



Attendance Policy

Aims:

Current research has established a clear link between attendance and the attainment of students. The aim of this policy is to try to prevent students from being deprived of their educational opportunities, by either their own non-attendance, that of other students or any other circumstances.

Principles:

At The Warriner School we believe that good attendance and punctuality are a crucial factor in enabling students to benefit from the education we offer. We will do all we can to ensure maximum attendance for all students and to identify and address any problems as quickly as possible.

We recognise that parents have a vital role to play and that there is a need to establish good home-school links and communication systems for those occasions when there are concerns about attendance.

Criteria for Successful Practice:

The Warriner School expects that all our students:

- will aim for 100% attendance
- will attend school regularly, good attendance is categorised as 96-100%
- will arrive on time and appropriately prepared for the day
- will sign in at the general office if they arrive late for any reason
- will inform a member of staff of any problem or reason that may hinder them from attending school

The Warriner School expects that parents or carers:

- will aim to support their child to achieve 100%
- will ensure that their child attends school regularly. Good attendance is categorised as 96-100%
- will contact the school on the first day of absence whenever their child is unable to attend school and give a valid explanation.
- will contact the school every day that their child is unable to attend school.
- will ensure they respond to Groupcall text messages with regard to their child's absence
- will ensure that any absence is followed by an explanation of why their child was absent and for what period of time if it is for more than one day
- will ensure that their child arrives in school well prepared for the school day
- will contact the school in confidence whenever any problem occurs that may keep their child away from school
- will refrain from taking their child out of school for holidays or occasional days unless there are significant exceptional circumstances, authorised at the discretion of the Headteacher

Parents and students should expect the following from The Warriner School:

- regular, efficient and accurate recording of attendance and absence
- early contact with parents when a child fails to attend without providing good reason



The Warriner School

Responsible - Respectful - Ready

- prompt action on any problem notified to us
- the referral of specific issues to supporting agencies where appropriate
- the communication of clear expectations of what is good attendance
- clear guidelines as to how good attendance is promoted

Expectations of Governors

- to monitor the effectiveness of the policy through Head of School reports
- to support the school in encouraging good attendance through role modelling
- to communicate with parents and other agencies as appropriate
- to nominate the Safeguarding Governor to have specific oversight of attendance issues
- to attend celebrations of good attendance

School Procedures related to Attendance

Class Teachers will:

- follow the school's attendance procedures (Appendix 1)
- follow the school procedures to ensure that the electronic registration of students is completed accurately in each lesson (Appendix 1 & 2)
- monitor the attendance of individuals within a class and inform the relevant Heads of Year where patterns of non-attendance are detected
- ensure that, in cases where a student has truanted from their lesson the student makes up missed work during a formal detention – Subject Leader and Subject Teacher responsibility
- inform On Call and the General Office when a student has truanted their lesson and record appropriately
- ensure that appropriate work is set and marked for long-term absentees and those on long-term exclusions – this is a statutory obligation
- welcome back students who have returned from a long-term absence in a professional manner
- ensure that all students within lessons are able to access the curriculum through a range of teaching and learning strategies in line with the school's Curriculum Policy
- provide a remote learning package for students unable to attend

Form Tutors will:

- follow the school procedures for registration periods (Appendix 1 & 2)
- make contact with parents or carers regarding any welfare concerns
- make contact with parents when Tutees attendance begins to drop below 96%
- inform the Attendance Officer and Heads of Year of possible attendance concerns, including lateness (Appendix 1 & 2)
- promote a positive attitude to attendance and punctuality within their tutor group
- Attend Parent Contract meetings where possible
- Monitor students attendance between 90 & 96%

Heads of Year will:

- foster a positive attitude to attendance within the year group through assemblies and the presentation of certificates



- ensure that their tutor teams are fully aware of the school's attendance procedures and are confident in their implementation
- liaise with the Attendance Officer in cases of long or unexplained absences
- organise and plan for the return of long-term absentees
- attend Parent Contract/TAFs (Team Around the Family meetings where possible)
- be involved in the development and maintenance of the targeting process for full attendance
- implement sanctions where there have been instances of truancy or lateness whether from individual lessons or for whole days

The Attendance Officer will:

- take overall responsibility for developing the Attendance Policy within the school
- liaise with Local Authority to ensure compliance with the County Attendance Team
- promote and encourage good attendance through the annual celebration of attendance awards ceremony and assembly recognition.
- liaise with Heads of Year on attendance issues relating to individuals or groups
- liaise with the administrative department responsible for maintaining the school's database for attendance
- work closely with the DSL and pastoral support workers to support all students with attendance concerns
- report to the Senior Leadership Team, including the DSL, on attendance matters
- liaise with Governors Admissions Subcommittee
- liaise with relevant staff over the implementation of school procedures for non-attendance (Appendix 4)
- oversee all 'Reintegration Time Tables', following O.C.C. guidelines
- support the Warriner MAT primary schools with any complex attendance issues including being part of a panel meeting prior to referral to the County Attendance Team

Monitoring and Evaluation

There is a requirement on the school Governing Body to report annually to Department of Education and Local Authority (LA) the attendance statistics and levels of authorised and unauthorised absence for the preceding school year.

The Warriner School will monitor targets set by the LA based upon previous attendance and unauthorised absence data. The school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the school will consider whether

- attendance has improved
- punctuality has improved
- parental response to absence has improved
- re-integration plans have been successful
- students are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within the school
- guidelines have changed



Legal Proceedings

The Education Act 1996 Section 444¹ and the Anti-Social Behaviour Act 2003, Section 23,² give powers to the Local Authority to initiate a range of legal procedures if parents/carers fail to ensure an appropriate education for their child/children. These procedures include a Penalty fine, an Education Supervision Order, Parenting Order or prosecution, which could result in a fine, unpaid work in the community and, in extreme cases, a term of imprisonment.

Related Policies³

Child Protection Policy

Access to Education for Children & Young People with Medical Needs

School's Behaviour Policy

Curriculum Policy

Special Educational Needs Policy

Health & Safety Policy Part III

Off-site Activities

Reviewed: December 2020

By: Mike Lowdell

Next Review: December 2021

Approved and verified by the Full Governing Body on 10th December 2020

¹ . D for E (1996) The Education Act, section 444. London: HMSO as accessed from <http://www.legislation.gov.uk/ukpga/1996/56/section/444> , date of accession May 2012

² United Kingdom Parliament and Government Act (UKPGA) (2003) The Anti-Social Behaviour Act, section 23. London: HMSO as accessed via <http://www.legislation.gov.uk/ukpga/2003/38/section/23>, date of accession May 2012

³ All related policies in this section are referenced as The Warriner School (2012)



ATTENDANCE PROCEDURES

Recording Attendance:

- A.M. Registration period – attendance is recorded by Tutors, using Go4Schools Lesson Monitor software
- P.M. attendance is recorded by subject teachers during period 4, using Go4Schools Lesson Monitor software
- attendance is monitored every period by Go4Schools
- where Lesson Monitor is not accessible or equipment has failed, attendance will be recorded on a written register, which will be sent to the General Office for processing and recording attendance i.e. by 8:45 am or 2:15 pm
- subject teachers will record student's attendance for each lesson in Go4Schools Lesson Monitor
- new staff members are trained in the use of Go4Schools Lesson Monitor and attendance procedures
- code 'O' (unauthorised absence) will be managed by the General Office admin staff & Attendance Officer

Tutorial Periods:

- tutors will send notes of explained absence via their register to Administrators
- tutors will remind students when an explanation of absence has not been given and request written confirmation from parents. Administrators will forward to the Head of School
- tutors will receive and forward to Administrators any holiday/leave of absence applications for students for processing
- tutors will ring home to do a welfare check when a student's attendance begins to fall below 96%
- tutors will raise any attendance concerns to the Attendance Officer

Understanding types of absence:

Every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. If this occurs, school will require evidence of the appointment to be able to authorise the absence.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority (County Attendance Team) using sanctions and/or legal proceedings.

This includes:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained



- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- excessive illness without medical evidence

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA threshold or is at risk of moving towards that threshold is given priority and you will be informed of this immediately.

PA students will be provided with academic mentoring where absence affects attainment.

All our PA students and their parents are subject to an Action Plan and the plan may include: allocation of additional support around raising attendance. All PA cases are also automatically made known to the County Attendance team. If your child becomes a PA student, we will seek your consent to complete an Early Help Assessment with you and consider convening a Team Around the Family.

Absence Procedures: If your child is absent you must:

- contact us as soon as possible on the first day of absence and every day of absence.

If your child is absent we will:

- telephone or text you on the first day of absence if we have not heard from you
- invite you in to discuss the situation with our Attendance Officer and/or Pastoral Leaders
- refer the matter to the County Attendance Team if attendance moves below 90%.

The County Attendance Team: Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the County Attendance Team at the Local Authority. At the school's request, they may issue a Penalty Notice per parent/carer, per child (currently £60 rising to £120 if unpaid after 21 days. If unpaid after 28 days a summons to Court will be issued for each unpaid Penalty Notice for prosecutions in the Magistrates Court. This can result in a criminal record and a fine of up to £2,500, a Community Order, Parenting Order or ultimately a custodial sentence). The legislation is the Education Act 1996 sec. 444(1) and 444(1A). Parents that have previously been issued with Penalty Notices for their children's unauthorised absences, in the event of further unauthorised absences may receive summonses to Court. "If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence." Alternatively, parents or children may wish to contact the County Attendance Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01865 323513 attendance@oxfordshire.gov.uk



PROCEDURES FOR STUDENTS ARRIVING LATE TO SCHOOL

Late Arrivals - Tutor:

- the Tutor will record a student who arrives late but before the register is sent via Go4Schools as code 'L' (before 8:40 am)
- if the register has been closed (after 8:40 am) students must report to the General Office to record their late arrival and give a valid explanation
- late marks are recorded in Go4Schools and checked – reports are produced and analysed by pastoral managers, parents will be informed
- late reports will be produced by the Attendance Officer and discussed with Head of Year (HofY) at Focus on Attendance, Behaviour and Special Needs (FABS) meeting
- late letters only generated by the Attendance Officer

ELECTRONIC REGISTRATION PROCEDURES 2019-20

- 8.25a.m. Warning bell
- **8.30a.m. A.M. Registration use Go4Schools "send" by 8:40 a.m.**
- 8.30 am Tutorial/Assembly
- 8.50 a.m. Period 1
- 9.50 a.m. Period 2
- 10.50 a.m. Break
- 11.10a.m. Warning bell
- 11.15a.m. Period 3
- **12.15p.m. Period 4 - P.M. Registration - Go4Schools**
- 1.15p.m. Lunch
- 1.55 p.m. Warning Bell
- 2.00p.m. Period 5

Period 4 – P.M. Registration

Period 4 is our statutory afternoon registration period. It is essential to register students via Go4Schools and send to the network by 12.25pm. The Attendance Officer will monitor P.M Registration and report to the Head of School any late/missing registrations if necessary. In the event of an emergency evacuation we would not be able to produce accurate attendance data if teachers do not send their register to the system until later in the period.



School Procedures for Non-Attendance

Pastoral Administrators

- if a student is absent and contact is not received from the parents, the parents will be contacted on the first day of absence by Groupcall Text message
- day 1 – if no response , Pastoral Administrators will telephone priority contact 1 and/or priority contact 2
- day 2 – if no response, Pastoral Administrators will again attempt to contact priority contact 1 and/or 2 by Groupcall Text message and telephone
- day 3 – if no response by 3:00 pm , Pastoral Administrators will notify the Attendance Officer
 - The Attendance Officer will endeavour to contact other professionals involved with the student
- day 4 – The Attendance Officer may visit the student’s home address to discuss the absence with parent/guardian. Should contact not be made a ‘missing in education’ referral will be completed and emailed to the Children and Families Early Intervention Service at;
BanburyFST@oxfordshire.gov.uk

The Attendance Officer

- the school’s Attendance Officer is responsible for monitoring students attendance
- attendance procedures will be followed should students have issues attending school:
 - below 90% attendance - supportive letter may be sent home possibly preceded or followed by a telephone call
 - if attendance does not improve, a letter may be sent asking for medical evidence for absence
 - if attendance falls below 85% a Parent Contract meeting with parents may be called, during which parents may be asked to provide evidence for all subsequent absences. This may also happen when a student has an attendance percentage higher than 85% and the parent requests a parent contract or the attendance displays a pattern that is a cause for concern
 - an EHA (Early Help Assessment) will be offered should the Attendance Officer feel it is relevant
 - review meeting will take place after 10 and 20 school days
 - the Attendance Officer will incorporate a home visit into the support plan if relevant
 - prior to referral to the Attendance and Engagement Service, a Governors Attendance Panel Meeting will be called, chaired by the Attendance Officer and Safeguarding Governor
 - if there is no improvement in attendance, a referral may be made to the Attendance and Engagement Service
- in extreme cases where the matter of persistent absence cannot be resolved between school and parents, the school will refer the matter formally to the County Attendance Team and, where necessary, legal proceedings will be instigated



School Procedures for Holiday Absence

- requests for absence for holidays during term time will only be considered if there are exceptional circumstances
- a 'Request for leave' form must be completed (available from the General Office and online)
- if a holiday has been refused, upon the student's return the matter will be referred to the County Attendance Team, which may result in Court action. Please refer to the penalty notice on the school website

Reintegration timetables

Students may be placed on a reintegration time table in extreme circumstances

- as part of an in school package – Where parent/carers, school and other professionals agree a short term (no longer than 1 Oxfordshire term) which would support a pupil who has become disaffected, to regain success
- for medical reasons - Where a pupil has a serious medical condition where recovery is a priority outcome
- reintegration – As part of a planned reintegration into school following an extended period out of school e.g. following an exclusion, non-attendance, school refusal etc

The Attendance Officer will oversee all time tables, making sure that correct procedures are followed. In circumstances where the school consider that it may be necessary to establish a timetable for a pupil, the school will have:

- undertaken a risk assessment and given consideration to safeguarding measures for the duration of the timetable
- notified the DSL and pastoral support team
- informed other services who are involved with the pupil/family e.g FSS, LCSS, Social Care, SEND
- convened a meeting to discuss the proposals for a reintegration timetable. This must include the parent/carers. If the pupil is a Looked after Child this must include a member of the LAC team
- ensured the parent/carers are aware the proposed timetable aims to return to full time education and should ideally be no longer than 1 Oxfordshire term.
- held regular reviews within this timeframe and inform the Social Inclusion Team of any further amendments to the reintegration timetable
- ensured the pupil is coded 'C' for the sessions that have been mutually agreed not to involve attendance at school or an alternative provision. The Attendance Officer will liaise with the Administration Team ensuring they are aware of any changes that may occur to the timetable



School Procedures for Students missing from lessons during the school day

Class teacher reports a missing student to the General Office **(GO)** after completing the register – AM & PM First 10 minutes
P2/3/5 First 20 minutes

Class teacher reports a high profile missing student to the General Office **(GO)** immediately

- **GO** checks informs and a Senior Leader **(SL) On-Call** who perform a site search to locate the missing student

- If consecutive lesson registration points are missed **GO notifies On Call** then Parents or any other contact on Go4Schools

- After a maximum 30 minute site search is completed and the student is still missing **GO** notifies Parents or any other contact on Go4Schools
GO notify DSL or **Senior Leader** in charge.

- If parents are unable to locate their child or provide an account of their whereabouts **GO** will inform Parents that either the school (or parents) will notify the police on 101 and report a missing child
- If **GO** are unable to get hold of Parents or any other contact within 1 hour **GO** will notify the police on 101 and report a missing child

- NB – if an individual student has a risk assessment located in Department Share, any additional guidance on the risk assessment will be followed.
- **GO** will record relevant comments as the procedure continues