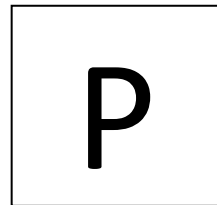




# Attendance and Punctuality Policy



## 1.0 Aims

1.1 It is the aim of staff at Light Hall School to work with students and their parents/carers to enable students to achieve the best possible attendance and punctuality throughout the academic year.

- 1.2 We are committed to meeting our obligations with regards to school attendance by:
- Promoting good attendance and reducing absence, including persistent absence
  - Ensuring every pupil has access to full-time education to which they are entitled
  - Acting early to address patterns of absence
  - We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

## 2.0 Principles

2.1 Education is important. Missing school means missing out. Children should be at school, on time and ready to learn, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent that can result in legal action by the Local Authority (LA).

2.2 It is the School aim that, at Light Hall, students and staff should enjoy learning, experience success and develop their full potential. The aim of the Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of students and staff.

## 3.0 Rationale

3.1 There is a clear link between poor attendance at school and lower academic achievement. Of students who miss more than 50% of school, only 3% manage to achieve five or more GCSEs at grades 9-4 including Maths and English. Of students who have over 95 per cent attendance, 73% achieve five or more GCSEs at grades 9-4

## 4.0 Legislation and guidance

4.1 This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

|           |   |                                   |                        |  |
|-----------|---|-----------------------------------|------------------------|--|
| VERSION 1 | TO BE APPROVED BY FULL GOVERNING BODY ON: July 24 | POLICY RENEWAL REQUIRED: ANNUALLY | REVIEW DATE<br>July 25 | SIGNED:<br>.....<br>CHAIR OF GOVERNORS |
|-----------|---|-----------------------------------|------------------------|--|



## Attendance and Punctuality Policy

---

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

### 5.0 Objectives

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

### 6.0 Attendance register

- 6.1 We will keep an attendance register, and place all pupils onto this register. We will take our attendance register 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
- 6.2 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.
- 6.3 We will keep every entry on the attendance register for 3 years after the date on which the entry was made.
- 6.4 Pupils must arrive in school by 8.40 on each school day. The register for the first session will be taken at 8.45am and will be kept open until 9.15am. The register for the second session will be taken at 12.25pm and will be kept open until 12.55pm.

### 7.0 Reasons for Absence

- 7.1 Every half-day absence from school legally has to be recorded by staff at the school as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required.
- 7.2 **Authorised absences** are mornings or afternoons away from school for a good reason, such as illness, medical appointments, observing a religious festival or another unavoidable reason.



## Attendance and Punctuality Policy

7.3 **Unauthorised absences** are those that the staff at school do not consider reasonable and for which no 'leave' has been given. These are an offence by the parent and can include:

- Keeping children off school without a good reason
- Truancy before the register has been marked
- Absences that have never been properly explained
- Children who arrive at school too late to get a mark
- Taking holidays in term time.

### 8.0 Leave of Absence Requests

#### Term –Time Holidays

8.1 It is not national policy to authorise absences for family holidays in term time. Absences for family holidays in term time will not be authorised and could be subject to a Fixed Penalty Notice.

#### Extended Trips Overseas

8.2 In the matter of extended trips overseas to visit family members, Light Hall School will show an understanding for the parents/carers perspective and will offer guidance, if a visit is liable to exceed the five day period, as to when the most appropriate time in the school calendar may be even though the school may not be able to comply with the request for absence.

8.3 Where a pupil is granted leave of absence and subsequently fails to return to school within ten school days of the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause, their name may, following consultation with the Local Authority, be deleted from admission register.

8.4 The Education (Pupil Registration) Regulations 2006, amendment September 2016, set out the grounds on which a pupil of compulsory school age may be deleted from the attendance register. Schools in Solihull refer to Solihull's Local Authority "Removal from Roll Guidance for Schools/Academies December 2016" document to ensure the correct procedure is followed.

### 9.0 Medical and Dental Appointments

9.1 Wherever possible, parents are asked to make routine medical and dental appointments outside school time. Where such appointments in school time are unavoidable, the students PDL should be informed in advance if at all possible. A 'present' mark may still be awarded if the child attends for as much of the session as they can. It is always better to attend for some of the time, rather than missing the whole day.

### 10.0 Resolving Absence

10.1 Parents are expected to contact Mr Petty or the child's PDL and to work with them in resolving any problems. This is nearly always successful. The main person to contact in school regarding Attendance is Mr Petty, our Education Welfare and School Liaison Officer (EWO). Mr Petty can be contacted at [jpetty@lighthall.co.uk](mailto:jpetty@lighthall.co.uk)



## Attendance and Punctuality Policy

10.2 Wherever possible, the EWO will try to resolve the situation by agreement. However, if other ways of trying to improve the child's attendance have failed, EWOs can use legal proceedings if required, including Penalty Notices (fines) or prosecution in the Magistrates Court. Alternatively, parents or pupils may themselves wish to contact the EWO to ask for help or information.

### 11.0 Practice and Procedures

11.1 The school has a special responsibility to reduce the number of children whose attendance is below 90% over the school year. This level of absence is the equivalent of a day absent every fortnight. Pupils who miss this much school are called 'persistent absentees' by the government, whatever the reason for their absence. Special procedures may be applied to children who are at risk of falling into this category.

11.2 The school applies the following procedures in deciding how to deal with individual absences:

#### Attendance

Form tutors mark the register at 8.45 and subject teachers' record attendance in the first ten minutes of every lesson using Class Charts

- Daily attendance is monitored by our Pastoral Team and the Education Welfare Officer (EWO) and his team. Parents are asked to telephone or email the school before 08.45am to explain any absence. There is a dedicated extension number to report absences. Please call 0121 744 3835 and select option 1. There is a dedicated email address to report absences – [attendance@lighthall.co.uk](mailto:attendance@lighthall.co.uk) further information outlining how parents and carers can communicate absences can be found in the attendance information section of the Light Hall website which can be accessed via a button on the school website.
- Parents are contacted by text message when students have failed to arrive by 08.45am and notice of their absence has not been received.
- If school has not been contacted, absence will be recorded as unauthorised. The designated EWO will ensure the following:
  - If a child is absent without parental contact, Mrs Ruddy or the pastoral manager will contact them to seek an explanation for the unauthorised absence.
  - If a child was absent for a second consecutive day without parental contact (after Light Hall attempting to contact on the first day – 2 text messages plus 2 phone calls), no contact can be made, and there is a cause for concern, the attendance officer or nominated member of staff will make a home visit. If still no contact, a calling card is left at home. Following that, a Police safe and well check will be considered.
  - There is an expectation that all students make up any work missed during periods of absence for whatever reason. Students can access the schools virtual curriculum via Microsoft Teams.
  - During the school day students must arrive in school by 8.40am. (The gates will be closed after this time and students should therefore report to reception, where they will be recorded as late to school). Any student who is late receives both first break and second break detentions. They will still have access to



## Attendance and Punctuality Policy

school dinners, if required. Staff must register their students' attendance at lesson within the first 10 minutes of the lesson starting. Any student who needs to leave the site during the day for an appointment must sign out electronically at reception. They are issued with a pass, then escorted to the reception area where they must be met by the relevant parent/carer.

- Authorisation of absence in most circumstances requires a telephone call, text message or email from parents or carers.

### Punctuality

- Students are expected to be in school and in their year group by 8.40am and to register with their Form Tutor at 8.45am. Students who arrive before 8.40am must go to their designated year group area. The school gates open at 8.25am. Students cannot be on site before that time. If students are not within the school gates, in their year group area and lined up they are considered late to school and will be recorded as such.
- If students arrive after the register has been taken they should sign in at reception.
- **Students who arrive after 9.15am need a note or telephone call from home explaining their late arrival. If no email/telephone call/note is received, this becomes an unauthorised absence.**
- Unauthorised absences caused by arrival at school after 9.15 will be recorded using a U grade.
- Persistent lateness is monitored by the pastoral team and EWO. Students who are persistently late will have letters sent home and their parents will be requested to attend a meeting in school to discuss the concerns. It is likely that the EWO will make home visits regarding concerns about punctuality / persistent lateness

### Long Term Absence

- When students are absent, or likely to be absent, for more than one week on medical grounds students are expected to access the remote curriculum via Microsoft Teams to ensure they do not fall behind in their learning. This can be accessed in the parents section of the Light Hall School website under remote learning.
- Permission for public performances and productions outside of school needs to be sought in writing from the Head teacher.
- As is national policy, family holidays in term time are not authorised.

### Monitoring Absence

- It is the responsibility of all staff at Light Hall School to challenge poor attendance.
- The following chart outlines the procedures for monitoring and intervening with students:

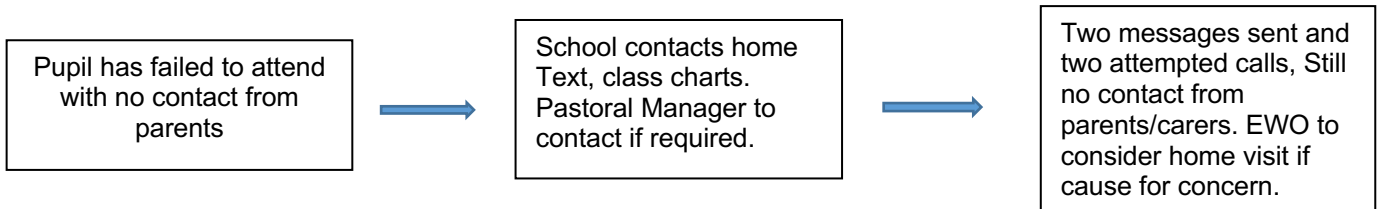
### Attendance Intervention – Agreed Action



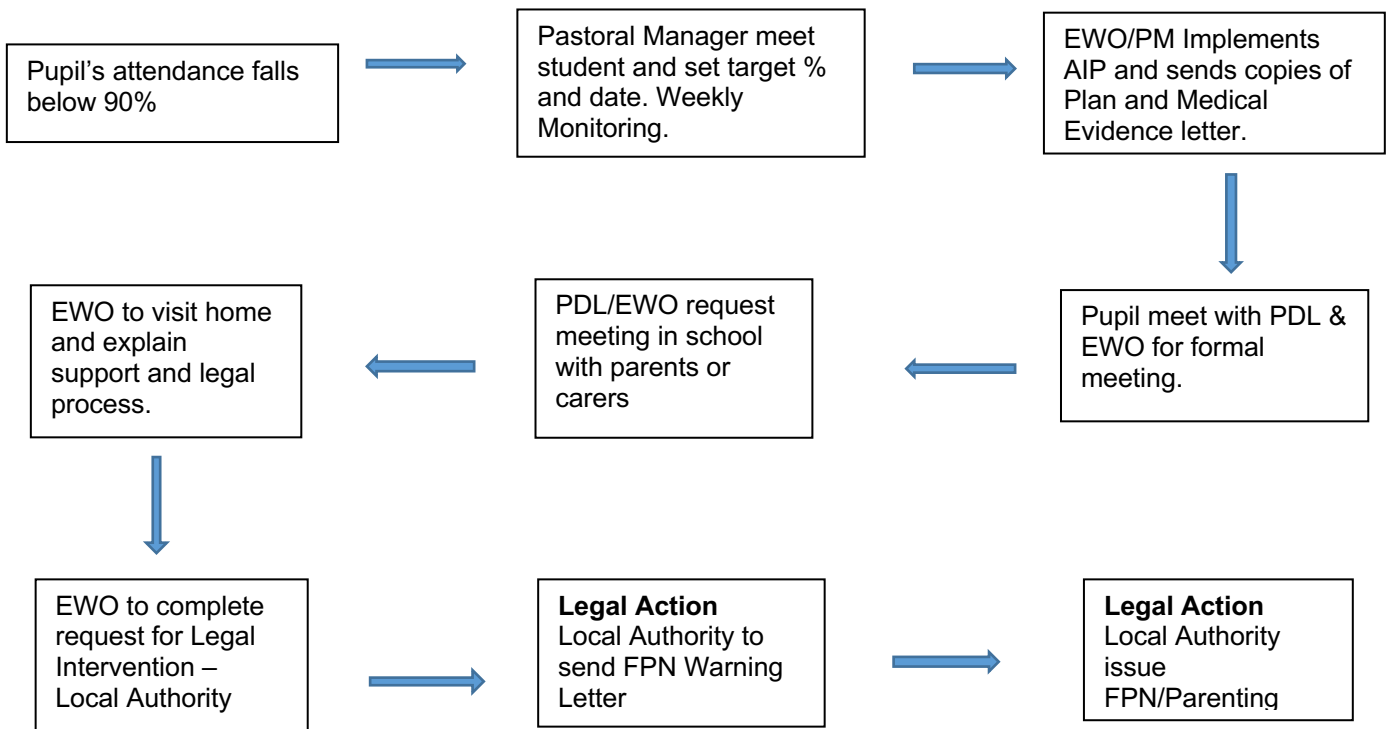
## Attendance and Punctuality Policy

In order to work in a consistent response to all attendance concerns please refer to the following stages of concern and intervention. The input from EWO needs to be rationalised and home visits will occur once other intervention has taken place.

### 1. Attendance Concerns



### 2. Poor Attendance



**KEY:**

- EWO – Education Welfare Officer
- PM – Pastoral Manager
- PDL - Progress Development Lead
- AIP – Attendance Improvement Plan
- FPN – Fixed Penalty Notice



## Attendance and Punctuality Policy

| Thresholds               | Attendance  | Intervention  |
|--------------------------|---|---|
| <b>Outstanding</b>       | <b>99% - 100%</b>   | <b>Head teacher recognition</b>   |
|                          | <ul style="list-style-type: none"> <li>➤ 0-2 days off</li> <li>➤ 10 learning hours lost</li> <li>➤ Approximately 74.% of students achieve grades 9-4 in 5 GCSE's or more</li> </ul>               | <ul style="list-style-type: none"> <li>• Student recognised in celebration assemblies as having good attendance</li> <li>• Student receives a certificate recognising their good attendance.</li> <li>• Student receives a special Light Hall badge.</li> </ul>   |
| <b>Good</b>              | <b>97% – 98%</b>  | <b>Form tutor recognition</b>   |
|                          | <ul style="list-style-type: none"> <li>➤ 3-6 days off</li> <li>➤ 15-30 learning hours lost</li> <li>➤ Approximately 74.% of students achieve grades 9-4 in 5 GCSE's or more</li> </ul>            | <ul style="list-style-type: none"> <li>• Form tutor reinforces good attendance with student with praise</li> </ul>  |
| <b>Expected</b>          | <b>95% - 96%</b>  | <b>Form tutor recognition</b>   |
|                          | <ul style="list-style-type: none"> <li>➤ 7 – 10 days off</li> <li>➤ 35 – 50 learning hours lost</li> <li>➤ Approximately 74.% of students achieve grades 9-4 in 5 GCSE's or more</li> </ul>       | <ul style="list-style-type: none"> <li>• Form tutor reinforces good attendance with student with praise</li> </ul>  |
| <b>Cause for concern</b> | <b>92% - 94%</b>  | <b>Form tutor and pastoral manager monitoring</b>   |
|                          | <ul style="list-style-type: none"> <li>➤ 11 – 15 days off</li> <li>➤ 55 – 75 learning hours lost</li> <li>➤ Approximately 60% of students achieve grades 9-4 in 5 GCSE's or more</li> </ul>       | <ul style="list-style-type: none"> <li>• Phone call to parent or carer from pastoral manager explaining that their child's attendance is a cause for concern.</li> <li>• Parent to communicate the reasons for absence.</li> <li>• Form tutor intervention – meeting with student during form time to explore barriers to attendance. Form tutor reinforces that it is the responsibility of the student to catch up on missed work via Microsoft teams.</li> </ul> |
| <b>Unsatisfactory</b>    | <b>89% - 91%</b>  | <b>Pastoral team intervention</b>   |
|                          | <ul style="list-style-type: none"> <li>➤ 16 – 22 days off</li> <li>➤ 80 – 110 learning hours lost</li> <li>➤ Approximately 45% of students achieve grades 9-4 in 5 GCSE's or more</li> </ul>      | <ul style="list-style-type: none"> <li>• Pastoral manager arranges intervention meeting with student to discuss barriers to learning</li> <li>• Parent phone call/ meeting and discussion around next steps.</li> <li>• Attendance improvement plan put into place (medical evidence letter to be provided)</li> </ul>  |
| <b>Inadequate</b>        | <b>85% – 88%</b>  | <b>Pastoral team and EWO joint intervention</b>   |
|                          | <ul style="list-style-type: none"> <li>➤ 23 – 28.5 days off</li> <li>➤ 115 – 142.5 learning hours lost</li> <li>➤ Approximately 35% of students achieve grades 9-4 in 5 GCSE's or more</li> </ul> | <ul style="list-style-type: none"> <li>• Continued support from the pastoral team</li> <li>• Parent meeting with EWO/ PM/ PDL</li> <li>• Where appropriate a parenting contract is agreed between the parent/carers, school and local authority.</li> <li>• Potential referral for voluntary support</li> <li>• Failure to engage with intervention may lead to an unannounced home visit</li> </ul>  |
| <b>Critical</b>          | <b>&lt;84%</b>  | <b>EWO intervention</b>   |
|                          | <ul style="list-style-type: none"> <li>➤ &lt;30.5 days off</li> <li>➤ &lt;152.5 learning hours lost</li> <li>➤ Approximately 28% of students achieve grades 9-4 in 5 GCSE's or more</li> </ul>    | <ul style="list-style-type: none"> <li>• Continued support from pastoral team</li> <li>• EWO phone call and in school meetings</li> <li>• Unannounced home visit</li> <li>• Referral to the Local Authority and/or Children's Services</li> <li>• Legal avenues explored such as fixed penalty notices</li> </ul>   |





## Attendance and Punctuality Policy

(For Whole Year Attendance\*)

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"><li>• Coordinated response from the school and the inclusion enforcement team</li></ul> |
|--|--|---|

**\*Once a student has been absent for 19 days (38 sessions), they are classified as Persistently Absent (PA)**

### 12.0 Students with severe and persistent absence

12.1 Students are expected to have attendance of above 95%, however when attendance falls below 90%, students are considered to be persistently absent. If a student's attendance falls below 50%, this is considered severe absence. Light Hall School will work with parents and carers to consider any in-school barriers to attendance. This support may include:

- Meetings with parents and carers to understand barriers and agree actions or interventions to address them.
- Referrals to external organisations that can provide support.
- Provision of mentoring, careers advice and college placements.
- A voluntary early help assessment.

12.2 Where voluntary support has not been effective and/ or has not been engaged with the school will work with the Local Authority to:

- Put more formal support in place such as a parenting contract or an education supervision order.
- Issue a fixed penalty notice.
- Intensify support through statutory Children's Social care involvement, especially where absence is severe and the school has safeguarding concerns.
- Prosecute parents where all other routes have failed or are not deemed appropriate.

### 13.0 Pupils with medical conditions or special educational needs

13.1 Although some students face greater barriers to attendance than their peers, our attendance ambition for these students is the same as for any other pupil. Light Hall School will be mindful of the additional challenges these students may face and will work with parents and carers to provide additional support, where necessary, to help them access their full time education.

13.2 This support may include:

- Working with parents and carers to develop specific support approaches for pupils with special additional needs and disabilities, including where applicable outlining this in a student's education, health and care plan;
- Making reasonable adjustments;
- Liaising with external partners such as the local authority or health service and making any referrals in a timely manner;
- Supporting with routines such as where school transport is regularly being missed;





## Attendance and Punctuality Policy

---

### 14.0 Incentives

14.1 Light Hall School continually promotes the benefits of good attendance through the following rewards.

- Students who achieve 100% attendance will receive a certificate and a special Light Hall badge to be worn with pride on their blazer.
- Students with attendance between 99% and 100% will be recognised in celebration assemblies.
- Students with the most improved attendance will be rewarded with prizes throughout the academic year.
- Best attendance and punctuality in tutor groups is reported termly in the 'Light Hall Word'.

### 15.0 Penalty Notice

- The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.
- The School may issue a 'pre-penalty notice' outlining the imminent concern.
- If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.
- Before issuing a penalty notice, the school will consider the individual case, including:
  - Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
  - Whether a penalty notice is the best available tool to improve attendance for that pupil
  - Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
  - Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
- A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).
- Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.
- The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
- If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.
- If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.



## Attendance and Punctuality Policy

---

- A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### **Notices to improve**

- If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.
- Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.
- They will include:
  - Details of the pupil's attendance record and of the offences
  - The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
  - Details of the support provided so far
  - Opportunities for further support, or to access previously provided support that was not engaged with
  - A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
  - A clear timeframe of between 3 and 6 weeks for the improvement period
  - The grounds on which a penalty notice may be issued before the end of the improvement period



## Attendance and Punctuality Policy

---

### Appendix 1

#### Role of the Student

1. Attend school on time and properly equipped every day.
2. To ensure they arrive at all lessons on time and ready to learn.
3. To go swiftly to their designated year group area in the morning ready for the 'line up'.
4. When absent to catch up on missed work via Microsoft Teams and complete homework tasks set on Class Charts.
5. To catch up on missed assessments upon return to school.

#### The Role of the Form Tutor

1. To mark and save the register by 8.55am
2. To return any notes regarding absence to Student Services.
3. To monitor attendance and punctuality of students in the Form.
4. To inform the pastoral team of any attendance concerns.

#### The Role of the Subject Teacher

1. To mark and save a register each lesson within the first 10 minutes of the lesson starting.
2. To inform Student Services of any student missing from the lesson and marking absent in Class Charts register, where it is obvious that they were marked present in the previous lesson.
3. To inform the pastoral team of any attendance concerns from subject groups.
4. To ensure that missed work is caught up.

#### The Role of the Pastoral Team

1. To review attendance of the year group weekly.
2. To promote good attendance and punctuality through public praise in weekly assemblies.
3. To ensure letters are sent home where there are attendance concerns.
4. To ensure students catch up on missed work via Microsoft teams.
5. To meet with students and the parents and carers of those whose attendance and punctuality is causing concern and work with them to improve these areas of concern.
6. To report to SLT on a half termly basis regarding attendance and punctuality of their year group and action/ intervention undertaken.

#### The Role of Attendance and Admissions Officer

1. To liaise and support the EWO with attendance and punctuality concerns.
2. To send text message to parents/ carers of all students who are not in school and about whose absence the school has not been notified by 09.30am each day
3. To telephone home on a student's first day of absence if this is not previously explained.

#### The Role of the Education Welfare and Family Liaison Officer

1. To monitor attendance on a daily basis.
2. To support students who have poor attendance.
3. To carry out a home visit if there is no parental contact within three days.
4. To follow up absences and address concerns with students and agree on strategies to improve attendance.



## Attendance and Punctuality Policy

5. To work with and support parents and carers to improve attendance of students who fall below the 96% threshold.
6. To liaise with Pastoral Manager and student services regarding student attendance.
7. To ensure appropriate action is taken to address attendance.
8. To meet with the Head teacher, Deputy Head teacher, Key Stage Assistant Head teacher on a fortnightly basis to report on attendance, action, intervention and support provided for students with poor attendance and the most vulnerable.
9. To attend any necessary legal meetings with regards to attendance.

The Education and Welfare Officer can be contacted at [jpetty@lighthall.co.uk](mailto:jpetty@lighthall.co.uk)

### **The Role of the Key Stage Assistant Head Teacher and Deputy Head teacher**

1. To review weekly attendance.
2. To monitor Persistent Absence.
3. To support the Pastoral Managers with attendance issues.
4. To liaise with Pastoral Managers, EWO and Student Services regarding student attendance.
5. To ensure appropriate actions are taken to address attendance.
6. To report to governors on a half termly basis on attendance, punctuality and Persistent Absence.

The Assistant Head Teacher with responsibility for the attendance of KS3 students can be contacted at [lmattthews@lighthall.co.uk](mailto:lmattthews@lighthall.co.uk)

The Assistant Head teacher with responsibility for the attendance of KS4 students can be contacted at [lstruthers@lighthall.co.uk](mailto:lstruthers@lighthall.co.uk)

### **The Role of Parents**

1. To ensure that their children attend daily and on time.
2. To telephone/ email the school before 09.30am to explain any absence on the day of absence.
3. To make dental and medical appointments for their children out of school time as far as possible.
4. To follow national policy and not take family holidays in term time.



## Attendance and Punctuality Policy

### Appendix 2

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   |
|---------------------------|-----------------------------|--|
| <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                                |



## Attendance and Punctuality Policy

|                             |                                   |   |
|-----------------------------|-----------------------------------|---|
| <b>R</b>                    | 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   |
| <b>Unauthorised absence</b> |                                   |   |
| <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   |
| <b>U</b>                    | Arrival after registration        | Pupil arrived at school after the register closed   |

| 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  |



## Attendance and Punctuality Policy

### Appendix 3

#### Parenting contract for attendance Light Hall School

|                                    |  |
|------------------------------------|--|
| Child's name:                      |  |
| DOB:                               |  |
| Mobile number<br>(if appropriate): |  |
| Parent's name(s):                  |  |
| Address(es):                       |  |
| Tel:                               |  |

|  |
|--|
| Member of staff responsible day-to-day:              |
| Contact number (and when is the best time to call?): |
| Local Authority Officer (if applicable):             |
| Contact details:                                     |

We are going to work together in making sure that the above named child improves their attendance at school over the next ..... ( suggested time frame 3 weeks/ 6 weeks)





## Attendance and Punctuality Policy

---

**Current attendance (%) and other information, including number of absences and what has been tried before:**

.....

.....

.....

.....

**Achieving these targets**

**The specific targets of our plan. What we aim to do by (date):**

**I/we (the parents) agree to:**  
(please detail)

**Officers of local authority agree to:**  
(please detail)



## Attendance and Punctuality Policy

**We (the school) agree to:**  
(please detail)

**Comments by the child/young person:**

.....

.....

.....

.....

.....

.....



## Attendance and Punctuality Policy

---

### **Agreeing to the contract:**

#### **Consent by parent(s)**

I/we have agreed to this Parenting Contract and will

- (a) work with the school (and council) as detailed above, to improve my/our child's school attendance, and
- (b) carry out what we have promised to do.

I/we also agree to information being shared with other professionals and agencies as required to help us.

**I/we understand that if my child has any unauthorised absences from school in the next (three months), a Penalty Notice or prosecution may follow without further warning. This agreement may be given as part of the evidence.**

#### **Signed (Parent/s):**

.....  
 .....

#### **Signed (on behalf of the school/governing body/local authority)**

.....  
 .....  
 .....

#### **Date:**

Copies to be circulated to all parties



## Attendance and Punctuality Policy

Appendix 4



### Attendance Improvement Plan

|                      |  |         |       |
|----------------------|--|---------|-------|
| Student Name:        |  | Gender: |       |
| Pastoral Manager/EWO |  | D.O.B:  | Year: |

|                        |  |
|------------------------|--|
| Current Attendance (%) |  |
|------------------------|--|

#### Step 1. Pre-Phone Call

| Key Questions   | Yes | No | Comments:    |
|---|-----|----|--------------|
| Is there a problem with travel to and from school?                  |     |    |              |
| Are there any medical issues preventing the child attending school? |     |    |              |
| Medical Evidence on SIMS?   |     |    |              |
| Medical evidence requested?   |     |    |              |
|   |     |    | If Yes Date: |

#### Step 2. Phone Call Parent / Guardian

|   |  |                         |  |
|---|--|-------------------------|--|
| Parent/Carer Full Name:                   |  | Relationship :          |  |
| Date of Call:                             |  | No Answer -Message Left |  |
| Meeting Date Requested by Parent / Carer: |  |                         |  |

To be monitored & supported by a Key Worker with an expectation of 100% attendance over a six week period.



## Attendance and Punctuality Policy

---

**Key Action Points. These are to be discussed via phone / meeting with parent/ carer.**

- Pupil to attend school every day and on time
- Parent/Carer to contact school on the first day of absence and every subsequent day they are absent by 9am to Pam Ruddy- Attendance Officer
- Medical evidence to be provided for any absences.
- Opportunity to engage in Mentoring/Attendance Support.

***This Plan will run for a six-week period where by improved school attendance is required. The Plan will be reviewed during this time & if there is no change in the pattern of attendance we may need to apply for a Fixed Penalty Notice or refer to Local Authority for legal intervention.***

Verbally Agreed .....

Signed:.....

Staff Signed:.....



## Attendance and Punctuality Policy

---

### Appendix 5

When a student's attendance falls below 94% and starts to become a cause for concern the form tutor will meet with the student to discuss the barriers to their attendance. Below are some suggested questions the form tutor may wish to use to help guide this conversation.

1. What are the reasons behind your poor/ slipping/ unsatisfactory attendance?
2. Do you feel safe at school?
3. Are you happy with your peers?
4. Do you have any health issues?
5. Are there any mental health issues?
6. Are there any issues at home affecting your attendance?
7. Are you happy in your form class and teaching groups?
8. Are there any subjects which you are avoiding?