



BROUGHTON

HIGH SCHOOL

Attendance Policy

Reviewed and approved by Governors' Access and Support Committee on: 21.1.19
To be reviewed (academic year): 2022-2023

ATTENDANCE POLICY

Principles

High levels of attendance are a crucial target for the school as it is only through high attendance that pupils can receive their entitlement and achieve their potential. Poor attendance is a recognised barrier to achievement. We will therefore monitor and check attendance and support pupils (and families) who are experiencing difficulties over attendance.

Absence can only be authorised by the school.

Attendance will be an important aspect of the Home-School Agreement.

Objectives of Policy

- achievement of the attendance target of 96% each academic year.
- improve the attendance of all pupils at school.
- reduce the number of pupils who fall into the category of persistent absence (PA)
- promote a culture across the school which identifies the importance of regular and punctual attendance.
- make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- further develop positive and consistent communication between home and school and provide advice/support/guidance as appropriate to improve pupil's attendance.
- continue to develop a systematic approach to gathering and analysing attendance related data.
- promote effective partnerships with other services and agencies whenever needed.
- recognise the needs of the individual pupil when planning re-integration following significant periods of absence.
- identify how we will deliver our aims in respect of both regular and punctual attendance

Personnel and Responsibilities

Headteacher

Oversight of school policy and its operation. Ensure that those involved in the policy work coherently and consistently in its operation via a weekly meeting related to attendance. Final decision regarding the removal of pupils from the school roll. Decisions regarding holiday absence.

SLT Attendance Lead (JGB)

Report on Attendance to the Headteacher and Governors.

Produce the school's Attendance Policy and review and evaluate its operation.

Line manage the effectiveness of the relevant teaching and administration staff regarding the policy's operation.

Raise the profile of attendance and punctuality with all stakeholders (staff, parents, pupils).

Analyse all relevant attendance data.

Liaise with Childrens' Integrated Services, regarding the adjustment of the school register re long term absence.

Recommending to the Headteacher the use of fixed penalty notices or appropriate legal action as authorised by the governors for the promotion of better attendance.
Line responsibility for the work conducted by the Attendance Officer.

Monitoring and managing Progress Leader, Progress Tutors and Pastoral Support Mentors in their application of the procedures required by the policy.
In liaison with the Attendance Officer, the setting, management and reviewing of individual attendance targets.
Producing and line managing procedures on attendance as they relate to the roles played by Progress Leader, Progress Tutors and Progress Mentors in regard of issues such as sanctions and rewards.
Maintain the high profile of attendance in meetings with Progress Leaders, pupils and in assemblies.
Advising the Attendance Officer / Headteacher and Pastoral Mentors of cases where fixed penalties or alternative legal action may be a way of increasing attendance.

Attendance Officer (BB)

Monitors the completion of registers and issue reminders when they are not completed by staff.
Maintain the operation of lesson monitor system by staff.
Produces relevant data when required.
Produces statistics as required.
Make and receive first day of absence calls to/from parents and sends parental contact letters.
Monitor the production of absence letters by pupils and chasing up Progress Tutors and pupils as necessary to ensure this.
Formulating schemes to reward and promote improved attendance and the production of certificates.
Managing the sanctions procedures regarding the placing of pupils in detentions as the result of lateness.
Monitoring the application process by parents for leave of absence and referring these to the Headteacher.
Refer as appropriate to SLT Attendance Lead cases where fixed penalties or alternative legal action may be a way of increasing attendance.
The production of weekly reports confirming unexplained absence which are passed to Progress Leaders on the Monday of each week for Progress Leaders to follow up – Reports on each tutor group will be made available to Progress Tutors.

Progress Leaders (VB, JH, AJB, SB and EC)

Effectively manage the role played by the Progress Tutors in their year group by promoting increased levels of attendance through targets for all pupils.

Maintain the high profile of attendance in assemblies and in meetings with tutors. Ensure the effective operation of the school's policies and procedures on attendance including the rewards and sanctions.

Refer pupils as necessary to the Attendance Officer and Progress Leaders regarding attendance.

Review weekly reports from the Attendance Officer regarding data and discuss this with Progress Tutors at the weekly meetings in order to facilitate pupils achieving their individual targets.

To contact or arrange meetings with parents of pupils whose attendance has been identified as an issue.

Make decisions regarding attendance contracts and who should be placed on them based on a considered analysis of attendance data.

Review weekly reports from the Attendance Officer regarding data and discuss this with Progress Tutors at the weekly meetings in order to facilitate pupils achieving their individual targets. Identify patterns in attendance data and coordinate any response to changes in attendance with colleagues.

Progress Tutors

Calling the register at the start of each session. Track the attendance and punctuality of pupils and record on lesson monitor and school reports as appropriate.

Alert Progress Leader/SLT Attendance Lead /Attendance Officer of any causes of concern. Investigate on weekly basis any unexplained absence by pupils.

Remind pupils to bring notes and record their compliance. Tutors must follow up the production of such notes by pupils. Review with pupils their achievement of attendance targets. Administer the procedures regarding lates.

Administer the school procedures regarding rewards and sanctions for attendance (see procedures).

Liaise with parents regarding long term absence and sending work home as appropriate.

Teaching Staff

Take register of each lesson taught on lesson monitor. Alert Progress Leader / Tutor / Attendance Officer of any concerns as early as possible.

Promote with pupils the link between attendance and attainment

PROCEDURES

- Register completed by Progress Tutors at the start of each session using SIMS and by subject teachers at the start of each lesson. **There is a legal requirement to register pupils for both morning and afternoon sessions.** Pupils are not allowed to complete these registers.
- Register kept open until the end of registration.
- Pupils who arrive after the last name on the register has been called shall be marked as late.
- All pupils to be marked as present, absent or late. No pupils should be left with blank space for any lesson.
- Teaching staff should alert Attendance Officer/Attendance Admin if they are concerned about a pupil absence
- All pupils returning from absence must bring a note explaining absences and show it to the Progress Tutors. Absence notes should then be sent by a designated pupil to be put in the post box marked at the i-centre reception. If a pupil would prefer a note to remain confidential then he/she can deposit the note themselves once the Progress Tutor has acknowledged it. Parents may also email Mrs Dumbell (Pupil Receptionist) or Mrs Brocklehurst (Attendance Officer).

- Request for leave of absence are sent to the Attendance Officer who will then forward the request, with any further information required, to the Headteacher.
- On receiving information from the Attendance Officer via the Progress Leader, Progress Tutors should investigate with pupils any unexplained absence and report back to the Attendance Officer. Progress Tutor may request information from parents via the pupil planner. Further referral may then be made to the Progress Leader/Head teacher/Attendance Officer.
- All pupils receive individual targets regarding their attendance at the start of an academic year. This must be written into their planner and may be discussed with their progress tutor.
- Data on percentage attendance for Tutor Groups will be available from the Attendance Officer at the start of each week.
- Progress Tutors liaise with parents regarding pupils in hospital or at home with long term absence and organise the conveyance of any work home.
- Attendance Officer/ Progress Leaders/Head teacher will monitor the late arrival of pupils to school and apply sanctions appropriately.
- Action regarding good and bad attendance will be taken by Progress Tutors/Leaders/Head teacher as agreed.

Morning Lates

A daily lates patrol occurs between 8.40-9.00am. Any pupil arriving to school late will be issued with a same day lates detention at break.

Any pupil arriving after 8.40am will be recorded as 'late' by one of the three members of staff on duty.

To ensure **Progress Tutors** are consistent in the marking of registers they are asked to **begin calling the register** on arrival in the Progress Room once the bell has sounded at **8.40am**. Once the **last name** on the register has been called any pupil then arriving in registration is deemed **late**. The minutes late should be recorded, along with the **code 'L'**.

Any pupil arriving **after 9.00am** should sign in at the i-Centre reception.

A pupil arriving **after 9.30am** will be coded as '**late after registers close**' and marked by the Attendance Officer with a '**u**'. This will negatively affect their attendance level.

Registration lates are followed up by the Administrative Assistant and appropriate sanctions are recorded. **Parents** are made aware of punctuality issues via **Class Charts** in accordance with school policy. This is done by the **Administrative Assistant** on a daily basis.

Sanctions for lates are:

- 1 late - same day break detention
- 2 or more lates in one week – after school persistent late detention issued via Class Charts for a Friday. Email and text sent home on a Thursday and a message placed on pupil notices; Progress Tutor to record in planner.

Registers

The Admission Register will include details of pupils from the date they are admitted to the school.

All pupils recorded in the Admission Register must also be recorded on the Attendance Register.

Education Outside School

Where parents/carers decide to educate a child at home, they must provide written notification to the school. Where written notification is received the child's name should be removed from the school roll and a copy of the notification sent to County. The school requires written notification and must pursue this aim even though oral notification may have been received. No authorisation will be issued until the letter is received.

Leave of Absence

Parents are not entitled to remove a pupil from school for holidays. In exceptional circumstances the Headteacher has discretionary power to grant leave of absence in exceptional circumstances for up to 10 school days during an academic year. Each request must be made in advance in writing to the Headteacher and will be considered individually.

Where leave of absence is not granted parent should be notified accordingly.

Where leave of absence is taken despite leave not being granted or applied for, absence should be recorded as unauthorised. Leave of absence should not be granted in retrospect.

If a parent takes leave of absence when it has not been granted by the Headteacher a Fixed Penalty notice may be issued. In extreme circumstances a pupil may be removed from the school roll when a parent has chosen to remove them from school for an extended period. In such cases the parents will need to reapply to the school to have their child readmitted to the school roll.

Part time Attendance

The only reasons why a pupil might attend school on a part-time basis are:

A temporary medical condition. This should be supported by written medical advice and Larches medical would need to be informed.

Part of their education is being received away from school site at another location. This should be recorded as "approved educational activity".

Limited school timetable for a fixed period as part of a reintegration plan. This will normally only be used to help pupils considered at risk of permanent exclusion. Parental approval must be received and this should be an element of a Pastoral Support Plan.

The Admissions Register

Will contain an index in alphabetical order of all the pupils in the school containing the following information:

Name in full

Sex

Name and address and e-mail address of every person known by the school to be a parent/guardian of the pupil, the address at which the pupil resides and at least one emergency contact number. This information must be updated annually.

Date of birth

Date of admission to the school

Name and address of last school attended

Fixed Term Penalty Notices

This is an alternative to prosecution if a parent has failed to ensure his/her child has attended school. (Section 23 of the Anti-Social Behaviour Act 2003 brought into force Sections 44A and 44B of Education Act 1996 which empower designated LA Officer, Headteacher and the Police to issue penalty notices in cases of unauthorised absence from school. They can be used at the discretion of the Headteacher.

The cost per penalty notice is £120 per parent per child, but can be discharged at £60 if paid within 21 days. If not paid within the 21 days the cost reverts back to the original £120. Failure to pay will lead to prosecution. Parents who live a distance from the school cannot be issued with such penalties if they are therefore unable to influence the pupil's capacity to attend on time.

Fixed Term Notices can be issued for unauthorised absence due to unapproved leave in term time, parentally condoned absence, unwarranted delayed return from an extended holiday without school agreement, or persistent late arrival after the register is closed.

Broughton High School will use Fixed Term penalties at the discretion of the Headteacher, acting upon advice from the Assistant Headteacher, for repeat offenders, when all other strategies have been used and have failed. There should be at least 10 unauthorised absences in one term or 14 over two successive terms. A record of all contact needs to be kept. In all cases a final warning will be issued, in writing, before a Fixed Term Penalty Notice is issued. All parents will be advised of the school's intention to use the notices and each year a reminder will be issued.

Section 444 Legal Action

In law, an offence occurs if a parent fails to secure a child's attendance at the school at which they are registered. Penalty Notices supplement the existing sanctions currently available under Section 444 of the Education Act 1996 or Section 36 of the Children Act 1989, to enforce attendance at school where appropriate.

Legal action in the Courts may be used as a strategy to improve attendance when parents have failed to secure their children's regular attendance at school. In such instances and as a last resort if all other interventions have failed, Broughton High School will, if deemed necessary, request that the LA consider legal action to address significant and unauthorised absenteeism.

Child Missing Education

Child Missing Education referral should be submitted in the following circumstances:

1. If Broughton High School has received written notification from the parent/guardian that the pupil is receiving education otherwise than at school (CME9 form)
2. The pupil is moving/has moved from the area and is not known to have registered at another school (CME1 form)
3. That the pupil is not in a fit state of health to attend and has been certified as such by a medical professional and that it has not been indicated that the pupil will not continue at school (CME9 form)
4. That the pupil is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and Broughton High School does not have reasonable grounds to believe that the pupil will return to the school at the end of that period (CME9 form)
5. That the pupil has been permanently excluded from Broughton High School (CME9 form)

A CME1 referral must have been made at a stage prior to the deletion from the school register in the following circumstances:

1. In the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3) that –
 - a. The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - b. Broughton High School does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - c. Both Broughton High School and the Local Education Authority have failed, after reasonable enquiry, to ascertain where the child is.
2. That he/she has been continuously absent from the school for a period of not less than twenty school days and –
 - a. At no time was his/her absence during that period authorised by Broughton High School in accordance with regulation 6(2);
 - b. Broughton High School does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause;
 - c. Both Broughton High School and the Local Education Authority have failed, after reasonable enquiry, to ascertain where the pupil is. (all three elements must apply)

CME Contacts

Within Broughton High School:

Joseph Brady	ext 225
Sue Gledhill	ext 222
Bev Brocklehurst	ext 208
Annie Follett	ext 218
Liz Cross	ext 205
Vicky Bamber	ext 206

The term missing education means a child who is not registered at a school (or an alternative arranged by the council), and who is not receiving a suitable education at home.

If we are aware of a child or young person who is missing education we are able to contact LCC's Children Missing Education Officers.

Children Missing Education Team
Education Support Team
Union Street
Chorley
PR7 1EB

Tel: 01257 517333
Email: cme@lancashire.gov.uk

Broughton High School Attendance Intervention Hierarchy

Start of Academic Year

Letters sent to parents/guardians of all pupils falling below 90% last academic year.

All pupils given individual attendance targets set in relation to previous academic year's attendance. These are recorded in pupil planners by Progress Tutors and a list is given to Progress Tutors.

Progress Tutors are prompted to discuss attendance and punctuality on a regular basis by weekly attendance posts on Pupil Notices and Attendance Officer on Monday.