



Langdon
Park
School

Professionalism - Inclusion - Pedagogy - Curriculum

LANGDON PARK SECONDARY SCHOOL

Approved by:

UPDATED: November 2019

Review date:
November 2021

Contents

1. Aims
 2. Legislation and guidance
 3. School procedures
 4. Authorised and unauthorised absence
 5. Attendance monitoring
 6. Roles and responsibilities
 7. Monitoring arrangements
- Appendix 1: attendance codes
Appendix 2: flowchart



1. Aims

Our school aims to meet its obligations with regards to school attendance by:

Promoting good attendance and reducing absence, including persistent absence
Ensuring every pupil has access to full-time education to which they are entitled
Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

The school's attendance target for each child is 96%. 'Regularly' according to the school's internal attendance target means 96% attendance.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [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](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

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 pupil is:

Present

Attending an approved off-site educational activity

Absent

Unable to attend due to exceptional circumstances

Pupils must arrive in school by 8.45am on each school day.



3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.00am or as soon as practically possible.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

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.

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.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an unauthorised absence; we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and official evidence must be provided by parents/carers to authorise this absence.

Applications for other types of absence in term time must also be made in advance.

3.4 Lateness and punctuality

A pupil who arrives late will be marked as late. A pupil will be detained for twenty minutes on the day they are late by their form tutor (see appendix 2)

3.5 Following up absence

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.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

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 headteacher's discretion.

Valid reasons for **authorised absence** may 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 pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's guidance for issuing penalty notices. This may take into account:

A number of unauthorised absences occurring within a rolling academic year

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

Where an excluded pupil is found in a public place during school hours without a justifiable reason

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

5. Attendance monitoring

Recognizing good and improved attendance at Langdon Park is essential. We will do this in the following ways:

- Weekly Attendance Matters report is a whole school focus every Friday
- Positive reinforcement and praise for students through assemblies (individual students and form groups)
- Termly certificates issued for 100% attendance and punctuality
- Positive phone calls made to parents/carers to acknowledge improved attendance and punctuality

Central Support Officers responsible for attendance (**CSRRA**) will monitor pupil absence on a daily basis.

Parents are expected to call the school in the morning or send a text message if their child is going to be absent due to ill health.

The school will make attempt to make contact with parents where they have failed to notify the school of an absence with the 'first day phone call' system. Pupils who may be regarded as 'vulnerable' in terms of safeguarding will be made priority for phone calls.

Attendance monitoring over time should be undertaken by pastoral staff and the attendance officers and appropriate action should be taken. If after contacting parents a pupil's absence continues to rise, we will consider involving the Attendance & Welfare Advisor.

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 and the AWA will become involved.

6. Roles and responsibilities

6.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school. It also holds the head teacher to account for the implementation of this policy.

6.2 The Head teacher

The head teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The head teacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

6.3 The Attendance Officer (CSRRA)

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the head teacher
- Works with Attendance & Welfare Advisor to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the head teacher when to issue fixed-penalty notices
- Participates in the recognition of good and improved attendance and punctuality

6.4 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information through the electronic registration system. They are also responsible for detaining a pupil for twenty minutes on the day if they are late to school.



Langdon
Park
School

Professionalism - Inclusion - Pedagogy - Curriculum

6.5 Office/reception staff

In addition to the **(CSRRA)**, the office/reception staff are also expected to take calls and texts from parents about absence and record it on the school system.

7. Monitoring arrangements

This policy will be reviewed once every two years by the Attendance and Welfare Advisor. At every review, the policy will be shared with the governing board.



Appendix 1: attendance codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness



M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil 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 pupil's absence

Code	Definition	Scenario
X	Not required to be in school	Pupil 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 pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Langdon Park Attendance Policy Flowchart

SAO = School Attendance Officer
 SSO = Student Support Officer
 HOY = Head of Year
 AHT = Assistant Head Teacher (Safeguarding Lead)
 IT = Inclusion Team
 SLT = Senior Leadership Team
 AWA = Attendance and Welfare Advisor
 ALP = Attendance Legal Panel

SAO produces DAILY ATTENDANCE REPORT sent to All Staff
 SAO produces DAILY ABSENCE REPORT sent to PASTORAL TEAM
 SAO produces WEEKLY ATTENDANCE REPORT sent to All Staff
 Report sent to all staff on Fridays for discussion with students
 Concerns range from illness, unauthorised holiday, unauthorised absence, refusing school, medical etc.
ATTENDANCE MATTERS EVERY FRIDAY

HOY, SSO's and Tutors look through the Weekly attendance report and discuss concerns with individual students and contact home if necessary.
 At this stage the best forms of intervention are considered and appropriate support depending on the student needs is discussed. For example, if a particular student requires external agency intervention, this will be referred to the bi-weekly highlighting panel for guidance and a more holistic approach.

Students with a period prolonged absence - HOY may request a medical evidence for absence such as a GP letter from parents. This request to the parent can either be in the form of a letter which is produced by the SAO and sent to the parents or a direct call to the parent by the SAO. A log is recorded that the letter has been sent or a request has been made by telephone.

Medical evidence is received for period of absence. Evidence is logged to student file.

Students that are a concern, HOY requests a **WARNING LETTER** to be sent home from the SAO (Addressed from HOY)

Students with additional concerns where attendance is also a problem are referred to the Highlighting Panel/IT for specific intervention, i.e pastoral support etc

SAO sends **WARNING LETTER** to parent/s and a log of the letter is kept on file.

Attendance has improved over the following 2 weeks. No further action. Monitor.

Attendance not improved over the following 2 weeks. HOY to make contact with parents to discuss concerns and put plan in place to improve attendance. To be reviewed in 4 weeks.

Attendance not improved over the next 4 weeks. SAO refers to AWA for legal intervention.

Attendance has improved over the following 4 weeks. No further action. Monitor.

Attendance has improved over the following 2 weeks. No further action. Monitor.

AWA has meeting with parents and discussion on improving attendance takes place. AWA to review in 2 weeks' time.

No improvement in 2 weeks, AWA issues **COURT WARNING NOTICE. COURT WARNING reviewed in 4 weeks.**

Attendance has improved over the following 4 weeks. No further action. Monitor.

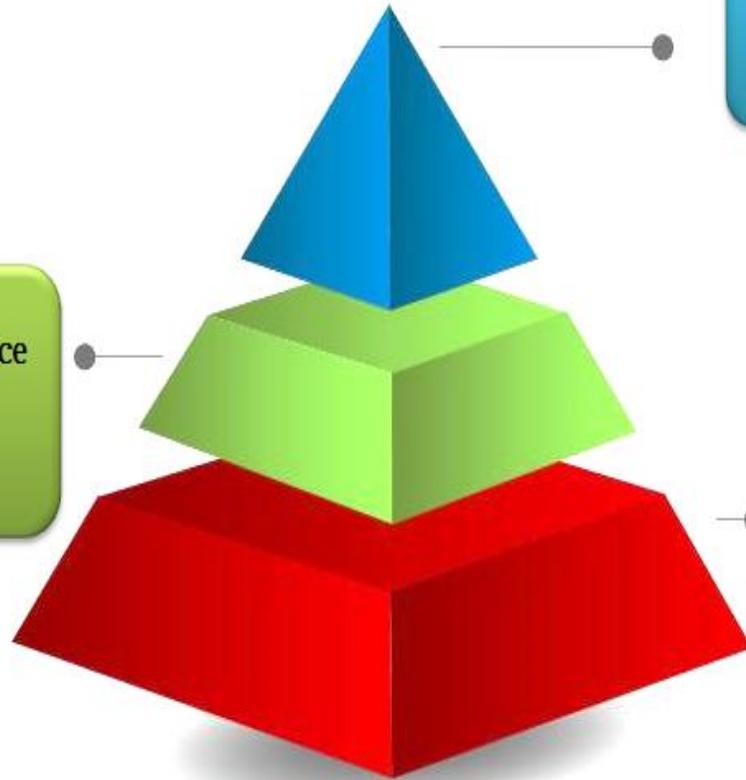
No improvement. AWA to commence legal proceedings. EHA is completed and submitted to ALP for Court Action

100% - 95%

Engaging with school and curriculum
Forms the majority of School Population
Impact of Absences are understood

94% - 90%

Personalised early outreach
Persistent Absence triggers at 90% attendance
Action plan addresses any barriers and increases engagement
Pastoral Mentors assigned



89% AND BELOW

Severe Chronic Absence
Coordinated school and interagency response
AWA Intervention
Possible Legal Intervention