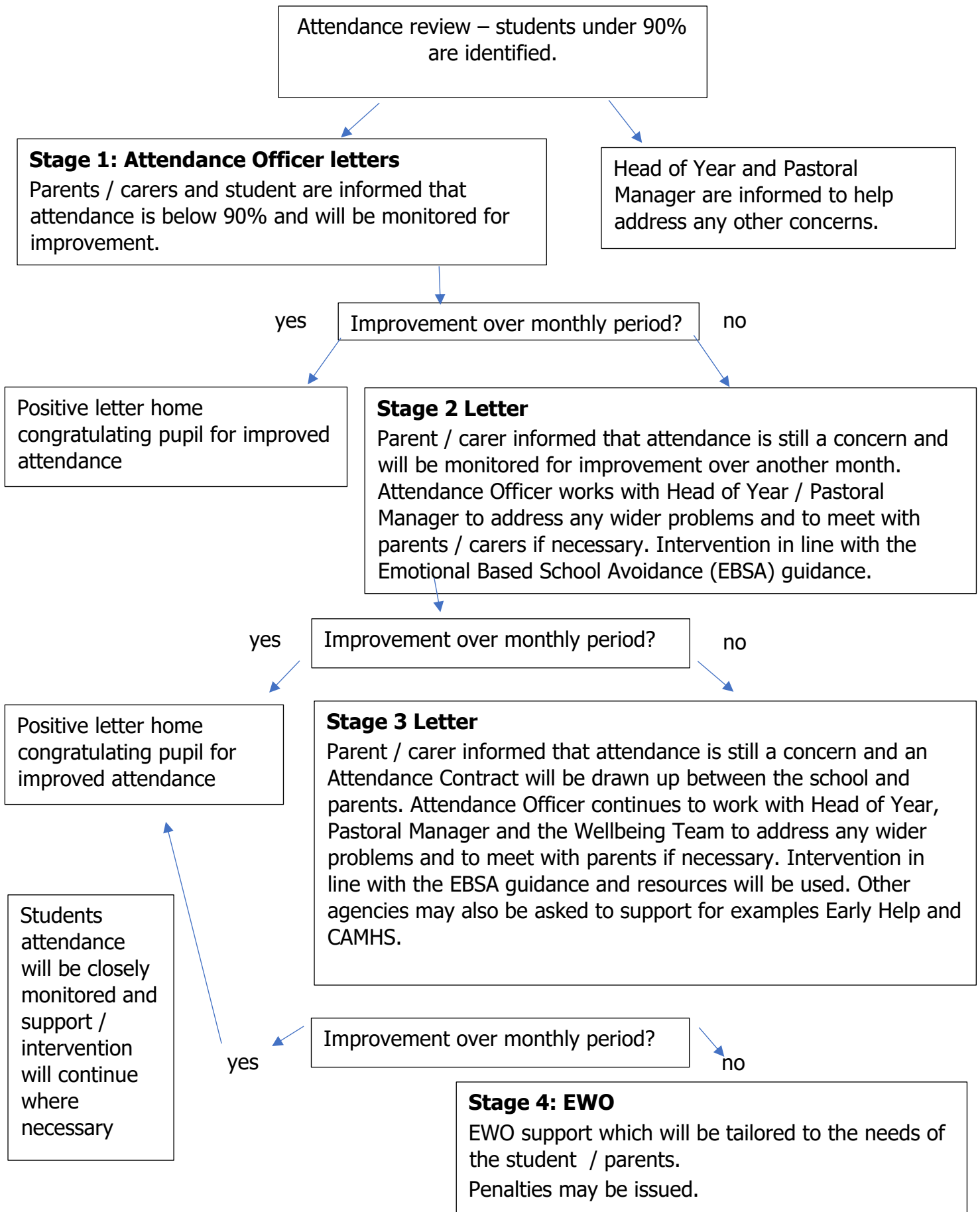
### **Sixth Form Students**

Sixth Form Student and parents are expected to abide by the Post- 16 Learning Agreement with regards to all attendance issues (See appendix 2 – stages of Sixth Form Attendance Monitoring).

### **School Leaver Year 11 & 13**

Year 11 & 13 Leavers official school leaving date will be the date of their last examination. Year 11 students are expected to register and attend school during the examination period to access subject specialist support. Revision support is provided within school for every student during the examinations. Year 13 Students are not expected to register during exam period. The Secretary of State may by order determine the day in any calendar year which is to be the school leaving date for that year.

Appendix 1.



Dear Parent/Carer

**RE: Name + % attendance**  
**The Importance of School Attendance**

We are extremely concerned about the attendance and/or punctuality of your child. Unfortunately, your child's attendance has reached 90% or less. This means that they are classed as a persistent absentee.

We would like to remind you again about what attendance figures mean for your child.

<b>Above 98%</b>	Excellent attendance Over one school year - 98% attendance = approximately 4 days' absence.
<b>95%</b>	Good attendance Beverley High School's attendance target for all students is <b>95%</b> and above Over one school year - 95% attendance = approximately 10 days' absence.
<b>90%</b>	Below average /low attendance Students with attendance 90% or below are classified as persistently absent from school and parents of students with this level of attendance or below could be issued with a Penalty Notice. Over one school year - 90% attendance = approximately 4 weeks' absence.
<b>85%</b>	Exceptionally low attendance Students with attendance 90% or below are classified as persistently absent from school and parents of students with this level of attendance or below are likely to have been referred to the Education Welfare Service. Over one school year - 85% attendance = approximately 5 ½ weeks' absence. Over 5 years (7-11) = similar to having half a year off school. 80% attendance over 5 years = similar to having a whole year off school.

As your child is now a persistent absentee, a referral will be made to the Education Welfare team. We would also like to organise a meeting to discuss this absence. Please contact the Attendance Officer immediately on 01482 881658, to discuss your child's attendance as a matter of urgency.

Thank you for your support in ensuring excellent attendance and attainment at Beverley High School.

Yours sincerely

Mrs C North  
Attendance Officer  
Beverley High School

Dear Parent/Carer

**RE: Name + % attendance**  
**The Importance of School Attendance**

We are pleased to inform you that your child's attendance and/or punctuality has improved to a level that is now in line with the expectations of the school. We would like to congratulate your child on their efforts to attend school more regularly and to thank you for your support in this matter.

Please continue to support this improvement by encouraging your child to attend school and by letting them know that you are monitoring any absences.

If you require any additional support or advice from the school, then please do not hesitate to contact the Attendance Officer or your child's Year team on 01482 881658.

Thank you for your support in ensuring excellent attendance and attainment at Beverley High School.

Yours sincerely

Mrs C North  
Attendance Officer  
Beverley High School