



Honywood School

Attendance Policy

Approved:	Chair of Governors
Date:	May 2021
Review Date:	May 2022

This policy is available on our school website <https://www.honywoodschool.com>

You can ask for a copy of this policy at Main Reception

You can find details of our INSET dates

<https://www.honywoodschool.com/page/?title=Term+dates%2FSchool+Day&pid=68>

Honywood School Attendance Policy

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1. Policy Statement

This Attendance Policy represents Honywood School's commitment to striving for 100% attendance, which is achieved by many learners in our school. The school regards attendance and punctuality of learners as a priority. This policy document sets out the principles, procedures and practice our school will undertake. Strategies, sanctions and possible legal consequences of poor attendance and punctuality are also detailed, as well as rewards for, and the benefits of, good attendance.

This policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance. The *DfE guidance school attendance (2020)*, states schools should promote good attendance and reduce absence, including persistent absence, ensure every child has access to full-time education and act early to address patterns of absence.

1.1 Principles

- Receiving a full-time, suitable education is a child's legal entitlement. It is a parent's /carer's legal responsibility to ensure this happens.
- Attending school regularly supports intellectual, social and emotional development and is essential if children are to benefit fully from their school life.
- Attending school regularly safeguards the welfare of children whilst they are not in the care of their parents.
- These principles are represented in British law, within the Education Act 1996, the Children Act 1989, and other associated pieces of legislation.

1.2 Aims of the Policy

- To ensure that all learners attend school regularly and punctually, on every day that the school is open, in order to maximise their educational achievement and social development.
- To discharge the school's duty to safeguard its learners to the best of its ability.
- To ensure that all those responsible for the learner's education, including parents, carers, staff and governors understand and accept their responsibilities in relation to attendance.
- To minimise absence from school, thereby reducing levels of persistent absence.
- To improve the life chances of the learners attending Honywood School and prepare them to be fully contributing citizens when they reach adulthood.

1.3 Policy objectives

- To safeguard the welfare, health, social and emotional development of learners.
- To reduce persistent absence.
- To reduce or eliminate term time holidays/leave of absence.
- To promote commitment to education and high achievement.
- To maximise the potential of every individual learner.
- Ensure robust systems are in place to monitor and manage attendance and punctuality throughout the school.

2. Roles and Responsibilities

2.1 Honywood School

It is the responsibility of **all staff** to familiarise themselves with the Attendance Policy and take forward duties outlined in the policy document. Staff at Honywood will promote good attendance and punctuality by:

- Undertaking registration of learners at 8:45am, the start of learning sessions and 2:50pm, recording information on SIMS.
- Making enquiries in relation to all learners marked as absent.
- Where no reason is evident for absence, communication will be sent no later than 10:30am notifying the first contact on the learner's records.
- If there is no response, the school will make every effort to reach the contacts held by the school. If no contact is established, the Safeguarding Lead/Leadership Team will be consulted regarding further action.
- Encouraging punctuality and a positive attitude towards attendance.
- Communicating with parents as soon as possible if there is a problem with attendance or punctuality.
- Including yearly and other reports to parents on achievement, learner's attendance and level of punctuality.
- Closely monitoring absences in order to keep unauthorised absences to a minimum.
- Subject teachers/Learning Group Leaders applying a consequence for internal truancy with support from Subject Leaders/Cohort Leaders. Further guidance or support will be given by the Senior Leadership Team if necessary. Offer an individual reintegration plan following a period of absence to support a learner to return to school.
- Making the Attendance Policy available on the school website, or by other means on request.
- Liaising with the Attendance Compliance Team as necessary.
- Establishing clear procedures for recording absence to comply with the legal requirements in the Education (Pupil Registration) (England) Regulations 2006 and associated guidance for the reporting and recording of attendance. (More detailed information on registration can be found at section 3.2.)

2.2 Learners

- Should attend the school regularly and on time.
- Should attend all learning sessions timetabled.
- Should sign in at the Learner Reception or with the teacher in their lesson if they arrive late or are otherwise engaged in school activities at designated times.
- Can expect to be welcomed and receive assistance following periods of absence as required.
- Will have individual records of attendance/punctuality recorded on SIMS.
- Should sign out at Learner Reception, with written permission of parent/carer if leaving school premises during the school day.

2.3 Parents/Carers

- Are responsible for ensuring the learner regularly and punctually attends Honywood School on every day they are required to do so, properly dressed and equipped and in an appropriate condition to learn.
- Are responsible for informing the school of the reason for any absence before 8.30 a.m. each day by a telephone call to the attendance line (01376 561231, option1), or attendance email – attendance@honywoodschool.com (Consideration will be given to procedures where parents have difficulty with written communication, or where English is not the first language).
- Are responsible for providing up to date contact numbers and changes of address.
- Are expected to work actively with Honywood staff to address attendance concerns where these develop.
- Do not have a right to take learners on holiday in term time; leave of absence must be granted in advance at the discretion of the Headteacher. Any application will be considered against the learner's attendance record, family circumstances and timing with regard to assessments and examinations; (refer to the school website for further information).
- Can expect the school to keep them fully informed of the learner's attendance/punctuality record.
- Should make every effort to ensure that learners who miss school due to occasional illness return as soon as they are well enough to do so, and where possible, to arrange medical appointments out of school hours.

3. PROCEDURES

3.1 Recording Attendance

The register is a legal document, Education (Pupil Registration) (England) Regulations 2006, and must be marked accurately, recording attendance/absence and whether absence is authorised or unauthorised.

A certified extract of the register may be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order in respect of a learner.

The Learner Reception Team is responsible for updating attendance information to the computerised system.

The Learning Group Leader is responsible for:

- Taking the register daily, once for the am session and once for the pm session.
- Ensuring all mistakes are amended on their own register.
- Using the electronic SIMS register, however if a breakdown occurs, taking a manual register.

3.2 Absence and Attendance Coding

3.2.1 Types of absence:

- Authorised (where the school approves student absence eg absence, due to sickness, religious observance, funerals).
- Unauthorised (where the school will not approve absence eg holidays during term time, taking children out without permission for birthdays or when parents or siblings are attending medical appointments).

Only the school can decide whether or not to authorise an absence even if the parent/carer sends in a note or leaves a telephone message. This is written down in the Education (Pupil Registration) (England) Regulations 2006. Parents/Carers will be informed if their child's absence is not authorised.

Tables below indicate the impact of absence and lateness on learning lost.

Attendance	Days Missed	Weeks Missed	Lessons Missed
95%	9.5 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons

Minutes late per day	Equates to Days of Learning Lost	Number of lessons missed
5 minutes	3 days	15 lessons
10 minutes	6 days	30 lessons
15 minutes	9 days	45 lessons

3.2.2 Health concerns

If a child has ongoing health needs, we will follow our Local Authority guidance on this ([linked here](#)) and support parents/carers with helping their child to access any support they are entitled to as laid down in this guidance. We will talk to parents/carers about an Individual Healthcare Plan if this is needed and discuss any extra support that is needed in school (eg support with medication).

We may ask parents/carers for medical evidence as laid down in the DfE School Attendance Guidance. If we do this, please help by providing as much information as you can. We may ask parents/carers for sight of **prescriptions, GP appointments or letters** from medical professionals if they have them available (but will not insist a parent/carer request a letter from a GP). We may decide not to authorise some absences if we are in doubt about the authenticity of the reported illness.

We will also send parents/carers a letter if we have decided we cannot authorise a child's absence for medical reasons until further notice. If this were to happen we would want to meet with parents/carers to see if any support is needed.

	Attendance Codes	
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CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	Non compulsory school age absence or Covid 19 related remote learning	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
7	Illness due to Covid 19	Authorised absence
8	Self-isolating due to Covid 19	Authorised absence
9	Shielding due to Covid 19	Authorised absence
#	School closed to pupils and staff	Not counted in possible attendances

3.3 The Local Authority – Legislation and the Attendance Compliance Team

Parents/Carers are responsible under The Education Act 1996 for ensuring their child’s full and regular attendance at school while they are of compulsory school age¹.

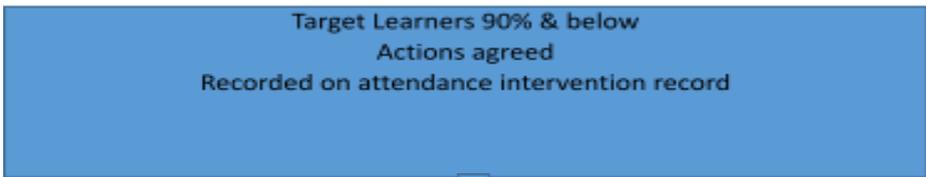
We can ask the Local Authority to take legal action if we have not authorised your child’s absences from school. Legal action can include prosecution, the issue of a Penalty Notice or an application for an Education Supervision Order in the Family Court . If the Local Authority agrees to a prosecution the maximum fine is £2500 and/or 3 months imprisonment. We will always offer you opportunities to talk to us and will try to support you and your child without going to Court but we will take legal action when this is necessary.

- With effect from 1st September 2015, a learner will be deemed to be ‘persistently absent’ where their attendance falls below 90%.
- The school may work with the Attendance Compliance Team to reduce persistent absence and support learners and their families.
- The Attendance Compliance Team will carry out its statutory duties on behalf of the Local Authority to ensure that parents/carers fulfil their legal requirements in relation to school attendance.
- When efforts to address school attendance have been unsuccessful, the Attendance Compliance Team may seek legal action with evidence provided by the school if required.

4. Monitoring and Review

- An overall attendance target will be set by the Governors for the following academic year by 30th September of each year. Honeywood School will compare its performance with national standards.
- The Attendance Lead and Senior Leadership Team Lead will report on the policy to the Headteacher as appropriate.
- The Attendance Lead will supply half termly attendance reports to the Headteacher and Governors.
- The Headteacher will report to the Governors on any relevant aspects of the working of the policy as appropriate.
- The Governors will review the policy annually in accordance with guidance from the DfE

Attendance Officer (AO) & Cohort Leader (CL) Meeting (fortnightly)



¹ A child becomes of ‘compulsory school age’ school age on the last Friday in June of Year 11

on birthday and ceases to be of compulsory



