



Professionalism - Inclusion - Pedagogy - Curriculum

# Attendance Policy

Date Established	October 2023
Staff Responsible:	Sam Salim/ Evelyn Morrison
Review Date:	October 2024
Ratified by Governing Body:	October 2023

## 1. Aims

The school's attendance target for each child is 96%. 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
- Safeguarding pupils by ensuring they are on the school site when they should be, and when parents believe them to be
- Making attendance and punctuality a priority for all those involved with the school, including pupils, parents, all staff and governors
- 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. Excellent attendance and punctuality are essential for educational progress and ensuring that every pupil maximizes their achievement and potential. Outstanding attendance and punctuality are crucial in promoting the welfare and life chances for all pupils.

**The senior leader who has responsibility for attendance and punctuality is: Mrs Evelyn Morrison (Assistant Headteacher and DSL).**

## 2. Legislation and guidance

This policy meets the requirements of the [Working together to improve school attendance](#) 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. Principles

There is a clear link between poor attendance at school and lower academic achievement at GCSE level, with poor attenders much less likely to achieve five good passes at GCSE, including English and Maths. Similarly, research clearly demonstrates a strong correlation between high absenteeism in schools and poor pupil attainment when studying Post 16 Pathways.

Long term poor attendance can begin at primary level and so poor attendance and punctuality must be challenged as early as possible in a child's life in order to ensure this improves.

In accordance with Keeping Children Safe in Education, **2023**, we recognise that Children Missing Education (CME) and Children Absent from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

## **OBJECTIVES**

- To provide an effective and efficient system for monitoring attendance and punctuality.
- To recognise the external factors which influence pupil attendance and work with parents and the school to address these.
- To encourage pupils to take full advantage of their educational opportunities by attending school regularly.

## **4. School procedures:**

### **4.1 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

**Students must arrive in school by 8.35am on each school day.**

(See appendix 1 for the DfE attendance codes)

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

For secondary pupils the register for the first session will be taken at 8.45am and will be kept open until 9.10am. The register for the second session will be taken by 1.35pm.

### **4.2 Unplanned absence**

Parents and carers 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 9am or as soon as practically possible (see also section 6).

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, however, the school will not authorise illness for longer than 5 days without medical evidence.

Any absences for medical appointments that take a pupil under 90% will need evidence to be shared. Medical evidence will also be requested where patterns of absence emerge.

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.

### **4.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence, providing evidence can be shared; advance notice is required for authorising these absences and prevents delay in releasing pupils from school to attend their appointments.

However, 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.

Parents/carers can inform the Attendance Officer by telephone (0207 987 4811) or via email at: [admin@langdonpark.org](mailto:admin@langdonpark.org)

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in Section 4.

### **4.4 Lateness and punctuality**

Pupils will be expected to sign in at the Byron St reception once the school gates close. A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed (9.10am), will be marked as absent, using the appropriate code of U.

**If secondary pupils arrive after 8.38am they will be issued with a 20-minute detention to be served at lunch time on the same day.**

**If students fail to attend lunch time detention they will be issued with a 60-minute detention to be served after school on same day.**

When a pupil accrues 7 'L' codes for AM, they will be placed on a punctuality report for a week, in order to reflect on how they can improve their punctuality. A meeting with parents will serve as the opportunity to discuss solutions to the issue.

Schools can refer to the AWA to issue a Fixed Penalty Notice (FPN) for 12 or more U marks.

### **4.5 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.

The school makes calls to parents/carers on the first day of absence. It is vital that the school has access to the most up to date contact numbers for all parents/carers for obvious safeguarding reasons. Parents are responsible for responding to the messages sent to them and for updating the contact details should they change.

CME (Children Missing from Education)- if a child is absent for 5 days without any contact at all from the family, they will be reported as a child missing from education (CME). When the family or known contacts have updated the school about authorised absence, then the threshold for reporting as child as CME is 20 days. This can be reported sooner if the school have further information that contributes to a referral being made earlier.

### **4.6 Reporting to parents**

Parents/carers are informed of attendance and punctuality records through tracking reports, annual reports, letters/emails home and at other regular contact points throughout the year, including individual meetings with key staff, when there are concerns.

## **5 Authorised and unauthorised absence**

### **5.1 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. The Headteacher must be informed in writing. A leave of absence is granted entirely at the headteacher's discretion. In line with national and local guidance we do not authorise any holidays taken during term time. If a parent/carer removes their child from the school during the published term dates, their child's absence will be unauthorised, they could be fined, reported as CME (child missing from education), the child may be taken off roll. Parents/carers should be aware that if their child has a lot of unauthorised absence, then they may be guilty of an offence under Section 444 of the Education Act 1996 and legal action may be taken against them.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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

## 5.2 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 to issue a penalty notice ultimately rests with the Headteacher, 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
- 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.**

## 6. Strategies for promoting attendance

### **'Attendance Matters' at Langdon Park school'**

All staff should take every opportunity to praise pupils whose attendance is excellent or is improving (even if it is still poor overall for the academic year).

Class teachers, Heads of Year, Head of Years and tutor teams must promote the importance of excellent attendance regularly throughout the year using assemblies and the school awards system.

Certificates for 100% attendance and punctuality should be issued at awards assemblies and class teachers/form tutors should discuss attendance and punctuality weekly with their classes.

Pupils should know what their own and their class/tutor group current attendance figure is as well as the target for the school. This is shared with all pupils during their 'Attendance Matters' information on the school bulletin every Monday.

Each week the class/tutor group with the highest attendance in their year is rewarded with a certificate for display in their classroom.

At the end of each academic year special recognition is given to pupils who have 100% attendance and punctuality and is reflected in the 'Good To Be Green' reward trips.

To effectively support pupils to meet the school attendance target of 96% or better, we recognise that all staff and parents/carers have a key role to play. To support effective tracking and monitoring of pupil attendance, the school uses set thresholds to help group pupils and ensure prompt intervention:



The following range of intervention and support strategies are used as soon as staff notice that absence levels have increased, and that the pupil's attendance has fallen below the school target:

- Weekly 'Attendance Matters' tutor information on the school bulletin
- 1:1 conversation with pupils that raise awareness of concerns regarding absence, identifies reasons and ways of improving attendance with class teacher/form tutor, Head of Year, Subject teacher, Attendance Officer, SLT
- Communication with parents/carers: text, telephone call, letters, meeting with Attendance Officer, class teacher/form tutor, Head of Year, SLT
- Bi-Weekly Attendance Focus Groups to monitor/support those pupils between 85% and 90% attendance – AWA and HOY
- Weekly Attendance Champion meetings to monitor/support severely absence and persistence absence. Referrals from fortnightly EWO meetings which may result in a home visit, school-based meetings, formal notification of Parental Responsibility, Fixed Penalty Notices and possible legal action
- Referral through Inclusion Highlighting meetings to internal or external support

## 7. Attendance monitoring

**Attendance Officer:** The Attendance Officer monitors pupil absence on a daily basis.

**Students:** Each secondary pupil is provided with their attendance figure weekly. This enables them to take responsibility for monitoring their own absence patterns throughout the year.

**Form Tutors lead on this by allocating time during each week for self-monitoring (Attendance Matters).**

**Class teachers/Form Tutors:** The AWA provides all form tutors/Head of Years with weekly attendance figures for their class/Year to support class teachers/form tutors in monitoring attendance patterns.

**Class teachers/Form Tutors:** Recognise absence quickly and report any concerns to their Head of Year and Attendance Officer.

**Parents:** Parents/carers are notified of their child's absence as quickly as possible by Absence Call (school's automated system) before **11am** every day. Follow up absence calls/emails/letters are sent where no explanation from home has been given. Parents/carers can monitor their child's absence levels and support their improvement in attendance.

**Parents:** Parents/carers are expected to telephone/email the school as quickly as possible if their child is unable to attend (see section 3.2). Parents/carers can contact the school by calling the

dedicated absence number or emailing the absence email address. Parents/carers must contact the school on each day of absence unless a doctor's note or other appropriate form of evidence has been provided. Parents/carers can also provide a written note to clarify further details of reasons for absence, but emails or calls are preferred. Notes are filed for future reference by the Attendance Officer.

**Head of Year:** monitor absence of their whole year cohort daily, weekly and termly using the attendance data provided by class teachers/form tutors and the Attendance Officer. Responsible for supporting pupils in their AFG's (Secondary only).

**The Senior Leadership Team/Head of Years:** Receive attendance and absence updates and have access to SIMS lesson monitor system and can instantly check on attendance levels for individual pupils and groups of pupils. This team also monitor attendance every week by reviewing the weekly attendance report for the whole school, year groups and individuals.

If after contacting parents a pupil's absence continue to rise, we will consider involving the intervention and support of the education welfare officer.

### **Persistent Absence:**

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. This is a key priority for the school.

Pupil-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 at all meetings.

**Extreme Absence:** The extreme absence threshold is 50% and below. The school will consider a referral to the MASH team (Multi Agency Support Team) or our Early Help Social Worker as a potential safeguarding issue if a child falls into this category of attendance.

## **8. Roles and responsibilities**

### **8.1 Parents and Carers**

Parents/carers should:

- Ensure that their children arrive at school on time, appropriately dressed and ready to learn
- Instil in their children an appreciation of the importance of attending school every day
- Ensure that they are aware of the school's attendance policy
- Take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents/carers evening and other relevant meetings
- Work in partnership with their children's school to resolve issues which may lead to lateness or non-attendance
- Notify their children's school if they are absent. This should be done on the first day of absence. They should provide an explanation for the absence. This explanation should be confirmed, preferably via email, when the children return to school
- Avoid making medical or dental appointments during school hours
- Not book holidays during term time

### **8.2 The Governing Body**

- The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Executive Headteacher and the school's designated Senior Leader for attendance, to account for the implementation of this policy.
- Should ensure administrative and support staff have clear responsibilities and procedures to follow to promote and manage attendance.

- Ensure they have the time and the permission to follow procedures through.

## **The Link governor for Attendance and Punctuality is Paul Bargery**

### **8.3 The Headteacher**

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

### **8.4 The Assistant Headteacher with responsibility for Attendance and Punctuality** *(Leading on effective whole school systems and interventions to reduce absence and persistent absence by monitoring and analysing whole school absence data and ensuring staff accountability for accurate recording of absence, coding of absence and analysis of year group/individual data in order to implement effective interventions.)*

- Monitors whole school attendance targets, systems and roles
- Maintains constant school wide focus on ensuring outstanding attendance
- Ensures pupils receive relevant awards for outstanding attendance
- Monitors whole school data to identify patterns and appropriate interventions (weekly and termly)
- Regular meetings for attendance and punctuality – Highlighting/Attendance Champion meetings
- Liaises with pastoral teams to reduce absence
- Liaises with attendance leads in LA
- Oversees strategy for PA pupils to reduce their absences

### **8.5 Heads of Year** *(accountable for reducing absence and persistent absence by monitoring data for their cohort and ensuring class teacher/form tutor accountability for accurate recording of attendance, to implement effective interventions)*

- Fortnightly dialogue through Line Management Meetings with allocated Senior Leader
- Using weekly/termly attendance reports to monitor year cohort to identify patterns and appropriate interventions (Attendance Matters)
- Leading class teacher/form tutor team to reduce absence
- Regular attendance concern meetings for small groups/individuals/parents/carers (AFG's)
- Make use of assemblies and communication with parents/carers to reduce absence/celebrate excellent attendance
- Promote and maintain year group focus on importance of attendance and punctuality

### **8.6 The Attendance Officer** *(Responsible for collating and analysing weekly, termly and annual data on attendance, absence, persistent absence for the whole school, year group and individual PA/target pupils.)*

The attendance officer:

- Follows the school's procedures for first day calling. If no explanation has been received by the time registers close, seek one.
- Is prepared to be assertive. Parents must explain absence. Explanations need to be plausible. Avoid any sense of collusion with parents over unnecessary absence.
- Issues attendance notifications where required. Make sure they have the effect intended. Do not tolerate a lack of response. Seek advice when you need it.
- Advises the Assistant Headteacher of any teacher who fails to maintain the register properly. Registers are legal documents and must be kept carefully and accurately.



- Assists the Assistant Headteacher and others in collating data for inclusion and governor's reports, attendance returns etc.
- Monitors attendance data at the school and individual pupil level
- Check and file all absence notes that are received and ensure that details are reflected appropriately through categorization of absence in the registers
- Reports concerns about attendance to the Assistant Headteacher
- Works with AWA to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Assistant Headteacher when to issue fixed-penalty notices and further escalation
- Refers children to AWA/Assistant Headteacher for children who are missing/from education
- Monitors the school vulnerable students

### **8.7 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 to the school office. They should:

- Not accept poor attendance. Make 100% attendance the expectation.
- Promote regular attendance through rewards and other encouragement. Make it your business and make it clear that poor or erratic attendance is not expected or acceptable.
- Ensure that registers are always completed appropriately; never leave blank spaces.
- Look carefully at attendance data. Make it your business to spot patterns of absence and overall levels of attendance of individuals.
- Make a personal connection with parents of pupils who have regular absence, or patterns of irregular attendance.
- Ensure the Attendance Officer, Head of Year and Assistant Headteacher is informed of concerns over attendance.

Following absence, do your best to provide catch-up opportunities so absentees do not fall behind. Where appropriate, ask parents to play a part in reinforcing missed learning.

### **8.8 Office/Reception staff**

Office/reception staff are expected to take calls/emails from parents about absence and ensure it is recorded accurately on the school system.

## **9. Monitoring arrangements**

This policy will be reviewed bi-annually by the Assistant Headteacher and Attendance Officer. At every review, the policy will be shared with the governing body.

## **10. Links with other policies**

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour Policy

## Appendix A: 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
<b>Authorised absence</b>		
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

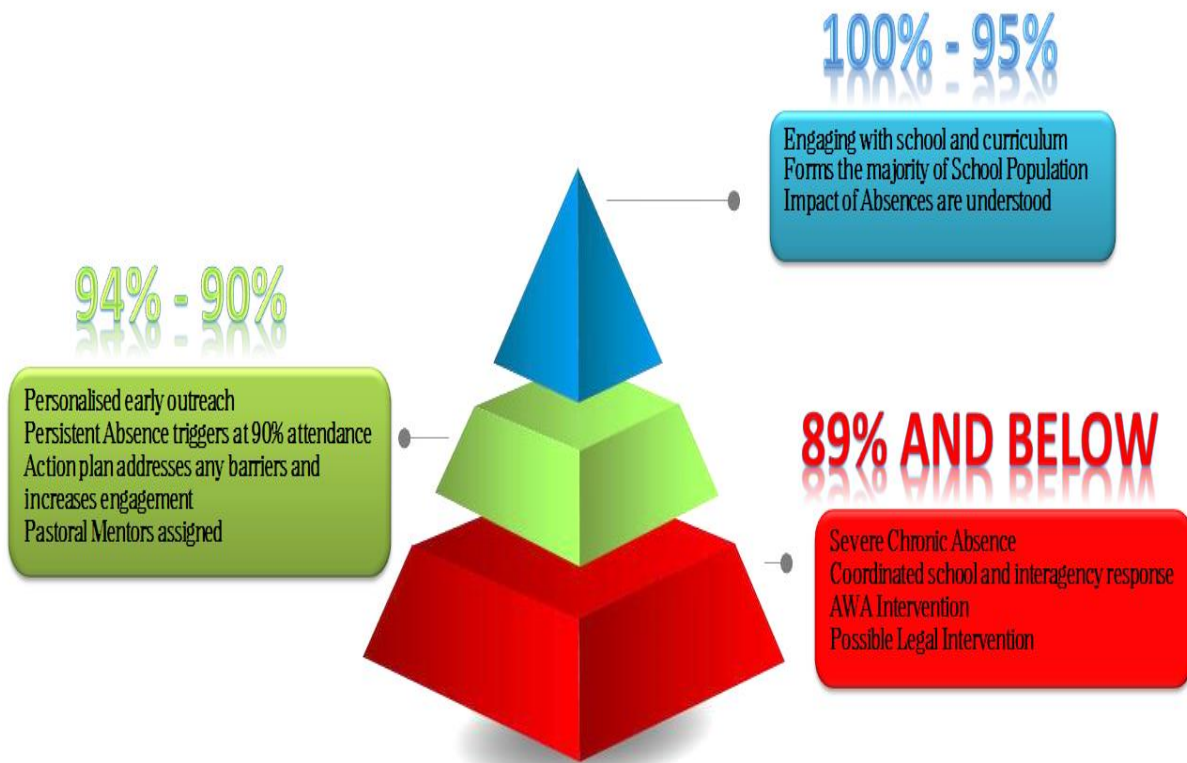
		religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Unauthorised absence		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school

<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
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## Appendix B:



## Langdon Park Attendance Policy Flowchart

Appendix C:

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 Thursdays for follow up with students  
 Concerns range from illness, unauthorised holiday, unauthorised absence, refusing school, medical etc.  
**ATTENDANCE MATTERS WEEKLY**

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

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)

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

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

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 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.

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

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

# Good Attendance means...

Being in school at least 97% of the time or 184 to 190 days.

**Remember**

Your education is important - don't miss out!

**Did you know?**

A two week holiday in term time means that the highest attendance a child can achieve is **94.7%**



There are **365 days** in a calendar year

**175 days** are not spent at school\*

\*So there's plenty of time for shopping, holidays and appointments!

**Did you know?**

When pupils attend school they:

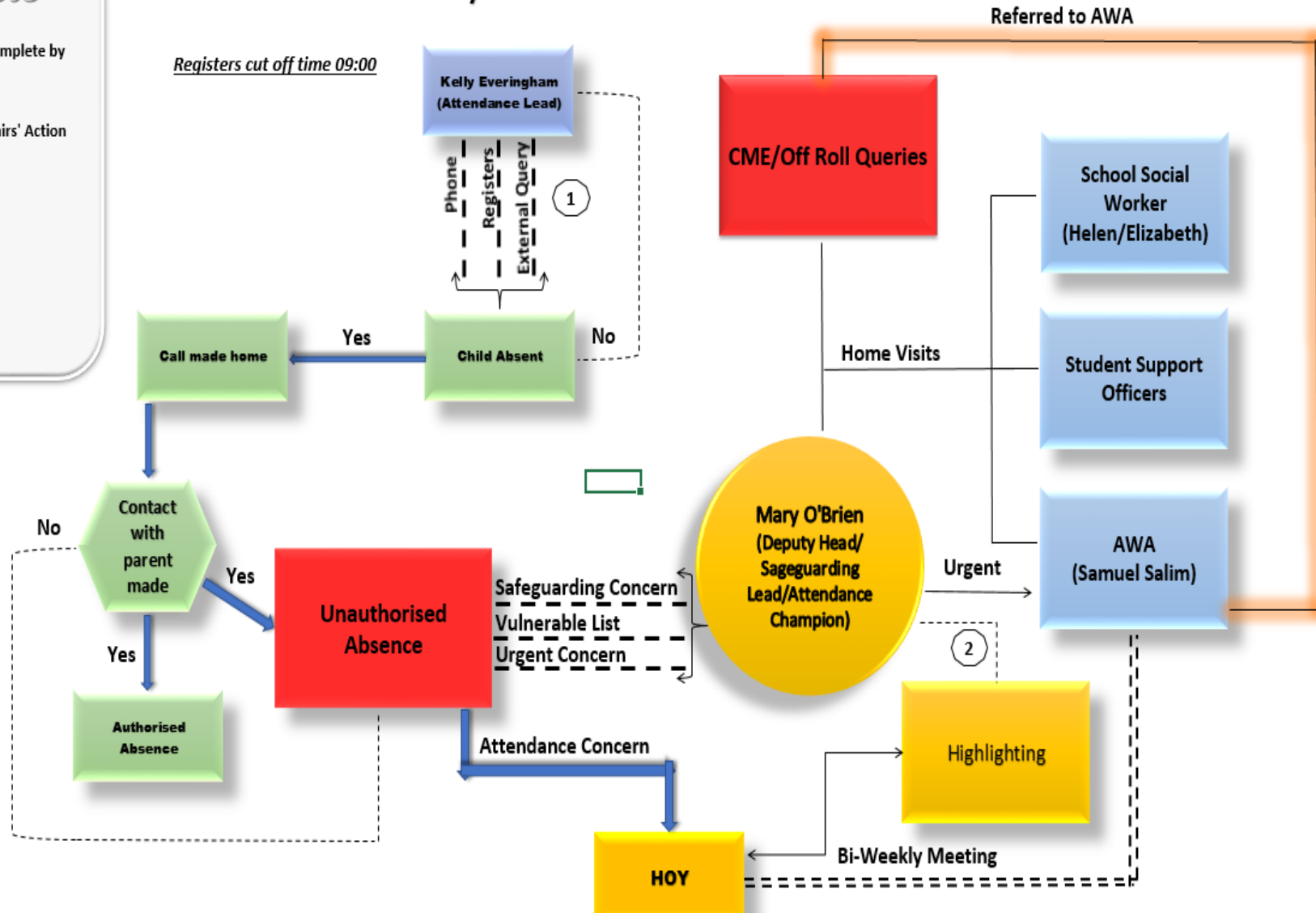
- ✓ Can achieve their potential
- ✓ Have better career prospects
- ✓ Learn how to look after themselves and be healthy
- ✓ Grow in confidence
- ✓ Keep up with work and homework
- ✓ Make new friends



# Index

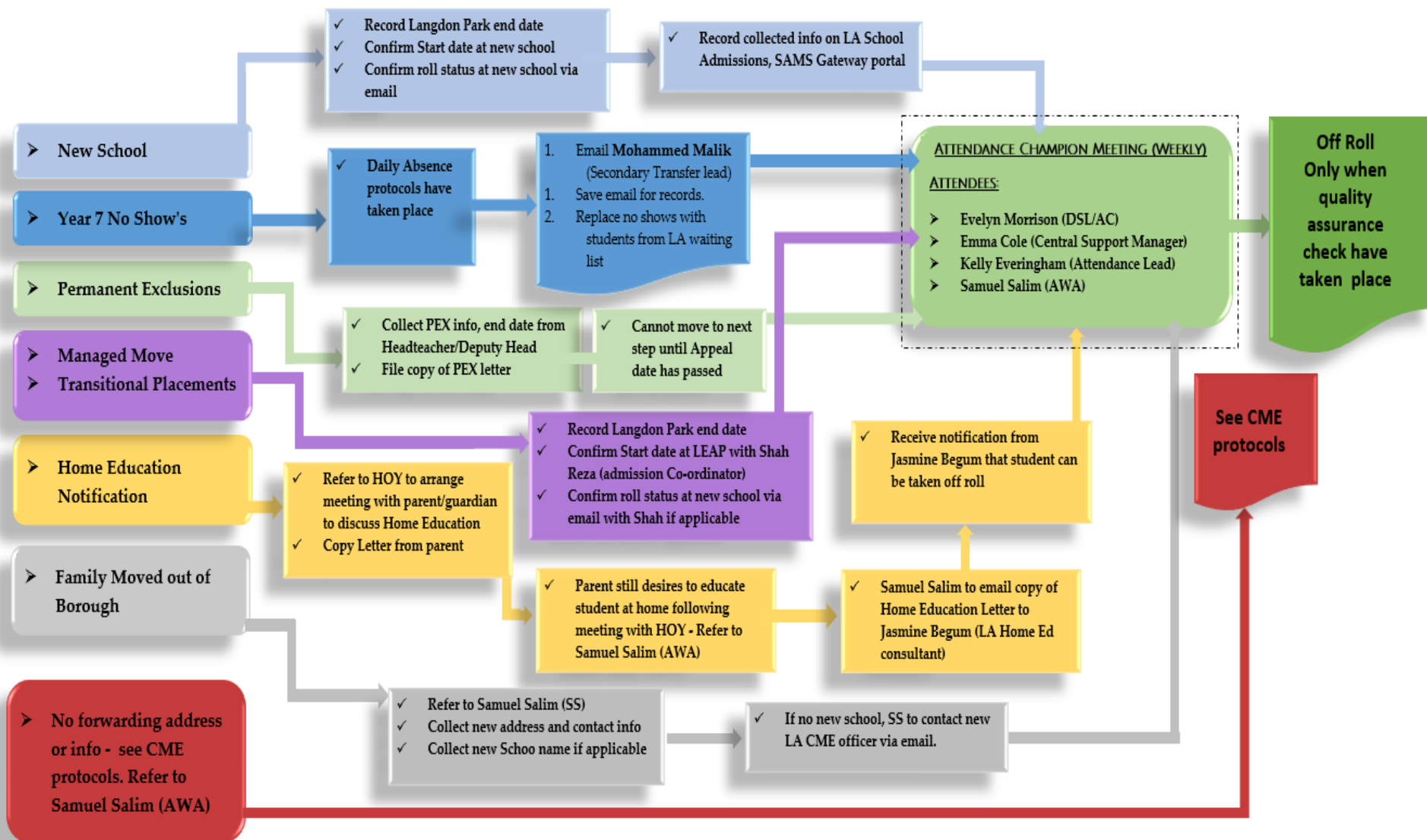
- 1 This process is complete by 9.45am daily
- 2 Mary to take Chairs' Action

## Daily Attendance Protocols





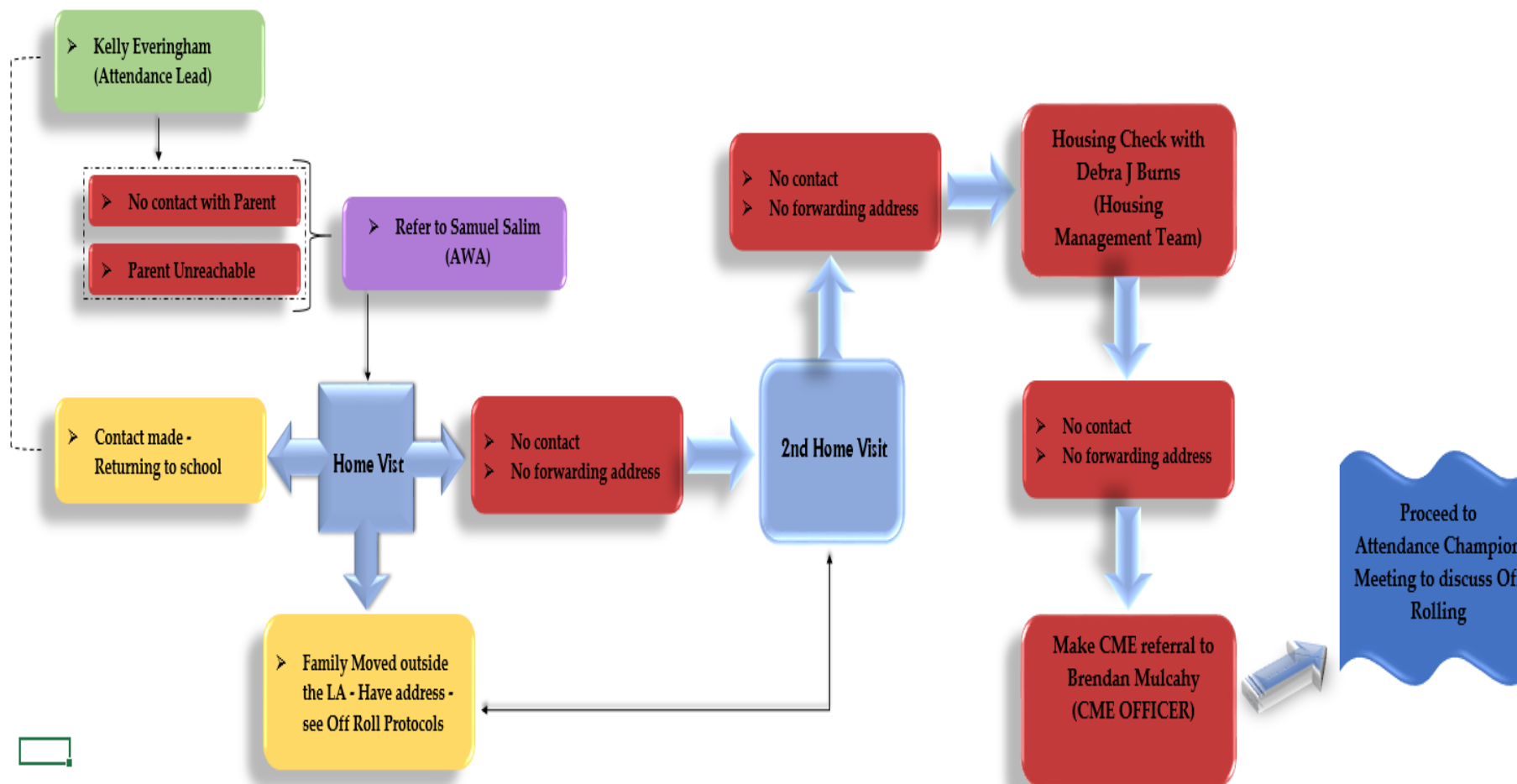
# Off Rolling Protocols



*Please note: Students can only be taken off roll once agreed at the Attendance Champion Meeting*



## CME Protocols



# Appendix H- weekly report to Staff





# Attendance Matters



**School Target 96%**

**Overall Weekly Attendance**



Download PowerPoint from Google Drive.  
Do not update PowerPoint

**Year 10 92.0%**

**Year 9 92.2%**

**Year 8 93.6%**

**Year 7: 94.2%**

**Year 11: 94.3%**

**PROFESSIONALISM**

**INCLUSION**

**PEDAGOGY**

**CURRICULUM**