Policy #7: Attendance Policy

Reviewed by: Senior Leadership Team

Next Review: September 2024

HoD = Head of Department

HoY = Head of Year

DHoY = Deputy Head of Year

SLT = Senior Leadership Team

Contents

Named personnel with designated responsibility for Attendance

SLT Responsibility for Attendance	Aleksy Krepski
Educational Welfare & Attendance Officer	Parul Monnan
Admissions and Attendance Officer	Loulla Goulas

Making contact

In order to ensure an effective and efficient approach to attendance and punctuality, there are three methods for making contact with the attendance team.

If a child is sick, parents/ carers must call in to report the child's absence by 8am on the day of the absence by:
1. Calling 020 8889 6761 selecting option 1, and leaving a message
2. Using the IRIS app

Parents/ carers must clearly state:
-The child's full name, year group and form
- The date of absence including when they are likely to return
- Details about child's symptoms and whether they have visited the GP*

The school needs this information to authorise illness. It is important to understand that the school authorises sickness absence based on this information and cannot do this without an explanation. It is also important to note that we monitor patterns of reported illness and absence. We may contact and request medical evidence or further information where absence is high or there is a recurring pattern. Any medical evidence can be sent to attendance.team@woodsidehighschool.co.uk.

Lateness

There is an expectation that students arrive on time (**8.40 am**). Where they are late, they miss key information and learning. It is also extremely disruptive for their peers. For this reason there are consequences for persistent lateness to school and lessons.

If a child is running late due to an exceptional circumstance, parents/ carers must call in to report this (ideally ahead of their arrival) and to explain the reason for consideration of waiving the associated detention.

Parents/ carers can notify and/or provide supporting evidence for an absence or lateness:

➔ email attendance.team@woodsidehighschool.co.uk

Staff and professionals working at the school or work in collaboration with the school who have an attendance-related concern or query are asked to:

➔ email attendance.team@woodsidehighschool.co.uk

Links with other policies

This policy links to the following policies and procedures:

- Staff Code of Conduct
- Child protection and safeguarding policy
- Behaviour for Learning
- Behaviour Addendum
- Uniform policy
- Anti-Bullying policy

1 Aims

Exceptional education and experience: every child, every day.

There's a clear link between poor attendance and lower academic achievement. Missing school for just a few days a year can seriously affect students' chances of gaining good GCSE results. There is a wealth of research available to evidence the fact that school attendance is a significant determining factor in attainment outcomes and GCSE grades.

The Department for Education (DfE) published research in 2016 which found that:
- The higher the overall absence rate across Key Stage (KS) 2 and KS4, the lower the likely level of attainment at the end of KS2 and KS4
- Students with no absence are 1.3 times more likely to achieve level 4 or above, and 3.1 times more likely to achieve level 5 or above, than pupils that missed 10-15% of all sessions
- Students with no absence are 2.2 times more likely to achieve 5+ GCSEs A*- C or equivalent including English and mathematics than pupils that missed 15-20% of KS4 lessons

DfE research (2012) on improving attendance at school found that:
● Of students with absence over 50%, only 3% manage to achieve 5 or more GCSEs at grades A*-C including maths and English
● 73% of students who have over 95% attendance achieve 5 or more GCSEs at grades A*-C
● Students with persistent absence are less likely to stay in education
Advice from the National Strategies (hosted on the National Archives) says that:
● The links between attendance and achievement are strong
● Students with persistent absence are less likely to attain at school and stay in education after the age of 16 years

Attend and Achieve

School success starts with showing up
<u>Every</u> school day counts

EXCELLENT	CONCERNING	SERIOUS CONCERN
High attendance leads to high achievement and a greater chance of success – Well done!	**Poor attendance** makes it harder to progress and limits opportunities for success	**Very poor attendance** seriously impacts on education and reduces life chances !

100%
190 days in school learning
0 days absent

97%
184 days of learning
6 days absent

95%
180 days of learning
10 days absent

90%
171 days of learning
19 days absent

85%

80% & below
152 days of learning
38 days absent

Did you know:
Every year there are:
365 days (sometimes 366), 190 school days, 175 non-school days
That's plenty of time for appointments, household jobs, holidays, etc. Don't waste a single school day – it's lost learning time!

The **Attend and Achieve approach to education** at Woodside is rooted in the fact that school attendance is a significant determining factor in attainment outcomes and GCSE grades. Students with no absence are 2.2 times more likely to achieve 5+ GCSEs A*- C or equivalent
Excellent attendance means being in school at least 97% of the time or at least 184 days

Every year there are:
•365 days   (sometimes 366)
• 190 school days,
•175 non-school days
That's plenty of time for appointments, household jobs, holidays, etc.
Don't waste a single school day – it's lost learning time!
We are committed to ensuring that Woodside students receive an exceptional education experience to every student, every day.

School success starts with showing up. Every School day counts.

It is important that we continue to have the highest expectations for our students. Exceptional students have exceptional attendance. We ask you to reflect on your child' attendance using our student attendance profiles. Our most recent OFSTED report highlighted the issue of persistent absence, which relates to a large number of families taking term-time holidays and we are committed to eradicating this issue as we know that it negatively affects our students' grades and future opportunities.

Which one is your child?

We aim to meet our obligations with regards to school attendance by:

● Instilling the expectation that all Woodside students have excellent attendance to ensure that the central purpose of learning is not disrupted through the Attend and Achieve approach to education
● Promoting excellent attendance and reducing absence, including persistent absence
● Ensuring every student has access to the full-time education to which they are entitled
● Acting early to address patterns of absence
● Relating attendance issues directly to the shared values, curriculum and safeguarding policy
● Establishing a high profile for attendance and punctuality, setting 97% and above as the benchmark for all pupils.

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

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:

 Part 6 of The Education Act 1996

 Part 3 of The Education Act 2002

 Part 7 of The Education and Inspections Act 2006

 The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

 The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

2 Roles and Responsibilities

Attendance is a student welfare and safeguarding issue. Woodside High School takes its safeguarding responsibilities in these areas extremely seriously and so all members of the school community are responsible for the promotion of good attendance in the following ways:

The Governing Board

The Governing Board is responsible for:
● Promoting the importance of school attendance across the school's policies and ethos
● Making sure school leaders fulfil expectations and statutory duties

- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The Headteacher

The Headteacher is responsible for:
- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

Senior Leader responsible for Attendance

The designated senior leader is responsible for:
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- devises an annual attendance plan to maximise attendance beyond national averages
- coordinates leadership with a range of staff to monitor and support attendance across the school
- meets with the safeguarding team on a regular basis to identify safeguarding concerns arising from poor attendance (anything under 95%)
- ensures a rewards system is in place to promote outstanding attendance and punctuality
- monitors school-level absence data and reports it to the Headteacher, SLT and governors every half term.

The designated senior leader responsible for attendance is Aleksy Krepski and can be contacted via telephone extension 133

The Attendance Team

The attendance team is responsible for:

- monitoring and reporting attendance on a regular basis and in a timely fashion to adhere to safeguarding policy
- demonstrating good practice regarding systems in order to raise awareness of the importance of attendance
- taking immediate action if a child is absent or missing from a session.

The attendance team is comprised of:
- Admissions & Attendance Officer
- Educational Welfare Officer (External consultant)

● Attendance & Engagement Officer & EWO

The Admissions & Attendance officer

● monitors attendance data at the school and individual student level
● chases up unexplained absences via text message, phone call, email and letters
● ensures that student attendance records are current, complete and accurate
● updates student records with all available information to ensure they have complete MIS records.
● ensures that all information has been received from students who are off site is updated accordingly on SIMS
● receives and files all documentation relating to holidays, illness, appointments etc; ensuring that SIMS is updated accordingly and that absences have been authorised
● identifies incomplete timetables from attendance reports and notifies the SLT lead
● ensures that all attendance enquiries from external agencies (e.g. LEA), external agents (e.g. parents and carers) and internal staff are dealt with.
● produces reports on student core and attendance data as required.
● follows up unauthorised absence with phone calls and letters to student parents/ carers. Escalates unresolved issues to SLT lead
● Monitors punctuality each morning
● Sends out end of day daily absence report to HOY and SLT

The Education Welfare & Attendance Officer

The Education Welfare & Attendance Officer:
● works with the education welfare officer to tackle persistent absence
● Prioritises CP and CIN attendance register each morning, monitoring the attendance of vulnerable groups of students
● checks that registers have been completed and closed accurately on a daily basis, drawing attention to any concerns
● Oversees daily unexplained absences; contacting home and escalating to appropriate levels of intervention when needed
● Monitors attendance and punctuality data at a school and individual student level to identify trends and students requiring support.
● Undertakes day to day casework to improve levels of school attendance and punctuality.
● Monitors attendance and punctuality of students on the case load.
● Communicates with parents/carers to discuss concerns about attendance and lateness.
● Works with students and parents/carers to plan interventions and arrange support designed to improve attendance and punctuality.
● Meets regularly with the attendance team, Heads of Year and SLT to ensure individual students are identified for support.
● Works with external agencies to tackle non-attendance.
● Coordinates court assessment meetings for families in partnership with Haringey EWS.
● Works alongside Heads of Year and SLT to provide necessary evidence and statements for court proceedings.
● Advises the headteacher when to issue fixed-penalty notices.

The Education Welfare Officer (external EWO)

The EWO:
● provides targeted intervention to reduce persistent absenteeism
● analyses registers and advises schools where necessary of appropriate action
● Advises in relation to attendance, including Children Missing Education, Elective Home Education, Exclusions and Local Authority Home Tuition
● Supports us to identify and manage entrenched patterns of absence
● Develops and maintains strong lines of communication and robust protocols with Attendance Leads
● Provides regular electronic summaries of agreed actions and record of discussions
● Acts as intermediary between school and parents/carers (where necessary)
● Liaises with parents/carers by way of written correspondence, telephone conversation and home visits
● Delivers statutory enforcement duties, referring to the Local Authority when action is applicable

Heads of Year and Deputy Heads of Year

● Identify those students whose attendance/punctuality is a cause for concern and meet with the education welfare officer weekly to discuss students who have not responded to school' strategies and when necessary to make referrals.
● Send out congratulations postcards for the pupils who reach 97% and 100% attendance
● Meet with parents/ carers of students whose attendance and/ or punctuality is a concern
  ● Update central WHS record with all new communications ensuring to add notes where appropriate

Class teachers/form tutors

● Are responsible for recording accurate attendance on a daily basis, using the correct codes / \ N L (and minutes where applicable), and submitting this information to the school office via SIMS within the timeframes identified in section 4.
● Are responsible for alerting the Attendance team and relevant HoY & DHoY of students who are not in their lessons, but should be within 15 minutes.
● Must seek authorisation from the attendance team where a student wants to leave a lesson before allowing them to do so
● Must log and detail any attendance anomalies during their lessons on SIMS

Classroom teachers

Attendance Registers are legal documents and must be accurate. Classroom teachers/ session leaders are responsible for:
● Taking a register at the start of each session. This must be completed and closed within the first five minutes of the lesson start in order to support the school's legal obligations relating to children missing in education. Teachers must see a student in the classroom in order to mark them present (\ or /) No blanks should be left on the register, any student who is not present when the register is taken must be

marked absent (N) . Students who arrive five minutes (or more) late to a lesson must be marked as late (L). The number of minutes late must be logged in order to trigger the same-day C4 sanction.

● Where a student has presented an appointment slip, the classroom teacher must enter the number of minutes late as well as the stated reason and name of the adult who has signed the slip. This will allow the attendance team to verify that this was authorised and to input the correct code into the register to ensure that attendance is recorded accurately and to override the C4 on the system.

● Following the correct protocols relating to students leaving a classroom. Students are not authorised to leave lessons without an appointment slip or having been coded appropriately in the register by a member of the attendance team.

● Querying any irregularities in relation to the attendance of their lessons within ten minutes of the lesson starting by sending an email to the attendance team and the relevant HoY and DHoY; creating an immediate opportunity for an investigation. This will also allow the attendance team to authenticate unexpected appointments and other requests to leave the classroom.

Facilitators/ Interventions

● Where students are removed from lessons, have a personalised timetable and/ or attend intervention sessions, the leader of those sessions is subject to the same expectations as classroom teachers regarding taking the register within the first 5 minutes of the session and flagging any issues with the attendance team within the first 10 minutes to allow for a timely and efficient response to potential CME cases.

Office staff

● Take calls from parents about absence and record it on the school system
● Report absences to the Attendance & Engagement Officer in a timely fashion so as to ensure that text messages are only sent out where there is an unauthorised absence with no reason provided
● Draw attention to parent/ carer information relating to C4 sanctions in a timely fashion so as to avoid students sitting detentions that they should not
● Manage the texting software to inform parents of unexpected student absence

Parents/ Carers

Parents and carers are legally responsible for ensuring their child's regular attendance and are expected to:
● Make sure their child attends every day on time, in school uniform and ready to learn. Registration begins at 8.40 am.
● Call the school to report their child's absence by 8.30 am on the day of the absence, and advise when they are expected to return. There is an expectation that they will then make a daily call to update the school about the student's recovery. The only exceptions to this rule are where a doctor's note has been provided evidence that it is a longer-term illness or when a child is in a medical facility. In cases such as these the parent/ carer is required to notify the school attendance team as soon as possible but not to make daily calls to update. An personalised

contact arrangement will be made to ensure that the child and family are supported appropriately.

● Provide the school with more than 1 emergency contact number for their child

● Ensure that, where possible, appointments for their child are made outside of the school day

● Adhere to government guidance regarding term time holidays (any holiday taken in term time will be unauthorised and may be subject to a penalty notice). Leaving school before the end of term, and late returning from holidays will also be viewed as unauthorised term time holiday

● Providing up to date:

➔ contact numbers (preferably a combination of mobile, work & home numbers

that allow us to make contact at any time during the school day)

➔ an emergency number (that may be used in exceptional circumstances)

➔ an email address (so that letters and documents can be sent electronically)

➔ current home address

It is important that should the need arise, the school can contact parents/carers without delay so informing the attendance team of any changes to contact details (including moving home address) must happen immediately

Parents have been provided with student profiles below to support their understanding of attendance expectations (Appendix 2)

Students

Students are expected to:

● **Attend school every day on time**

● **Attend every timetabled session on time**

Attendance Roles and Responsibilities

AHT responsible for Attendance/ DSL
- Policy writing and review
- Shares PA list with HoYs & SLT
- MASH referrals
- Register audit
- End of term attendance raffle
- Identifies trends and shares analysis of data broken down by reasons, areas of improvement to inform best practice and students who are disadvantaged
- Manages safeguarding attendance cases
- Manages reduced timetables with SENCO
- Plans parent/ carer attendance intervention

Heads of Year & DHOYS
- Assembly registers completed and returned to Attendance
- Shares attendance & punctuality data (form comparison) in assembly
- Shares PA with form tutors
- Minimum 1 x weekly meet of PA student
- Liaises with comms manager to share student good news for newsletter
- Conducts first PA meeting (meeting may be delegated to form tutor)
- Issues attendance certificates (assembly)
- Attendance stamps in journals
- Communication with PA parents

Internal EWO & Attendance Manager
- Line manages Attendance officer
- Lates – morning sing in & stamps journal
- Home Visits
- Manages vulnerable list attendance
- 2nd PA Meetings with PA parents/ carers
- Sends CME notifications to LA
- Comms & events around attendance
- Meets HoY/DHoY re PA report
- Identifying trends
- Addressing day-to-day attendance & punctuality challenges faced by students & documents via MyConcern

Attendance Officer
- Register accuracy check & resolves missing marks
- Lates: am sing-in, stamps journal, late texts, runs late report to assign detention
- Prints fire register
- 1st day calls and texts
- Shares 2 consecutive days absent list
- Issues half termly attendance letters
- Provides attendance/ punctuality for assembly
- Runs attendance report & sends trigger notification to parent/ carer
- Prints attendance certificates
- Maintains off-rolling log & roll count: sends, maintains & receives student files

External EWO (Synergy) (p/t)
- Processing FPNs & Court Action to LA
- Scrutiny of patterns and trends
- Home Visits pre statutory action
- Meetings pre-statutory action
- Runs PA report
- Generates Medical Evidence only list

Comms Manager
- Promotes Attend & Achieve initiative
- Shares weekly 100% in newsletter
- Shares never late list in newsletter
- Shares attendance updates- prizes etc.

Form Tutor
- Attendance updates during form time – issues praise points for improved & 100%/ logs PA in planners
- Conversation with red tracker tutees
- Logs form attendance intervention on SIMS & stamps journals
- Minimum 1 x weekly meet of PA student
- Directing lates into assembly (HoY rota)

Data Manager
- Creates data tracker
- Trains team on data manipulation & running reports to antagonise data

3 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 (student Registration) (England) Regulations 2006
● The Education (student Registration) (England) (Amendment) Regulations 2010
● The Education (student Registration) (England) (Amendment) Regulations 2011
● The Education (student Registration) (England) (Amendment) Regulations 2013
● The Education (student Registration) (England) (Amendment) Regulations 2016
● The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census . This policy complies with our funding agreement and articles of association

4 School Procedures

4.1 Attendance register

By law, all schools are required to keep an attendance register and all students must be placed on this register. Accurate and timely taking of registers are the legal obligation of the staff to whom they are assigned. Consequently, this expectation links to the staff Code of Conduct. Class Charts is the system used to take registers at Mulberry Academy Woodside.

The statutory register will be taken twice daily for the purpose of the attendance statistical check as detailed below:

In normal circumstances, the first register is taken at 8.40 am however in response to the Coronavirus pandemic, timings may change. For example, if the school has to stagger starts. At the start of the first session of each school day, the register will be taken at 8.40am by a form tutor. This register will be kept open until 9.20am so students must arrive at school before 8.40 am.
Students who arrive at registration at 8.45am or after must be marked as late by the form tutor. The register for the second session will be taken by a classroom teacher at 12.30pm and will be kept open until 12.50pm
The attendance team will close these registers 40 minutes* after they open as they form the basis for the school's published attendance data and require the following actions:
➔ When the morning register closes, the attendance team will send a text message to parents/ carers of students who have not arrived at school or called to report an absence.
➔ If a student arrives in school after the register has closed, the attendance team will input code 'U'. This constitutes an unauthorised absence.

For all other lessons classroom teachers are required to take registers, adhering to the following protocol:

➔ **At the start of each lesson**
The register must be taken

➔ **Within five minutes of the lesson start**
The register must be completed and saved. Students who are in the classroom must be marked as present and students who are not are marked as absent for an unknown reason.

➔ **Within fifteen minutes of the lesson start**
If the whereabouts of a student on their register is unknown. The teacher must mark them as absent for unknown reasons and check whether they were marked present for previous lessons. They must then email the attendance team, HoY and DHoY with the information. If a student is present in a lesson but is coded as otherwise, the teacher must email the attendance team.

➔ **Before the end of the lesson**

When students arrive more than 5 minutes after the start of the lesson, a teacher is required to reopen their saved register (at the time of the student's arrival) and overwrite the absence for unknown reasons with a late mark. Teachers must input the number of minutes late that the student arrives as this determines the accumulated number of minutes late in one day. This information contributes to the picture of a student's time spent in lessons as well as providing the basis for detention and so must be accurate in the interests of safeguarding and fairness to all students.

When students arrive late to a lesson with an appointment slip, the teacher is required to reopen their saved register (at the time of the student's arrival) and overwrite the absence for unknown reasons with a present mark. Teachers must input a comment; detailing the name of the adult who signed the appointment slip, room number and timing. If a teacher is concerned about discrepancies around timing of these appointments and a student's return to lesson, they must email the attendance team, copying in the other adult concerned, so that the matter can be investigated.

The end of a lesson constitutes the end of a teacher's use of that lesson register. Teachers are not permitted to alter registers after the lesson has finished as the register should be a snapshot of the attendance in the classroom during that time. There is an expectation that teachers will take registers carefully and accurately in the first instance and then update them to reflect any changes that take place during that lesson, keeping the attendance team updated where there is cause for concern or query.

The classroom teacher is responsible for taking the register accurately and has a mandate to use **one of the three** following codes :

Present	/ or \
Absent for unknown reasons	N
Late	L*

*minutes late must also be logged

Teachers must not leave any blanks in their registers and must not use any other codes.

The attendance team is responsible for inputting any other codes into the register, after having received the appropriate supporting documentation. Where this has been done in advance of the lesson, the code will already appear on the classroom teacher's register for a student so there will not be a blank space. Where this is the case the teacher should not overwrite the cell. Classroom teachers are required to make contact with the attendance team and Head of Year when they do not know the whereabouts of a student or where a student is present in their lesson but is coded as otherwise within the first fifteen minutes of the session.

Any amendment to the attendance register will include:
● The original entry
● The amended entry
● The reason for the amendment
● The date on which the amendment was made
● The name and position of the person who made the amendment

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.

4.2 Unplanned absence

If a child is sick, parents/ carers must call in to report the child's absence by 8am on the day of the absence by:
1. Calling 020 8889 6761 selecting option 1 and leaving a message
2. Using the IRIS app

Parents/ carers must clearly state:
-The child's full name, year group and form
- The date of absence including when they are likely to return
- Details about child's symptoms and whether they have visited the GP*

The school needs this information to authorise absence. We will mark absence due to illness as 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 the pupil's parent/carer 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/carers will be notified of this in advance.

For students who are on the safeguarding children register or are children in care, the attendance officer should inform the Deputy Head teacher in charge of Safeguarding children on the first day that they are absent.

4.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents/carers 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.

Parents/carers should notify the school in advance of a medical or dental appointment by:
1. Calling 020 8889 6761 selecting option 1 and leaving a message
2. Using the IRIS app

Supporting medical evidence must be sent to attendance.team@woodsidehighschool.co.uk

Applications for other types of absence in term time must also be made in advance. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

There is an expectation that students arrive on time. Where they are late, they miss key information and learning. It is also extremely disruptive for their peers. For this reason there are consequences for persistent lateness to school and lessons.

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Any student arriving after registration should enter school via the main entrance reporting to the school office. If accompanied, a parent/carer should give a reason for the lateness, which will be added to the register. The student will then be sent to their classroom.
If a student is marked late, a text message will be sent home to inform their parent/ carer. A number of lates accumulated during a week will result in student detentions in line with the behaviour policy.

Parents/ Carers are asked to call in to inform the attendance team of extenuating circumstances pertaining to lateness that morning, to allow for removal of the associated sanction. This only applies where there are extenuating circumstances and will not be considered where there are ongoing punctuality issues.

Lateness and punctuality is monitored by the attendance and pastoral team; parents/carers will be contacted by form tutors, HoYs, DHoYs and/or members of the attendance team where there are concerns around persistent lateness. Depending on the severity of the issue and the number of learning time missed, support will be put in place with a view to eliminating the issue. Where this does not improve to a satisfactory level, within an agreed period of time, statutory action will be taken.

4.5 Following up absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

● Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit, contact the police or

seek advice from the MASH team.
● Identify whether the absence is approved or not
● Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
● Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Sending students home

A member of SLT can ask a student to go home briefly to remedy a breach of the uniform policy. This is not an exclusion. Provided that they return within the agreed timeframe it will be coded as an authorised absence if they do not return in time to be marked present when the register is taken. However, it may count as an unauthorised absence if the student:
● Continues to breach uniform rules persistently so as to be sent home to avoid school
● Takes longer than is strictly necessary and agreed

In any case, the student's parents will be notified and the absence will be recorded.

Please note that where possible we will provide pieces of spare uniform to wear, including PE kits. In the interests of our Attend and Achieve approach, students will only be sent home for uniform breaches that cannot be rectified at school such as false nails or prohibited hair colours.

Details of how breaches of the uniform policy and other incidents can escalate to an exclusion are documented in the behaviour policy. Where an exclusion takes place, a student will be marked as excluded on the register for a specified period of time. A phone call to notify the student's parent/ carer will be made by a member of the pastoral team.
A formal letter detailing the exclusion will also be sent home. Work will be provided for the student to complete and return to their teacher(s). The exclusion (E) code will only be entered by a member of the attendance team following instruction from SLT.

A return to school reintegration meeting must take place before an excluded student can return to school. This allows for any unresolved issues pertaining to the incident to be addressed and for appropriate support or intervention to be put in place for the student in order to support a successful reintegration and return to lessons. A parent/ carer is required to attend with the student and the home school agreement will be signed again following a conversation around our shared values.

Failure to do this will result in a student being marked as absent (unauthorised) once the stipulated exclusion period has ended and until the meeting takes place.

4.7 Children Missing in Education

Schools have safeguarding duties under section 175 of the Education Act 2002 in respect of their students, and as part of this should investigate any unexplained absences.

A registered student is deemed to be missing when:
● They fail to attend school without any explanation;
● The school has been unable to establish the reason, or locate the student with any of the contact names at the last known address, or from intelligence from the wider school community; or
● The student's parents/carers have not provided any information to indicate a change of education provision, unavoidable cause for the student's absence or that the student is travelling with them whilst in pursuit of their business.

Mulberry Academy Woodside will adhere to the guidance set out in 'Children missing education Statutory guidance for local authorities September 2016' for:

● Children missing education
● Children not in receipt of full time education
● Children missing from a school role

Children who are regularly absent or have missed 10 school days or more without permission may be at risk of becoming 'children missing education'. Children missing 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.

Students missing from school: not high-risk

We will contact parents/carers of any child with an unauthorised absence by text message on the first day of absence. Where contact is unsuccessful and the child is not considered to be at high-risk, the school will make continuous efforts to establish contact with the family, including calling all emergency contacts. The attendance team will send a letter to the home address within the first five days of the absence. Home visits may be made by members of the attendance and safeguarding team. A Multi-Agency Safeguarding Hub (MASH) referral may be made if there is a concern.

Where a student has been absent for more than 5 school days, and all efforts to contact the family have been unsuccessful, the school will make a referral to the Haringey Education Welfare Service to conduct additional checks. This referral will be made no later than 10 days into the absence. The referral will document all attempts made to make contact and any other information that the school holds. Following this, the attendance team will continue to make efforts to contact the family and assist all appropriate agencies in the search. If, during this time, the child is located and confirmed to be living outside of a reasonable distance to the school, the LA investigation officer and school will agree a date from which the student may be removed from roll.

After 20 days of unauthorised absence, if the student remains a child missing education (CME) and efforts to trace them have been unsuccessful, the EWS will:

● review the situation with the school
● notify the school and other relevant agencies in writing

If the decision is made to remove the child from the school roll, the student's records must

be updated on SIMS.

As CME status may raise child protection issues, if the attendance team believes that a child or family has gone missing, the child should remain on roll until all enquiries have been completed by the school and EWS. The EWS team, together with the school, must record that they have completed these procedures before deleting them from the register. Woodside's attendance team will not remove a student from the school roll until reasonable enquiries have been made over a period of at least 4 weeks.

If this process has not been followed, Woodside will be required by law to reinstate students back on to the school roll.

Students missing from school: High-risk

Students considered to be at high risk are those who:

● may be victims of a crime;
● have a Child Protection plan;
● are looked after;
● are in contact with a known person posing a risk to children in the household
● have a history of the family moving frequently;
● have serious attendance issues

Where unexplained absence of high risk students occurs, the attendance team must immediately call home in order to try to establish the reason. This should be reported to the SLT attendance lead on the first morning of the absence. At this point, if contact has not been successfully established, the following questions will be considered in order to make a decision about making contact with the Education Welfare Service, Police and/or Multi-Agency Safeguarding Hub:

● Is this very sudden and unexpected behaviour?
● Have there been any past concerns about the child associating with significantly older young people or adults?
● Was there any significant incident prior to the child's unexplained absence?
● Has the child been a victim of bullying?
● Are there health reasons to believe that the child is at risk? e.g.Does the child need essential medication or health care?
● Was the child noted to be depressed prior to the child's unexplained absence?
● Are there religious or cultural reasons to believe that the child is at risk? e.g. Rites of passage or forced marriage planned for the child?
● Has the child got a disability and/or special educational needs?
● Have there been past concerns about this child and family which together with the sudden disappearance are worrying? e.g.
● Is there any known history of drug or alcohol dependency within the family?
● Is there any known history of domestic abuse?
● Is there concern about the parent/carer's ability to protect the child from harm?

The school safeguarding team is to be notified by the attendance team within the first 24

hours of the unauthorised absence if no home contact can be made. An immediate CME referral will be made to the EWS. The child will be reported to the Missing Children's Panel immediately.

Where it is suspected or known that a student is at potential risk or harm, or where there is information or reason to suspect the student has been a victim of criminal activity:

● the Multi-Agency Safeguarding Hub and/ or Police will be notified immediately
● the EWS will be notified as soon as possible afterwards

4.8 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels in the following ways:
● The attendance record is included with termly teacher assessments in order to draw attention to the close relationship between attendance and attainment.
● Students' attendance and punctuality is one of the key discussion points identified for form tutors to address during their appointment slot on parents/carers evening.
● Form tutors and Heads of Year will draw parent's/ carer's attention to any attendance and punctuality concerns ahead of the matter being picked up by the EWO.
● At the end of each term in an attendance summary letter
● Parents and carers will also be invited into attendance coffee mornings

4.9 Removing students from school roll
Mulberry Academy Woodside is committed to ensuring that all students who are removed from the school roll are tracked into a new provision or referred to the relevant agency.
The contents and maintenance of the school roll is governed by the Education (Pupil Registration) (England) Regulations 2006 (Statutory Instrument 1751/1999) and can be viewed on the Office of Public Information website at www.legislation.gov.uk/uksi/2006/1751 or on the Department for Education (DfE) website at www.gov.uk/dfe

Students will only be removed from the school's roll in accordance with the regulations, and all appropriate actions will be taken in managing the removal in order to ensure that the school informs the local authority in a timely and agreed way. This will ensure that any student leaving Woodside is monitored by Haringey's Children Missing Education (CME) Team. Where a new provision is not established, the safeguarding team will complete a Child Missing Education referral.

When a student is removed from the school roll, the school EWO will complete a 'Notification of Removal from School Roll' form other than at the end of a phase, and submit it to the Local Authority within 5 days. This includes new intake students that have been added to the roll but have never started at the school. The attendance officer will then remove the student from the school roll.

The following are prescribed as the grounds on which the name of a student of compulsory school age will be deleted from the admission register:

● School attendance order changed
● Student registered at another school

● Dual registration has ended – informed by main school
● Elective home education - EHE referral submitted along with written evidence from parent/carer as to the responsibility of the child's education
● Family moved and address is not a reasonable distance from the school
● CME officer informed to remove following an authorised holiday from which they have not returned and both the school and LA have completed reasonable enquiries and failed to locate the child
● Child certified as not medically fit for school
● CME officer informed to remove following a period of unauthorised absence with NO contact from family for minimum of 20 school days, after both the school and local authority have completed reasonable enquiries and failed to locate the child.

● Student has a custodial sentence over 4 months
● Student has died
● No longer compulsory school aged
● Student permanently excluded

The school will not remove a child with a statement of SEN or Education Health and Care Plan from roll without the permission of the local authority.

In addition to removing students from the school roll at the end of their expected final day, the school will transfer their information to the new setting, where it is known and a removal from roll form will be completed and returned to the local authority. The academy will also inform parents/ carers. Whenever a student leaves Woodside, the attendance officer will transfer the necessary information about them to their new school. This transfer of information is in the form of a Common Transfer File (CTF). Where the whereabouts of a student is unknown, the school and LA have completed reasonable enquiries and failed to locate the child and the local authority have authorised removal from roll, the school will write to the last known address advising that the child is now off the school roll. The student's information will then be sent to the Lost Pupil Database.

Removing New Intake Pupils from Roll.

All students who have been offered a place at Woodside will be placed on the school roll on the first day of term. This is ALL the students who are on the schools offer list, regardless of whether the status states offered or accepted. After the first day of term, new intake students will not be deleted from roll until the attendance officer has discussed the case with the CME Team and confirmed that the child is attending a different school. Once the student's parent/carer has notified the attendance team of the name and address of the new school, the attendance team will confirm with the new provision and remove the student from roll.

Where a student fails to attend school on the first expected day, and staff at the school do not know where the student is, the school will follow CME Procedures in an attempt to trace the student before the removal is made.

5. Authorised and unauthorised absence
5.1 Granting approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as unexpected, unplanned serious and/ or unusual events. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, in accordance with the leave of absence request form. The headteacher may require evidence to support any request for leave of absence. Valid reasons for authorised absence include:

● Illness and medical/dental appointments that could not be scheduled outside of school hours(see sections 4.2 and 4.3 for more detail)
● 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 students 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

● Study leave
● Bereavement, funeral attendance of a close family member (dependent upon location of ceremony)
● Young carer required to support dependent (dependent upon circumstance)
● Medical operation/ appointment that could not be scheduled outside of school hours

A student's annual attendance will be considered as well as previous applications made.

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.
Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:
 The 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 or withdraw the notice.

6. Strategies for promoting attendance

Attendance has been identified as a whole school priority as it forms a key part of our mission statement; exceptional education, every child, every day.

To promote good attendance Mulberry Academy Woodside will:

● continue talking about attendance with all members of the school community, framing conversation around the relationship between student attendance and outcomes to ensure that everyone recognises that it is baked into the school's culture. This will involve assemblies, coffee mornings, newsletter updates and social media
● work to ensure that the school is a welcoming and inclusive environment that will provide opportunities for all students
● ensure that the importance and celebration of good attendance are recognised and given a high profile in tutorial and during assemblies.
● offer recognition and celebration of outstanding attendance with a range of initiatives
● Provide attendance mentors for students who are persistently absent to encourage and support improved attendance habits
● work in partnership with parents/carers to set high expectations and overcome any problems which may affect a child's attendance. This must be an equal partnership.
● recognise the external factors which influence student attendance and will work in partnership with parents/carers, the Education Welfare Officer and other relevant services to deal with any issues.
● take a proactive approach to the promotion of good attendance by defining expectations with students and their parents
● provide an effective and efficient system for monitoring attendance in accordance with legal requirements.
From time to time, students can experience problems at school due to:
● bullying
● learning difficulties
● friendship problems
● relationships with staff
● initial difficulties in settling in new situations

Students may also bring into school concerns about family issues, such as illness or

bereavement. It is important that school staff are made aware of such issues through the channel of the pastoral team (Heads of Year) or the safeguarding team. All of these concerns can be managed sensitively and successfully, when schools and families work together. There is an anti-bullying policy at Woodside. It is critical that these matters are addressed swiftly in order to ensure that students do not refuse to attend school as a result of them. Should additional support be deemed to be appropriate, the school may, with your consent, make a referral requesting additional help. It is extremely important that your child remains in school whilst issues relating to bullying are investigated and appropriate action taken.

7. Attendance monitoring

The attendance team monitors student absence and punctuality on a daily basis. Parents/carers are expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2). If this does not happen, the attendance team seek to make contact.

Parents/carers are expected to call the school each day that their child is ill unless an agreement has been made in writing in consideration of extenuating circumstances, such as a long term illness, stay in a medical facility or where a medical note has been provided. Where a member of the Attendance team is concerned about a student's absence on any given day, they must report the details of their concern to the Safeguarding team, using MyConcern. This should be followed up by a conversation with the SLT link.

If a student is absent for two consecutive days the school will complete an unannounced home visit with two members of staff from Mulberry Academy Woodside present.
If a student's absence goes above 3 days the Attendance Team will contact the parents to discuss the reasons for this.

If after contacting parents/carers a student's absence continues to rise, we will consider involving the Education Welfare Officer.

In monitoring attendance, the SLT link and EWO will meet with the pastoral team (heads of year and members of SLT) to report on trends and concerns. Some students will be placed on an attendance monitoring plan that will involve home visits, walking buddies to school, in-school check ins and attendance contracts.

7.1 Persistent absence

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee. 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.

The school's attendance data is collected on Sims and stored. It is used for internal purposes to track the attendance of individual students, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

The weekly PA list is shared with the leadership team and all heads of year in order to actively address the issue and work collaboratively with parents, carers and students.

7.2 Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires that we work collaboratively with, not against families. We will work together to:

● Promote and develop a culture of attendance and punctuality across the school community; prioritising these as values for school and post-educational success
● Rigorously monitor attendance and punctuality, identifying trends and seeking to resolves the barriers that stand in the way of students being in school, every day and on time
● Develop cultural competence, understanding and listening of our entire school community to ensure that students, parents and carers feel listened to, respected and understand that we are working together to remove barriers to attending school
● Facilitate support in the form of meetings, attendance support plans, initiatives, home visits and consultation with external agencies to address wider issues. We will help parents/ carers to access services
● Formalising support where absence persists and engagement is minimal to move things along. This may include a parental contract
● Enforcing more serious action (this may include statutory action) where support is not working or being engaged with in order to protect the student's right to an education

9. Monitoring arrangements
9.1 Monitoring attendance

We will
● Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
● Identify whether or not there are particular groups of children whose absences may be a cause for concern
● Pupil-level absence data will be 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. The school will compare attendance data to the national average, and share this with the governing board.

9.2 Analysing attendance

We will:
● Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide

targeted support to these pupils and their families
● Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.3 Using data to improve attendance

We will:
● Provide regular attendance reports to members of the pastoral team, middle leaders, and other school leaders, to facilitate discussions with pupils and families
● Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

9.4 Reducing persistent and severe absence
The school will:
● Use attendance data to find patterns and trends of persistent and severe absence
● Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
● Provide access to wider support services to remove the barriers to attendance
This policy will be reviewed annually by the attendance and safeguarding team. At every review, it will be approved by the full governing board.

10. Appendices

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance

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
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

Code	Definition	Scenario
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

The following codes are taken from the DfE's guidance on school attendance.

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 before register has closed
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
U	Arrival after registration	Pupil arrived at school after the register closed

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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

*Guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care12 or any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

Code X: not attending in circumstances relating to coronavirus (COVID-19)

This code is not counted as an absence in the school census

This code is used to record sessions where the pupil's travel to or presence at school would conflict with

Appendix 2: Student Attendance Behaviour Profiles for Parents

Category	%	Indicators	Attend & Achieve: Academic implications
Exceptional	*100%*	*This child's attendance is exceptional* *This child attends daily and is on time to school and lessons* *This child is enthusiastic about learning, engaged and focused on the 'why' they come to school*	Exceptional school attendance means that these students are accessing the necessary learning to achieve exceptional GCSE grades. Academic achievement in school increases their post-16 options and these students' chance of future success is increased by their sound understanding of attendance expectations in a professional environment
Excellent	*97-99%*	*This child's attendance is excellent because they attend 97+% of the time. This child is engaged and enjoys coming to school*	Excellent school attendance means that these students are accessing the necessary learning to achieve excellent GCSE grades. Academic achievement in school increases their post-16 options and these students' chance of future success is increased by their sound understanding of attendance expectations in a professional environment
Good	*95-97%*	*This child's attendance is good (97-95%). They have not had more than 10 days off school*	Good school attendance means that these students are accessing most of the necessary learning to achieve good GCSE grades. Academic achievement in school increases their post-16 options and these students' chance of future success is increased by their sound understanding of attendance expectations in a professional environment
Room for Improvement	*95-100%*	*This child's attendance is technically excellent or good because they attend most of the time but they are not always on time to school and/ or lessons. Although they are physically in school, they spend a significant amount of time out of lessons (RR, truancy & lesson avoidance)*	These children should be in a position to access most of the necessary learning to achieve excellent GCSE grades because they are regular school attendees. However, their attendance behaviours when they are at school compromises their achievements. Missing lessons means that they are not accessing most of their learning, which makes it harder for them to make progress. This limits their opportunities for future success
Concerning	*90-95%*	*This child just misses out on being persistently absent. Their absence is significant though, equating to up to 19days of lost learning. This may have accumulated with a number of unrelated small absences here and there.*	Although these children are accessing most of their learning, their absences mean that there are gaps in their learning and they only understand bits of topics. They miss key information and planned learning opportunities and this affects their ability to achieve good GCSE grades and fulfil their potential.
		*Persistently Absent Students*	

Persistently Absent Students
If your child takes too much time off school they will become categorised as PA or persistently absent. This means that their attendance is below 90% (this totals 19 school days).
Missing school will make your child fall behind in lessons and will impact on their academic progress and achievement.

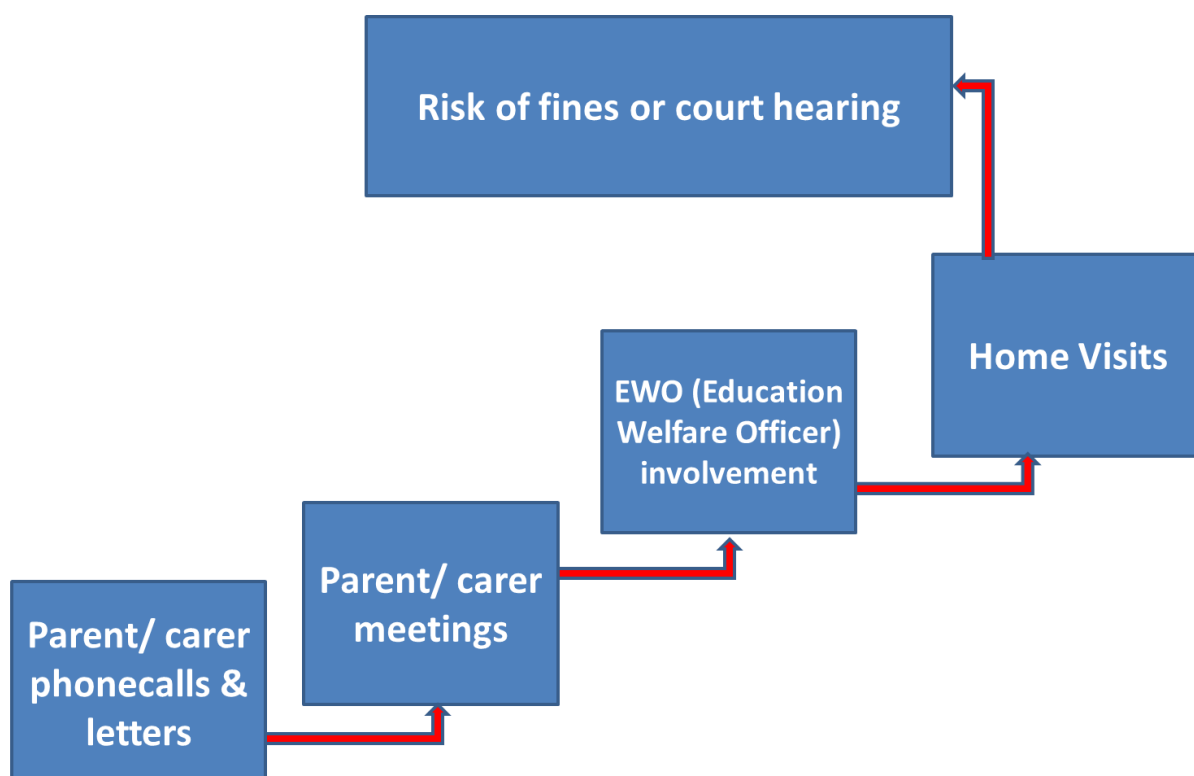| Category	%	Indicators	Attend & Achieve: Academic implications
School Avoider	*Below 90%*	*This child's persistent absence relates to emotional or mental barriers to attending. In some cases, home issues prevent the child and/ or child's family from feeling that they can attend in spite of the legal responsibility of the parent.*	These students are behind on their learning. They do not have a secure or full understanding of what is going on in class and are not well equipped or prepared to sit their GCSE exams. The more days that they have missed from school, the more key learning that they have missed. The persistent absence of these students makes it near-impossible for them to fulfil their potential.
Medical	*Below 90%*	*This child's absence relates to health issues. They may be in hospital, a medical facility or at home but their associated health issues make it impossible for them to attend school regularly. In some cases these students may*	

		receive some form of education at the hospital but it is not linked to our curriculum.
Term Time Holidays	*Below 90%*	*This child's persistent absence relates to term time travel. Permission may have been sought, the school may have been informed* *Irrespective of the given reason, this child has missed 19-38 days (over ½ a term of learning.*

Managing Attendance

As a school, we will continue to support and encourage good behaviours. Where attendance is concerned, this comes in the form of attendance incentives. Heads of Year will praise the form with the best weekly attendance and there will be a range of competitions and prizes throughout the year to encourage students. Although the benefits of exceptional attendance speak for themself, each term students with 100% attendance will be entered into a raffle for a pair of Airpods or £100 voucher

Involving the Local Authority and External Agencies

Where there are ongoing concerns about a child's attendance, the school is duty-bound to take appropriate action. Ideally we can work together on this to improve your child's attendance and ensure that we break down any barriers to it but it is important to be aware of the escalation process below:

Risk of fines or court hearing

Home Visits

EWO (Education Welfare Officer) involvement

Parent/ carer meetings

Parent/ carer phonecalls & letters

Stage One – School Attendance Staged Intervention Model

A Pupil's Attendance falls below School Attendance Target (i.e. attendance drops below 95%)

↓

Are there unresolved "N" Codes due to absence?

First Day Absence Contact
Telephone contact made with parent/carer on the first day of a child's absence from school. (Safeguarding Duty)

Ongoing Procedure

Lates
Letter "L" sent after 5 sessions of lateness

- **Improved** No Further Action monitor
- **No Improvement** School Meeting with Parent

Yes
- School Letter N sent to parent/carer(s)
- "N" codes changed to "O" if no explanation given two weeks after the absence occured

No

Reason given and improved attendance:
No Further Action: Monitor

No reasons given OR the reasons given are unsatisfactory OR attendance fails to improve

School Letter 1
- Sent to parents of pupils whose attendance drops below school's attendance target (i.e below 95%)
- Sent by Senior Member of Staff i.e. Head Teacher or Year Head.

No

Is Absence due to Illness/Medical Reasons?

Improved No Further Action Monitor

No Improvement Arrange to meeting with parent and send School Letter 3

School Letter 2
Sent after 2 weeks if no improvement and no satisfactory explanation have been received to explain the absence

YES
School Letter MED sent if patterns of illness and medical absence exist and no explanation why

No Improvement, concerns still exist and no medical evidence received

Improved or reason known No Further Action and monitor

Request to authorise absence from school due to exceptional circumstances

Headteachers may not grant any leave of absence to students during term time unless they

consider there to be **'exceptional circumstances'**. A leave of absence is granted entirely at the headteacher's discretion. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional.

Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission, the absence will be unauthorised and we will consider legal action.

Please do not to make any arrangements until your request has been considered and you have received a response from the school. Please submit your application at the earliest possible opportunity to allow for consideration and any necessary clarification. Only emergencies will be considered less than 2 weeks ahead of the requested date.

Requests will be considered on a case-by-case basis but some valid reasons for authorised absence include (but are not limited to):

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the students' parents belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart (up to 1 day)

Bereavement, funeral attendance of a close family member (dependent upon location of ceremony)

Young carer required to support dependent (dependent upon circumstance)

Medical operation/ appointment that could not be scheduled outside of school hours

Please be aware that a student's annual attendance will be considered as well as previous applications made.

Please complete the absence request form overleaf and address it to the admissions team. This can be hand delivered by your child or emailed to attendance@woodsidehighschool.co.uk

Section A

Dear headteacher, I wish to apply for Child's name: _____ Form:

To be authorised as absent from school (please include dates and time):

from _____   to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence please enter their name and school below:

Child's name: _____ School: _____

Child's name: _____ School: _____

Section B Please explain why you are applying for an authorised absence and the circumstances which make your **application exceptional**; and therefore the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. (If you require additional space please attach an additional sheet).