



LGB Policy Name and Reference	Attendance Policy
Review Frequency:	Annually or in response to change in legislation or Gov Policy.
LGB Approval Body:	Norlington Governing Body
LGB Governor Responsible:	[Name of LGB Governor Responsible for this LGB Policy]
Date of Last LGB Academy Review:	June 2020
Date of Next LGB Academy Review:	July 2021
Other Key Staff or Partners:	Keith Tonge: Assistant Principal with responsibility for Attendance Irfan Khan: Attendance Officer Rhianna Charles, Office Attendance Administrator Carl Wadey: Head of 6 th Form Olufemi Saka: Behaviour, Attendance & Children Missing in Education (BACME) Officer. Referred to as EWO in this Policy.
Appendices:	A: Duties of Key Staff B: Absence Letters Proforma C: Attendance facts D: Attendance Codes
Related Legislation:	The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5) The Education (Pupil Registration) (England) Regulations 2006 The Education (Pupil Registration) (England) (Amendment) Regulations 2010 The Education (Pupil Registration) (England) (Amendment) Regulations 2011 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2016 School Attendance: Guidance for maintained schools, academies, independent schools and local authorities, July 2019 Keeping Children Safe in Education, April 2020 update
To be Read in Conjunction with LGB Academy Policy:	Safeguarding Policy

Signed on behalf of Norlington LGB:

Date:

No of Pages in addition to this Cover Page: 9



Attendance Policy

1. Introduction

- 1.1 The purpose of this document is to make sure that Norlington School and 6th Form has clarity over statutory duties in relation to attendance and punctuality and that clear protocols and procedures are established and followed in order that these requirements are met.

2. Aims

- 2.1 The aim of the Norlington School and 6th Form Attendance Policy is to ensure that all students who attend Norlington School attend school regularly and on time, that parents are kept fully informed of their child's attendance and punctuality record and are supported if they are finding it difficult to get their child to attend regularly or on time.
- 2.2 The aim of this Policy is to ensure that all staff who are employed by an Exceptional Education Trust Academy understand and are able to meet their responsibilities in implementing this policy.
- 2.3 The aim of this policy is to ensure that the good reputation of the Exceptional Education Trust and its Academies is maintained and to limit any complaint against the Trust or the individual Academies.

3. Responsibilities

- 3.1 The Multi Academy Trust Board of Directors is responsible for ensuring that the Local Governing Bodies of the Academies within the MAT have an Attendance Policy in place and that there is fairness and consistency across the MAT Academies.
- 3.2 The Local Governing Body (LGB) of the Academy is responsible for adopting a clear Attendance policy; this may be delegated to a sub-committee of the full LGB, named on the cover page for this policy. In addition, it is the responsibility of the LGB to act consistently and fairly when dealing with complaints and follow the Complaints Policy and Procedure should a complaint arise. The named Local Governor who is responsible for this policy is named on the cover page for this policy.
- 3.3 The school has a responsibility to;
 - 3.3.1 Maintain clear records of attendance and punctuality, and investigate any unexplained absenteeism
 - 3.3.2 Encourage, support and reward high standards of attendance and punctuality
 - 3.3.3 Work closely with parent/carers to support them with any difficulties they may have relating to attendance or punctuality
 - 3.3.4 Refer any issues relating to attendance and punctuality that give cause for concern to the Education Welfare Service
 - 3.3.5 Refer any unauthorised term time holidays to the Education Welfare Service, with a view to issuing a fixed penalty notice.
- 3.4 The Principal is responsible for ensuring that working arrangements allows for the full implementation of the Attendance policy, that all employees are aware of the policy and related procedures and comply with legal requirements. The Principal will also ensure concerns of students and families are listened and appropriately addressed.
- 3.5 The Assistant Principal with responsibility for Attendance, the Attendance Officer and the Office Attendance Administrator attendance are the named members of staff named on the cover page of this document and will be responsible for the day to day management of the policy and its systems.
- 3.6 The Heads of School have responsibility for reviewing attendance with Heads of Year (HOYs) in line management meetings and providing guidance where required.
- 3.7 The Attendance Officer (AO) has responsibility for close monitoring of the attendance of students and identifying students at risk of poor attendance and the persistent absentees. In addition, it is the responsibility of the AO to meet with the Heads of Year and Attendance Welfare Officer to agree and co-ordinate any action required, and to ensure that directions to the Attendance Administrator are clear.
- 3.8 The school's designated Education Welfare Officer (EWO) has responsibility for ensuring that students whose education is being affected by irregular attendance or absence. This is a key role and involves working with all parties, including the students themselves and their families. Note



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that our EWO's full formal title is *Behaviour, Attendance & Children Missing in Education (BACME) Officer*.

- 3.9 Heads of Year (HOYs) have responsibility for implementing the policy in relation their Year Group.
- 3.10 The Attendance Administrator has responsibility for implementing day to day administrative tasks in relation to attendance to support the work of the AO and the EWO, including communicating with parents and sending out attendance letters.
- 3.11 All staff at the Academy are responsible for ensuring their familiarity with and understanding of the Attendance Policy and apply it fairly consistently when carrying out their duties. Where the policy or related procedures are not understood, it is the responsibility of staff to direct questions to their line manager or HOY in the first instance.
- 3.12 Form tutors have responsibility for the daily completion of the morning and afternoon register and to raise any concerns with their HOY. They are also required to meet with their registration group's HOY regarding attendance concerns and to work with the HOY to resolve concerns.
- 3.13 Parents/Carers have a legal responsibility to ensure that their children attend school regularly and on time. They;
 - 3.13.1 Are responsible for contacting the school, by telephone, letter or in person to report their son's absence and the reason for it on the first day of absence
 - 3.13.2 Must ensure that all holidays are taken during school holiday periods and not in term time
 - 3.13.3 Must ensure that all contact details are kept up to date
 - 3.13.4 Must ensure that the school has up to date contact details (address/telephone numbers) for their son and two emergency contact numbers (normally another family member)
 - 3.13.5 Must provide a doctor's certificate for any absence longer than one day if their son is absent due to illness.
- 3.14 . All students must:
 - 3.14.1 Attend school regularly and aim for 100% attendance
 - 3.14.2 Be on time to school and punctual to lessons.

4. Policy Statement

- 4.1 Students need to attend school regularly to benefit from their education. Missing out on lessons results in vulnerability to falling behind. Children with poor attendance tend to achieve less than those with good attendance.
- 4.2 We will promote good attendance and reduce any absence, including persistent absence to ensure that every student has access to full-time education to which they are entitled.
- 4.3 We will act early to address patterns of absence.
- 4.4 We will promote good punctuality to school and to lessons.
- 4.5 The foundation for good attendance is a strong partnership between the school, parents and child.
- 4.6 The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.
- 4.7 Parents have the right to be kept fully informed of their son's attendance/punctuality record.
- 4.8 Parents can expect support from the school if they are finding it difficult to get their child to attend regularly or be on time.
- 4.9 We will ensure that our students are made aware of the importance of good attendance and how this will benefit them.

5. Duties of Key Members of Staff

- 5.1 Key Duties of all parties are detailed in *Appendix A: Duties of Key Staff* and summarised here.
- 5.2 The Assistant Principal must;
 - 5.2.1 **Weekly:** Meet with the AO to receive attendance update (including tracker) and provide the AO and HOYs with an analysis of the previous week's register
 - 5.2.2 **Fortnightly:** provide the AO and HOYs with the Persistent Absence analysis and meet with the EWO to review student attendance concerns and actions
 - 5.2.3 **Every cycle:**



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- Meet with the AO
 - Sign off fines
 - Speak with the EWO about students with persistent absence
 - Generate the End of Cycle analysis for the Academy Dashboard
 - Identify students vulnerable to Persistent Absence category
- 5.3 The Attendance Officer must;
- 5.3.1 **Daily:** Identify any N Codes and the direction of attendance
- 5.3.2 **Weekly:**
- Complete ongoing agreed analysis (including attainment tracker)
 - Identify any unusual attendance trends
 - Meet with the HOYs and the EWO and the Attendance Administrator to identify communication with parents
 - Make referrals to the EWO.
- 5.3.3 **Fortnightly:** Liaise with HOYs, the Attendance Administrator regarding letters to be sent out.
- 5.3.4 **Every cycle:** Analyse the end of cycle dashboard data to identify trends for groups and individuals; and report Findings back to the Assistant Principal with responsibility for Attendance.
- 5.4 The Education Welfare Officer must;
- 5.4.1 **Weekly:** Work with students who have persistent absence and their parents
- 5.4.2 **Fortnightly:** Meet with HOYs and the AO regarding individual cases
- 5.4.3 **Every cycle:** Manage court procedures
- 5.5 Heads of Year must;
- 5.5.1 **Daily:** track the attendance of targeted students and discuss N Codes for targeted students
- 5.5.2 **Weekly:** identify any attendance concerns (students whose attendance has fallen below 90-95%)
- 5.5.3 **Fortnightly:**
- analyse the attendance data
 - meet with the AO and the EWO to identify trends discuss individual cases that will require further action or monitoring
 - meet with students and their parents/carers if their attendance is poor
- 5.5.4 **Every cycle:** meet with parents of students with absences. *
- 5.6 The Attendance Administrator must
- **Daily:** chase up N Codes and liaise with HOYs regarding O codes and I codes
 - **Weekly:** liaise with HOYs regarding pupils causing concern and liaise with HOYs regarding letters and ensure these are sent out

6. Attendance Register and Process

- 6.1 By law, schools are required to keep an attendance register, and all students must be placed on this register.
- 6.2 The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:
- a) Present
 - b) Attending an approved off-site educational activity
 - c) Absent
 - d) Unable to attend due to exceptional circumstances
- 6.3 Any amendment to the attendance register will include:
- a) The original entry
 - b) The amended entry
 - c) The reason for the amendment
 - d) The date on which the amendment was made
 - e) The name and position of the person who made the amendment



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- 6.4 Attendance is recorded using the DfE attendance codes (*Appendix C: Attendance Codes*).
- 6.5 Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
- 6.6 The school opens for students at 8:00am, when students can attend breakfast club should they wish to. All students must arrive in school by 8:40am on each school day.
- 6.7 The register for the first session will be taken at 8:45 am and will be kept open until 9:05am. The register for the second session will be taken at 2:10pm and will be kept open until 2:15pm.
- 6.8 Students are expected to enter the school through the gates on Pretoria Road every morning.
- 6.9 Students arriving to school later than 9.05am will not be able to enter the school through the gates on Pretoria Road and will need to come to the main office.
- 6.10 All Students arriving in school after 9.05am must sign in at the school office.
 - a) The register will record a 'U' mark, which is a Late (after registers closed).
 - b) The register will record an unauthorised absence for the session.
 - c) This will mean that although the child is in school, they will miss their registration mark for that session.
 - d) This will affect their overall attendance percentage.
- 6.11 The names of all students who arrive late for morning or afternoon registration are recorded by the school office.
 - a) Late detentions take place for all other students on Tuesdays after school.
 - b) If a student is late, he will have a 15-minute detention.
 - c) If a student is late twice, he will have a 30-minutes detention.
 - d) If a student has 3 or more lates, he will have a 60-minute detention and the parents will be contacted by his HOY.
- 6.12 Where a student receives 4 'U' marks over a 2-week period, the school can request that the Education Welfare Service issues a Fixed Penalty Notice Warning Letter or a Penalty Notice under Section 23 of the Anti-Social Behaviour Act, 2003 (*Section 5. Legal Sanctions*).

7. Unplanned Absence

- 7.1 An unplanned absence is an unexpected absence that has not been planned for and the school has not been informed about in advance. For example, if a student is unable to attend due to ill health.
- 7.2 Parents must notify the school on the first day of an unplanned absence by 8:30am or as soon as practically possible. This can be done by calling the school office on 0208 539 3055 and selecting option 2.
- 7.3 Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
- 7.4 If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- 7.5 If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

8. Medical or Dental Appointments

- 8.1 Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.
- 8.2 However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.
- 8.3 Applications for other types of absence in term time must also be made in advance (*See Section 14: Granting Approval for Term-Time Absence*).

9. Leaving the Site During the School Day



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- 9.1 Parents / carers must inform the school in advance if they need to take their child out of school to attend an appointment, interview or educational activity at another venue.
- 9.2 It is expected that appointments other than emergency ones are booked outside of school time where possible.
- 9.3 The school does not permit students to leave school grounds unless a parent or carer has provided the school with a written note.
- 9.4 Other than in an emergency, a letter or an appointment card must be presented at the office or a phone call made in order for the school to be able to authorise the absence.

10. Lateness and Punctuality

- 10.1 A student who arrives late but before the register has closed will be marked as late, using the appropriate code.
- 10.2 A student arriving after the register has closed will be marked as absent using the appropriate code.

11. Reporting to Parents

- 11.1 The school will notify parents/carers of their child's attendance a minimum of 3 times each school year during Tutor/Parents Evenings and Learning Review Days

12. First Day Calling and Safeguarding

- 12.1 To safeguard all students, the Attendance Administrator will contact the Parents/Carers of all students who are absent each day and for whom no message has been received, via the school text messaging service (Group Call). This practice enables us to ensure that all children are safe and that the register can be coded correctly.
- 12.2 So that this safeguarding practice is effective, we hold emergency contact numbers for at least two parents/carers/other relative with parental responsibility for each child. Therefore, it is essential that Parents/Carers ensure the school has the information it needs to carry out its role effectively.
- 12.3 Students who go missing from school, particularly on repeat occasions, are identified as a potential welfare and/or safeguarding concern. We will use our best judgement on a case by case basis to inform any decision to escalate welfare concerns.

13. Following up Absence and Monitoring Attendance

- 13.1 The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.
- 13.2 The AO monitors all pupil absence on a weekly basis.
- 13.3 The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- 13.4 The school follows up.
- 13.5 The academy follows up absences formally by letter:
 - **Unexplained Absence Letter:** the school follows up on unexplained absence by text or telephone call in the first instance. At the end of each week, all remaining unexplained absences are followed up with the *Unexplained Absence Letter* (sometimes referred to as the 'N-Code Letter'). The HoY will confirm there are no reasons why this letter should not be sent out to particular students.
 - **Attendance Warning Letter 1:** sent out if falls below 95%, *Attendance Warning Letter 1* (sometimes called the 95% letter).
 - **Persistent Absence Letter:** students are monitored closely when their attendance falls below 95%, particularly if their attendance continues to decrease. If a student's attendance falls below 90%, the *Persistent Absence Letter* is sent out and the student now falls into the category of a student who has Persistent Absence (PA). This letter is sent out by the EWO, who will be involved



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- 13.6 Student-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.
- 13.7 The DSL will monitor the attendance of all vulnerable / CP students each week and take appropriate action if necessary.
- 13.8 **Children Missing Education (CME) and Children Missing From Education CMfE).** The DSL will inform the local authority of any pupil who fails to attend regularly or has been absent without the school's permission for a continuous period of 10 days or more.

14. Granting Approval for Term-Time Absence

- 14.1 The Principal may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.
- 14.2 The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.
- 14.3 Examples of absences that the principal **will authorise** include:
- Illness and medical/dental appointments
 - Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
 - Traveller students travelling for occupational purposes
 - Interviews or entrance exams for secondary schools.
 - Exceptional circumstances – up to a maximum of 3 days – as authorised by the Principal.
- 14.4 Examples of absences that the school will not authorise include:
- Shopping for new school shoes.
 - Birthday treats.
 - Waiting in for the gas man.
 - Holidays taken in term time, without the Principals approval.
 - Caring for siblings.
 - Attending meetings with parents as translator.
- 14.5 There is no study leave for Year 11 during GCSE examinations. During the formal examination period all year 11 students will follow an exam preparation / revision timetable.

15. Removing Students from the Admission Register

- 15.1 Extended periods of absence could result in a child's name being taken off the admission register and the place filled by a child on the school's waiting list.
- 15.2 The school may remove names from the admission register at the direction of the EWO.
- 15.3 Where a student's name is deleted from the admission register under any of the grounds we will inform the local authority as soon as the ground for removal is met and no later than the time at which the student's name is removed. This does not apply when the student's name is removed after they have completed their final year, unless this information is requested by the local authority.

16. Legal Sanctions

- 16.1 Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
- 16.2 If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.
- 16.3 The decision on whether or not to issue a penalty notice rests with the principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:
- A number of unauthorised absences occurring within a rolling academic year.



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- b) One-off instances of irregular attendance, such as holidays taken in term time without permission.
- c) Where an excluded student is found in a public place during school hours without a justifiable reason.

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

6TH FORM ATTENDANCE

17. Attendance in the 6th Form

17.1 Regular and punctual attendance at school is essential in order for students to maximise the opportunities available to them. Norlington 6th Form aims for every student to have access to full-time education to which they are entitled. It is the responsibility of students to attend school every day. Student attendance is a key component of any UCAS or apprenticeship reference. Students are made aware of this and are made explicitly aware about the importance of having a high attendance record for any post 18 application.

17.2 Norlington 6th Form seeks to utilise Points 5 & 6 of the 6th Form Attendance Procedure to reward high attendance through the Privilege Pass System and recognition in the 6th Form Celebration of Achievement Assembly (*Section 18. 6th Form Attendance Procedure*).

17.3 Norlington 6th Form will utilise Stages 1-4 of the 6th Form Attendance Procedure in response to poor attendance (*Section 18. 6th Form Attendance Procedure*).

18. 6th Form Attendance Procedure

18.1 Stage 1: 3 Missed Sessions

- a) A student will be placed on Stage 1 if they have missed three or more registered sessions, resulting in the weekly attendance average dropping below 85%
- b) The student and their main home contact will be notified via email through the Group Call system.

18.2 Stage 2: 6 Missed Sessions

- a) A student will be placed on Stage 2 if they have a second occurrence of three or more missed registered sessions, resulting on the weekly attendance average dropping below 85% and this having a significant impact on their overall weekly attendance.
- b) The student and their main home contact will be notified via post and subject staff will be alerted that interventions are taking place.
- c) The student will attend a meeting with their Tutor or the Deputy Head of 6th Form.

18.3 Stage 3: 9 Missed Sessions

- a) A student will be placed on Stage 3 if they have a third occurrence of three or more missed registered sessions within one term (up to twelve weeks), resulting on the student's 6th Form attendance being a concern.
- b) The student and their main home contact will be notified via post and invited to attend a meeting to discuss the next steps.
- c) A support/intervention plan will be put in place regarding attendance and adapted timetable.
- d) The Head of 6th Form will be notified at this stage.

18.4 Stage 4: Head of 6th Form Referral

- a) A student who shows no sign of improvement will be referred to the Head of 6th Form for the next wave of intervention.
- b) An adapted timetable will be made relevant to the student and their situation.
- c) The student's continued placement at the 6th Form will be dependent on the outcome of the next wave of intervention and will be at the discretion of the Head of 6th Form.

18.5 Punctuality



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- a) A student who is late more than 3 times per week will initiate a similar procedure to that of the 4 stages listed above.

18.6 Rewarding Good Attendance

- a) A student with above 95% attendance will receive a silver privilege and a student with above 98% attendance will receive a gold privilege under the Privilege Pass System.
- b) Any student with good attendance will also be recognised every half term in the 6th Form Celebration of Achievement Assembly.

19. Attendance to 6th Form Lessons

19.1 All students are registered at the start of each timetabled session by attendance to morning (AM) and afternoon (PM) registration with their form tutor in Tutor Periods. All students are required to attend both AM and PM Tutor Periods.

19.2 In addition to Tutor Periods, 6th Form lessons comprise:

- a) Nine subject lessons per fortnight for each course of study
- b) Up to five Directed Study Periods per week
- c) Two PE lessons per fortnight
- d) One Tutorial per week

19.3 Tutor Periods and all of the above lessons are mandatory and contribute to the total contact time required to provide a full course of study. Absence from any lesson is governed by the same attendance rules and followed up by the 6th Form Attendance Procedure.

19.4 Absence from any lesson will take place at the discretion of the Head of 6th Form. Absence to attend appointments and other activities, such as driving lessons or driving tests, are not permitted during timetabled lessons.

19.5 Directed Study is timetabled in the 6th Form Study Area and is also in the library, which will be monitored by the school librarian who will report any incorrect use of the library. Directed Study is not permitted in any other school space unless agreed by subject staff or 6th Form team.

19.6 Lesson and session attendance will be monitored on a weekly basis and recorded for information.

19.7 Absence from lessons will be followed up by subject staff and the 6th Form Team (which includes Head of 6th Form, Deputy Head of 6th Form, Tutor team).

19.8 The decision on whether a student's attendance is adequate is at the discretion of the 6th Form Team. If they deem a student to have inadequate attendance, a record will be made the Attendance Procedure implemented. If subject staff and the 6th Form team are not satisfied with reasons/amount of absence, the 6th Form Attendance Procedure will be implemented.

19.9 The 6th Form will endeavour to alert students where staff are absent from lessons. In the event of staff absence, students must register with a member of office staff in Reception, unless otherwise arranged by the subject staff or the 6th Form Team.

20. Absence and Leave Requests

20.1 Weekly attendance averages should not drop below 85%. When this happens, students are highlighted as a concern and the Attendance Procedure will be implemented.

20.2 The 6th Form is committed to supporting students who are absent for long periods of time due to illness and will work with parents/carers/students on the best possible outcome.

20.3 Parents are required to alert the 6th Form of any unplanned absence and the reason for it as outlined in *Section 7: Unplanned Absence*. Students are also required to send a courtesy email to his/her subject teachers. Unexplained unplanned absences will trigger the 6th Form Attendance Procedure.

20.4 Planned absences for activities such as medical appointments must be requested by submitting a Leave Request, accompanied by any supporting documentation, to the Deputy Head of 6th Form at least 2 hours in advance.

20.5 Planned absences to attend activities such as a driving test are only permitted at the Head of 6th Form's discretion.



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20.6 If a planned absence is approved, Reception will be informed by email and the student will be signed out at the requested time.

21. Signing in and Out at Reception and ID Cards

21.1 It is the responsibility of students to have their ID cards visibly on their person inside the building.

21.2 Students must report a lost/stolen/defaced ID card and it will be replaced.

21.3 If a student does not display their ID card, they will be challenged by a member of staff. Staff dissatisfied with the student's response will report students to the 6th Form Team.

21.4 Students must have written permission from a member of the 6th Form team to exit the building. They are required to report to Main Reception if they wish to enter/exit the building.

21.5 Students entering the building after 08:50 should sign in at Reception and will be marked as Late on the register.

21.6 Students arriving on days where they are not required to attend will sign in at Reception.

22. Punctuality

22.1 Students are required to attend every contact time session punctually. Lateness is not acceptable and will be recorded at the discretion of the member of staff taking the register.

22.2 Contact time sessions include taught lessons, Directed Study Sessions, Tutor Period and PE Lessons.

22.3 Students are expected to arrive by 08:45 for morning registration on any day they have a timetabled lesson/session.

22.4 Poor punctuality will be followed up by the implementation of Point 25 the 6th Form Attendance Procedure.

Appendix A: Duties of Key Staff

	<u>Assistant Principal</u>	<u>Attendance Officer</u>	<u>Education Welfare Officer</u>	<u>Heads of Year</u>	<u>Attendance Administrator</u>	<u>DSL</u>
<u>Daily</u>		<ul style="list-style-type: none"> Identify any N Codes Identify direction of attendance 		<ul style="list-style-type: none"> track attendance of targeted students discuss N Codes for targeted students 	<ul style="list-style-type: none"> chase up N Codes liaise with HOYs regarding O codes and I codes 	
<u>Weekly</u>	<ul style="list-style-type: none"> Meet with the AO to receive attendance update (including tracker) Provide the AO and HOYs with an analysis of the previous week's register 	<ul style="list-style-type: none"> Complete ongoing agreed analysis (including attainment tracker) Identify any unusual attendance trends Meet with HOYs, EWO and Attendance Administrator to identify communication with parents Make referrals to the EWO. 	<ul style="list-style-type: none"> Work with students who have persistent absence and their parents 	<ul style="list-style-type: none"> identify any attendance concerns (students whose attendance has fallen below 90-95%) 	<ul style="list-style-type: none"> liaise with HOYs regarding pupils causing concern liaise with HOYs regarding letters and ensure these are sent out 	<ul style="list-style-type: none"> Monitor the attendance of vulnerable / CP students each week.
<u>Fortnightly</u>	<ul style="list-style-type: none"> Provide the AO and HOYs with the Persistent Absence analysis Meet with the EWO to review student attendance concerns and actions 	<ul style="list-style-type: none"> Liaise with HOYs, the Attendance Administrator regarding letters to be sent out. 	<ul style="list-style-type: none"> Meet with HOYs and the AO regarding individual cases 	<ul style="list-style-type: none"> analyse attendance data meet with AO and EWO to identify trends discuss individual cases that will require further action or monitoring meet with students with parents/carers if their attendance is poor 		
<u>Every Cycle</u>	<ul style="list-style-type: none"> Meet with AO Sign off fines Speak with the EWO about students with PA Generate the End of Cycle analysis for the Academy Dashboard Identify students vulnerable to PA category 	<ul style="list-style-type: none"> Analyse the end of cycle dashboard data and identify trends for groups and individuals. Report Findings back to the Assistant Principal with responsibility for Attendance. 	<ul style="list-style-type: none"> Manage court procedures 	<ul style="list-style-type: none"> meet with parents of students with absences. 		
<u>When Appropriate</u>						Inform LA of CME / CMfE students

Appendix B: Absence Letter Proformas – Unexplained Absence Letter



Wisdom is Strength

NORLINGTON SCHOOL & 6TH FORM
A SPECIALIST MATHEMATICS AND COMPUTING SCHOOL

Dear Parent/Carer

Re: Name **Form:**

It has come to my attention that (name) was away from school on the occasion(s) listed below and that we have not received an explanation for this absence.

(Dates of absence)

We look forward to receiving your explanation and would remind you that failure to provide a valid reason for these absences could result in them being declared unauthorised, damaging (name)'s attendance record.

Please confirm you have read this letter by completing and returning the reply slip below to the school office within the next 7 days.

Yours faithfully,

|
Office Administrator

I confirm that I have read the letter regarding my son's absence and give explanations as below:

NAME:

FORM GROUP:

Date of Absence	Reason

SIGNED DATE:

Norlington Road, Leyton, London, E10 6JZ ☎ 020 8539 3055 Fax: 020 8988 9661 ✉ norlington@norlington.net 🌐 www.norlington.net



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Attendance Policy

Appendix B: Absence Letter Proformas – Attendance Warning Letter 1 (95%)



Wisdom is Strength

NORLINGTON SCHOOL & 6TH FORM

A SPECIALIST MATHEMATICS AND COMPUTING SCHOOL

Student: (name)

Tutor group:

ATTENDANCE BELOW 95%

Dear Parent/Carer

I am writing to inform you about the increasing focus of the Government in relation to Persistent Absence (PA), this is broadly defined as students with 90% attendance or below. The Government target for school attendance is 95%.

Absences include all authorised or unauthorised circumstances. Poor school attendance means that your child is missing vital parts of their learning and social development. It is also recognised as a Safeguarding concern by the government.

Since the start of the school year your child's attendance is 0.00 and any further absences will result in your child falling into the category of a student with Persistent Absence. Further absences can only be authorised if medical evidence is provided

We have a duty of care, shared with the Local Authority, to challenge poor attendance. Where attendance levels are low and where there are invalid reasons (judged by the Education Welfare Service, not the parent) for a pupil's frequent absence or where parents condone absence (e.g. by taking children out of school on unauthorised holidays) then parents render themselves liable to a fine of £60 per pupil per parent.

I would therefore like to offer my assistance to ensure the above does not happen. The school will intervene to support parents as much as possible, but you must inform us of any issues so we are aware. Please support and ensure your child does not miss any days of school.

Yours faithfully,

Mr I Khan
Attendance Officer



Attendance Policy

Appendix B: Absence Letter Proformas – Persistent Absence (PA) Letter (95%)



Wisdom is Strength

NORLINGTON SCHOOL FOR BOYS

A SPECIALIST MATHEMATICS AND COMPUTING SCHOOL

Student:

Tutor group:

ATTENDANCE BELOW 90% (PERSISTENT ABSENCE)

(Students Name) attendance is 0.00%. Target attendance for the school is 95%.

As the Behaviour Attendance and Children Missing in Education Officer based at Norlington School, I am writing to inform you about the increasing focus of the Government in relation to Persistent Absenteeism (PA), broadly defined as students with 90% attendance or below. The Government target for school attendance is 95%, however, since the start of the school year your child's attendance is 0.00% and therefore falls into the category of a student with Persistent Absence.

Absences include all authorised or unauthorised circumstances and no further absences will be authorised unless medical evidence is provided.

Poor school attendance means that your child is missing vital parts of their learning and social development. It is also recognised as a Safeguarding concern and I would like to work with you to try to resolve this matter.

As your child is classed as a PA case, I am inviting you to attend a **Neglect of Attendance** interview. These interviews are conducted when we are considering referring this matter to the Behaviour, Attendance & Children Missing in Education team who has a legal duty to enforce the Government's regulations on school attendance. Such enforcement includes a range of interventions up to and including prosecution that can result in a criminal record and fines up to £2,500.

I would therefore like to you to contact the office to arrange a date and time to meet with me, to discuss this matter. We look forward to seeing you then but if this date and time is not convenient, please contact the school office on 020 8539 3055 to rearrange the appointment for you.

Yours faithfully,

Behaviour, Attendance & Children Missing in Education (BACME) Officer,
London Borough of Waltham Forest

Appendix C- Attendance Facts

REMEMBER:

1. A year has 365 days, 52 weeks and 12 months.
2. A school year has 195 days, 39 weeks and 6 terms.
3. 6 days in each school year are training days for teachers (Inset days).
4. Students therefore attend school for 190 days.
5. A school day is divided into two sessions. A student should therefore attend 380 sessions.

REMINDER:

There is a strong link between poor attendance and underachievement.

- 1 day off a year = 99.5% attendance
- 10 days off a year = 94.7% attendance
- 20 days off a year = 90% attendance (4 whole weeks off school)
- 90% attendance means that a child will be absent from lessons for the equivalent of half a day every week!!
- 90% attendance means a child is absent for the equivalent of four whole weeks of lessons over a year!!!
- 90% attendance means that over five years, a child will be absent from half a year's lessons!!!!



Attendance Policy

Appendix C: 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
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



Attendance Policy

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