

Attendance Policy

Heathcote School and Science College



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Other Documentation

This Policy should be used in reference with the following documents;

- Behaviour Policy
- Safeguarding Policy

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Overview

The policy is set out to reflect statutory requirements and the most recent guidance from the DFE. We expect all our children to attend school, on time every day, unless the reason for absence is unavoidable. As a school we aim for all children to have 100% attendance.

Aims

To promote positive behaviour and good attendance is the responsibility of the whole school community.

Regular school attendance is crucial if Heathcote pupils are to achieve their potential and maximise the life chances of every young person within Heathcote School.

National statistics show that poor attendance can have a profound effect on a child's attainment and achievement;

- Of pupils who miss more than **50** per cent of school, only three per cent manage to achieve five 4 to 9s including English and Maths.
- Of pupils who miss between **10** per cent and **20** per cent of school, only **35** per cent manage to achieve five 4 to 9s GCSEs including English and Maths.
- Of pupils who miss less than five per cent of school, **73** per cent achieve five 4 to 9s including English and Maths.

Why Regular Attendance is so Important

Learning: Any absence disrupts the pattern of a child's schooling and regular absence will have a detrimental impact on their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence (1996 Education Act) and may result in prosecution or a penalty notice for poor attendance under the Anti-Social Behaviour Act 2003.

Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of staff.

To help us all to focus on this we will:

- Give you details on attendance in our Newsletter;
- Report to you on the school report on how your child is performing in the school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance

See Behaviour Policy for praise / rewards for attendance.

The Law Relating to Attendance

Section 7 of the Education Act 1996 states that ‘the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:

(a) to age, ability and aptitude and (b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise’.

(b) The Law relating to safeguarding Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and pupils under the age of 18.

From September 2022 the DfE states that all schools must:

- Have a senior Attendance Champion on the leadership Team
- Have a clear School Attendance policy published on their website
- Have robust day to day processes for recording, monitoring and following up attendance
- Analyse our data regularly and prioritise families to work with to understand and address the reasons for absence, including any in-school barriers to attendance
- Work with Local Partners to remove out of school barriers and act as the Lead Professional where they are best placed service
- Work jointly with the Local Authority on agreed approach/plan for every severely absent pupil
- Develop strategies for cohorts of pupils with poorer attendance than their peers (including groups of vulnerability)
- Inform a pupils Social Worker if they have an unexplained absence or leave the school roll
- Work with their LA to formalise support where voluntary help hasn’t been effective, through use of Parenting Contracts or other forms legal intervention
- Share data electronically with the DfE and continue to inform the LA of pupils not attending regularly, added or removed.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Child on Child abuse– new name

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

Parental Responsibility

Parents are expected to promote excellent levels of attendance and punctuality for their child. On rare occasions a pupil may be reluctant to attend school. Any problems that arise with attendance are best resolved between the school, parent/carer and the child. Permitting absence from school without a good reason is an offence by the parent/carer.

The school expects that all parent / carers communicate with the school giving a reason for child's absence;

- in advance of any planned absence
- immediately following any unplanned absence (the next session)
- during any periods of absence.

It is the parent's responsibility to follow school procedures relating to all aspects concerning attendance, absence and punctuality as outlined within the school policy. Parents are expected to support the school and attend meetings to discuss and resolve any issues arising in relation to attendance and punctuality.

Parents are expected to support staff within the school in regard to any reasonable sanction given relating to poor attendance and poor punctuality- please refer to sanction guidelines within the policy appendices for further guidance.

Role Expectation

What is the Role of the Child?

We understand that there are some incidences where pupils are reluctant to attend school. On occasions issues arise that make it difficult for the young person and it is the responsibility of the pupil to seek help and guidance from their parent/carer or a member of staff in the school so that any concerns can quickly be resolved.

Unless unavoidable, it is the pupil's responsibility to attend school regularly and on time and to attend all lessons punctually.

If issues arise, it is the pupil's responsibility to ensure that they attend arranged sanctions and meetings relating to poor punctuality or poor attendance.

What is the role of the Headteacher?

The Head teacher will ensure that the school meets all legal requirements, sets targets for attendance and publishes attendance figures. The Head teacher has a duty under the Education (Pupil Registration) Regulations 1995 to make a return to the London Borough of Waltham Forest where there is a poor pattern of attendance or a child has had an unauthorised absence for a continuous period. Details of attendance and any connected initiatives are reported to the local Council in each of the Head teacher's reports.

What is the Role of the School Attendance Lead?

The designated senior member of staff responsible for absence is supported by the school's Education Welfare Officer. Attendance is regularly monitored so that pupils at risk of persistent absence can be identified. Investigations are made to understand the nature of the problems, identifying how the school can support parents in meeting their legal responsibility. A range of actions may be taken according to the percentage of absence and reasons provided by parents/carers; these may include completing a CAF or a referral to Children's Services.

What is the Role of the Class Teacher?

Registers are taken electronically at the start of every lesson. The time of late arrivals is noted and absences recorded in the class registers. Class teachers contribute to procedures by promoting good attendance with their classes and informing their Department Lead and Year lead where there are concerns with poor attendance and punctuality. Class teachers will notify parents or carers when they have concerns around attendance. Class teachers must immediately alert the Designated Safeguarding Lead if they believe or suspect that an absence may be due to a CP issue.

What is the Role of the School Based Attendance Officer SBAO?

The School Based Attendance Officer is tasked with ensuring each child has been registered and any absence is accounted for. They must ensure all messages or reasons are logged. Those pupils who are not accounted for then a truancy call is to be sent and a phone call to parents to be made for any unaccounted absence.

The school adopts a zero tolerance on unauthorised attendance and it is the SBAO who carries out this process on behalf of the school. They will also monitor which have not taken registers and report this to SLT.

What is the Role of the Education Welfare Officer?

Analysing the attendance on a daily basis and identifying pupil concerns with lateness and absenteeism both during school and examination periods. This role extends to those pupils in Alternate Provision (AP) whom the school has on a dual registration.

The EWO will liaise with other agencies such as BACME and the Local Authority when concerned about a pupil's welfare and attendance. The EWO leads any pupil investigations surrounding attendance and liaises with parent/carers and support services; these include home visits and attending meetings of multiple agencies. Meetings with pupils are held to inform them of their current attendance and punctuality issues.

The EWO is also responsible for attending legal proceedings when requested on behalf of the school and provides supporting evidence for the authorities at their request; this also includes the school census when required. Minutes of these meetings are to be kept and taken by the HSW.

The EWO oversees these duties of the SBAO are carried out offering support and guidance when required. The EWO and SBAO meet frequently to discuss concerns and adapt strategies

to tackle any falling attendance or punctuality across the school. Analysis of data and records forming patterns or trends are regularly monitored.

The Role of the Behaviour, Attendance & Children Missing Education Officer (BACME)

The Behaviour, Attendance & Children Missing Education Officer (BACME) meets with the Head teacher/Head of School and is the point of contact between the Local Authority BACME and the school.

She/he advises the school and monitors performance in relation to attendance and punctuality. She/he also takes referrals from the school for more focused interventions with particular families. Intervening with children who are causing concern because of punctuality or attendance

These interventions include home visits, interviews at school, support for families with particular problems which affect attendance and punctuality. Where necessary, appropriate legal action against families who are not fulfilling their responsibilities under the Education Act will be taken. These include penalty notices, fines (£60 per parent per child, rising to £120 if not paid within 28 days (Anti-social Behaviour Act 2004) or prosecutions in the Magistrates' Court.

Monitoring Attendance and Punctuality

The Senior Leadership Team works closely with class teachers, the school office and the London Borough of Waltham Forest Education BACME Service. School registers are monitored daily to identify class attendance and punctuality percentages. Individual attendance and punctuality is monitored on a daily basis.

During visits with the School's BACME Officer from the London Borough of Waltham Forest, all children's punctuality and attendance are discussed. After determining whether there are valid reasons for lateness or absences, parents/carers can be written to or invited to meet with a member of the Senior Leadership Team or School Attendance Officer to discuss how to resolve any identified problems. If there is a pattern of poor attendance the school will refer the child to the BACME Service for a School Attendance Panel meeting (SAP).

Co-ordinating Responses to Concerns about Attendance & Punctuality

School attendance officers check the registers weekly for outstanding unauthorised absences. Parents/carers are contacted to explain the reason for absence. Only the school may authorise this absence. Parents/carers are expected to contact school at an early stage and to work with staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school can refer the child to the BACME Officer from the London Borough of Waltham Forest. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, court proceedings to prosecute parents can be used.

Rewards

The 100% Club. All pupils with 100% attendance after each half term will be given entry

to The 100% Club. This is a reward club whereby pupils receive certificates; early lunch passes and termly rewards. Pupils who have 100% punctuality and attendance for the year will be eligible to attend an end of year trip.

The Resilience Club. Any pupil who has made significant improvements to their attendance will be a member of The Resilience Club. These pupils will be selected by their Year Leads, will receive a certificate and postcard home. They will also be eligible to attend an end of year trip.

Year Leads will organise separate rewards throughout the year relating to attendance.

Authorised and Unauthorised Absence

Authorised absence is where the school accepts there is an exceptional reason for absence. Authorised absence requires communication from the parent/carer which is recorded by the School based attendance officer.

An unauthorised absence is where the school does not consider the absence reasonable or where no reason has been given. The school has a **Zero Tolerance approach** to unauthorised absence.

Examples of absences that the school will authorise include;-

- Sickness (below 3 counts and no more than 3 consecutive days without medical evidence)
- Unavoidable medical appointments
- Days of religious observance - up to a maximum of 3 days per academic year.
- Interviews or entrance exams for secondary school.
- Exceptional Circumstances – up to a maximum of 3 days – as authorised by the Head Teacher.
- Sporting events- where the child is involved in the event. Examples of absences which the school will not authorise include;
 - Shopping for new school shoes
 - Birthday treats
 - Waiting in for the gas man
 - Holidays taken in term time
 - Having your hair done for a special occasion
 - Trips to the airport to drop off or collect family and friends
 - Accompanying a parent/sibling/family member to a doctor or hospital appointment
 - Visits to family / friends

Class registers officially close at 9.15am. Children who arrive after this time will be recorded with a (U) code which is classed as an unauthorised absence. 12 or more (U) code in any term will result in a Fixed Penalty Notice (FPN).

Long Term Sickness and Medical Conditions

If a child becomes ill and will require a week or more off from school. We recommend that pupils use online learning platforms as a way of keeping up with studies. If your child is going to be absent from school for a longer period time, please book an appointment with the Head of Year or SLT to organise a longer-term plan for studying at home.

Where a child has to be admitted to hospital for a long period of time, the hospital will usually provide education to the child. If this is happening, please let us know so that we can code the attendance appropriately. If you are not receiving support from the hospital, please contact the school and we will try to organise work for your child.

Where there is a long term medical condition we will ensure that the attendance team works closely with the family to support attendance and provision of education.

Leave in Term Time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

Due to the new government legislation **No holiday** is to be taken and will not be authorised during school term time unless for exceptional circumstances. If holiday leave is required you will need to place your request to the headteacher using our absence request form, along with evidence of travel and return date.

There is **no** automatic entitlement in law to time off in school time to go on holiday **and as a general rule holiday during term time will not be authorised. However, we recognise that many of our pupils have family across the world and there may be times when a family visit is required**

e.g. illness. On these occasions parents may request compassionate leave absence from the Headteacher.

In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time. We may also require proof of bookings, medical evidence or death certificates in the case of funerals.

It is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- When a pupil is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods, GCSE or any other public examinations.
- When a pupil's attendance record already includes any level of unauthorised absence.

- Where a pupil's attendance rate is already **below 94%** or will fall to or below that level as a result of taking holiday leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may incur such sanctions as a Penalty Notice fine being issued.

Heathcote School and Science College operate a **zero tolerance** approach towards holidays during term time. Absence of this nature will result in a fixed penalty notice being issued. If pupils are on leave without authorisation, the school will refer the case to the **Behaviour Attendance and Children Missing in Education Team to issue Fixed Penalty Notices of £60, rising to £120 if not paid within 28 days (Anti-social Behaviour Act 2004).**

Pupils who have unauthorised absences directly before or after a school holiday will need to provide the school with medical evidence for the absence. If no medical evidence is provided then the School based attendance officer may, refer the case to the **Behaviour Attendance and Children Missing in Education Team to issue Fixed Penalty Notices of £60, rising to £120 if not paid within 28 days (Anti-social Behaviour Act 2004).**

Special Leave Requests in Term Time

We understand and encourage participation in external school activities and pursuits. This can sometimes lead to pupils requiring special leave from school to attend additional training, competitions and other events.

The school will grant a maximum of 5 days special leave throughout the academic year to support the development and aspirations of the children. Any child requesting special leave must apply by completion of an absence request form and sending to the Headteacher, accompanied by an official invite on headed paper from the organisers / providers.

Any days additional to this or absence due to sickness prior to or after the requested date will be marked as an unauthorised absence, unless medical evidence is provided.

Child License – if your child is modelling / performing for film / TV / publications etc. legislation sets out that in addition to the above guidance the parents must obtain a Local Authority License

Exceptional Leave in Term Time

Taking leave in term time will affect your child's schooling as much as any other absence. All applications for exceptional leave must be made in writing to the Head teacher in advance. Any period of leave taken without the agreement of the school, will be classed as unauthorised and may attract sanctions such as a penalty notice.

The criteria that the school will apply to determine 'exceptional' is a circumstance that has unique and significant emotional, educational or spiritual value to the child, which outweighs the loss of teaching time. This interpretation will have different parameters from one case to another, each individual request will be considered on its own merits and must be put in a letter directly to the Head teacher.

No authorisation for leave of absence can be given retrospectively, which means permission must always be sought beforehand.

In the event that leave for exceptional absence is granted, any further days of absence will be regarded as unauthorised. The school must be informed in all instances and where the cause is sickness a doctor's certificate must be produced. If a child fails to return on the agreed date, the Local Authority will be informed. The child will remain on roll whilst an investigation is carried out. If the child does not return to school the school will then contact the 'Children Missing from Education' Officer and will liaise regarding the correct common transfer file. If your child does not return to school he/she may lose their school place.

If the child is subject to child protection plans, social services will be immediately notified. The Academy Council will not authorise any leave at times when children are scheduled to take public examinations. Parents/carers will be notified as soon as these dates are known. If children are on leave without authorisation, the London Borough of Waltham Forest has the power to issue Fixed Penalty Notices of £60, rising to £120 if not paid within 28 days (Anti-social Behaviour Act 2004).

Extended Leave of Absence

If the school has received no forewarning about an extended absence, the Education Welfare Officer will be asked to investigate. Such investigations are initiated to ensure the safety and wellbeing of pupils. If no information can be obtained regarding the expected return date of the pupil, the child's name may be removed from the school roll. The onus will then be on the parent/carer to seek alternative school place or educational provision.

If the school has been advised in advance of the absence and date of return, the parents will be warned of the possible educational consequences of extended leave of absence.

Registration

Legal Registration is taken between 8.40-9.10 and **12:00-12:30** Class registers are legal documents and must be treated accordingly. The class teacher will ensure that the registration period is orderly and calm and that the registers are called promptly and accurately every morning and every afternoon. Registration should be taken at the same time to ensure consistency in identifying latecomers.

Failure of staff to take registers will be considered a failure to meet teacher standards and is a key safeguarding issue and this could result in disciplinary procedures where this becomes a persistent issue.

Truancy of lessons is also monitored via the lesson registers. Staff must take the registers at the start of lesson and report any pupil who is missing from their lesson but was previously present to the PSA / IEU / Year Lead / SLT via an immediate email. Failure to not report persistent absence to lesson could be considered as failure to meet safeguarding expectations and this could result in disciplinary procedures.

The actions taken by the school regarding truancy can be found in our behavior policy.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

How we Manage Lateness:

- The school doors open at **8.30 am** and we expect your child to be **in class by 8.40 am** at the latest. **School gates will close at 8:40**. Any time after 8.45am pupils will be marked as late (L) as they enter through the 'Late Gate' process and have their name taken by a member of staff. Students who are late will be issued with a 30minute detention.
- At **9.10am** the registers will be closed. In accordance with The Education (Pupil Registration) (England) Regulations 2006, if your child arrives after that time they will receive a mark (U code) that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence for the morning. This may mean that you could face the possibility of a Penalty Notice, as set out in the local authority Code of Conduct, if the problem persists.

If your child has a persistent late record you will be asked to meet with the Head of Year to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time; we are here to support you and your child if there are difficulties.

Attendance/ Punctuality Report

To help support the pupil, if the pattern of lateness persists, the pupil will be closely monitored on **Attendance/Punctuality Report** for at least one week and will need to pass the report successfully for this not to escalate further. The pupil is responsible for getting the Report Card signed at the start of every lesson and tutor period. This will be shown to their Tutor or Head of year or PSA at the end of every day.

Penalty Notices

Please note that after 3 instances of 'late to school' that are AFTER our registers close, this will result in a Warning letter from the Education Welfare Officer followed by a Penalty Notice WARNING LETTER to parents/carers.

- Should this lateness persist, Children receiving 10 UNAUTHORISED ABSENCES (which includes arriving after registers close) within a school term will be reported to the BACME team and this may result in a Penalty Notice Warning being issued by LBWF
- More than 3 days of unauthorised absence, will result in a penalty fine.

Any pupil who arrives late for registration, after 8.40 must be marked late, and given a late sanction (lunchtime detention), continued lateness maybe referred to the HSW

Persistent lateness is often significant indicator of under-achievement. Lateness to school and

lateness to lessons must be acted upon, lateness to lessons will be sanctioned by the teacher and will be referred to a detention.

Parent/carers and pupils must be made fully aware of the school's expectations concerning punctuality; parents will be kept informed regarding sanctions relating to punctuality and lateness by the relevant member of staff.

Lateness Sanctions

Action by pupil	Sanction	Staff Responsibility
Late to school	Same day detention 20 minute Detention	Break detention rota
Late to Lesson	20 Minute Detention	Break detention rota
30 minutes late over a fortnight	60 minute detention	SLT
Failure to attend 25/30 min lateness detention	60 Minute Whole School Detention	SLT
3 or more lates to school in a week	Parent contacted by EWO	EWO
Persistent lateness	PSA/YL meeting/ EWO fines	PSA/YL/EWO

Persistent Absenteeism (PA)

A child becomes a 'persistent absentee' when they miss 10% or more schooling across the academic year (this includes authorised and unauthorised absences) for whatever reason. Absence at this level causes considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the persistent absent mark or is at risk of moving towards that mark, is given priority and parents/carers will be informed of this immediately. Persistently absent children are tracked and monitored carefully through our pastoral system and we also combine this with academic monitoring where absence affects attainment.

We will monitor attendance weekly. Pupils who drop below 95% will be sent a monitoring letter.

Pupils who do not attend school for 10% of the time will be registered as a child who is persistently absent from school will be monitored closely by the School based attendance officer who will inform the parent/carer in writing of the concerns around the non-attendance and will invite parents and carers into school in order to discuss any concerns which is affecting their child's attendance/absence. After the meeting we will monitor your child's attendance for a further 4 weeks and will expect to see an improvement.

All PA cases are also automatically made known to the London Borough of Waltham Forest BACME Officer. If the pupil's attendance continues to deteriorate then the School based attendance officer will refer the case to **Behaviour Attendance and Children Missing in Education Team** who will begin formalised proceedings.

If no improvement has been made after the 4 weeks of school monitoring then we may escalate to a (School Attendance Panel) SAP meeting. SAP meeting involves the EWO and a representative from the borough. A review date will be put into place and it will be expected that your child's attendance improves. Alternatively, you may receive a Notice of Parental responsibility (NPR). Finally, if the attendance does not improve this could lead to a Legal review meeting and in the worst instance a court case and fine.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

We do recognise that some pupils suffer with ongoing health problems and the school will help support in as many ways as possible. To ensure that you receive the right support please keep the school informed of appointments, absences, concerns and provide us with up to date medical evidence.

All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support through a Mentor, individual incentive programmes and participation in group activities around raising attendance.

Pupils whose attendance is a major concern an Early Help referral maybe completed for external intervention. All PA pupils are automatically referred to the Education Welfare Officer.

Attendance Thresholds

For each absence, a designated member of staff makes a telephone call to the family home as early in the day as possible.

Unless a satisfactory explanation has been received, a letter is sent to the parent regretting the absence and asking for an explanation for every session missed.

If a child's attendance drops below 95% then the school will:

- Send a standard letter to parent pointing out the deterioration in attendance levels.
- Remind the parent of the school's target levels for attendance and the negative effect of irregular attendance on learning. Require the parent to provide an explanation and comments.
- Keep in contact with parents on a weekly basis. Provide encouragement where improvement has been made.
- Discuss the likelihood of referral to the BACME Service unless improvement is made. Pupils deteriorating to 90% the school will:
 - This is referred to as Persistent Absence to the BACME Officer.
 - Ask parents to attend a school based meeting with Attendance Lead and chaired by the Use the meeting to investigate why pupil has not attended regularly.
 - Discuss detrimental effect on learning.

- Reach agreements for rapid improvements over the next half term.
- Remind the parent that full attendance is the aim and that anything less than 95% will cause concern.
- Consider using a parenting contract between school and parent.
- If no improvement is made over the set amount of time then procedures will be escalated via the EWO.

Pupils deteriorating to 85% the school will:

- if pupil has not been referred to the BACME Officer this should be done (if this has not already taken place) and meeting to create a plan of action.
- Attendance below 90% could lead to court action

Absence Procedures:

If your child is absent you must:

1. Contact us by 9am **on each day of absence**; ring the school on 0208 498 5110. Please leave a clear message that states your son/daughter's name plus their tutor group and reason for absence.
2. Send an email on the first day they return with an explanation of the absence – **you must do this even if you have already telephoned us**
3. Medical Evidence will be requested if your son/daughter's attendance drops below 92% to allow the absence to be authorised or if the child has more than 3 counts of illness or 3 consecutive days of sickness.
4. If you are unable to ring or email, you can call into school and report to reception, who will arrange for a member of staff to speak with you as soon as possible.

If your child is absent we will:

1. Telephone/email you on the first day of absence if we have not heard from you
2. Telephone/email you on each subsequent day of absence – if we receive no response by the third day then we may decide to complete a home visit.
3. If no contact can be made with the family via phone or email or no-one answered when we completed the home visit. We may decide to complete a Child Missing in Education Form.
4. If a long absence occurs 3 or more days we may invite you in to discuss the situation with a member of the attendance team or your child's Year Lead
5. Refer the matter to the Education Welfare Officer- if attendance moves below 90%.

Tutors will:

1. Ask pupils for reasons for absence
2. Flag any concerns with Year Leads regarding punctuality and attendance.
3. Ensure registers are taken for tutor time.
4. Support pupils if there are issues around attending school and contact parents where appropriate
5. Share attendance reports with tutees and promote good attendance and punctuality

Teachers must:

1. Register pupils every lesson
2. Flag with subject leader or Year Lead concerns over non- attendance to lessons
3. Contact parents
4. Start every lesson on time
5. Log lateness to lesson and set detention
6. Log truancy to lesson and set detention

Head of Year will:

1. Monitor pupils with attendance below 92%- refer concerns to EWO and AHT in charge of attendance
2. Reward pupils for good attendance and punctuality. Promote the 100 Club and Resilient Club
3. Ensure weekly attendance reports are utilized by Year Lead and Tutors and shared with tutees so that each pupil is aware of their attendance figure
4. Create incentives and rewards to incentivize good attendance
5. Support pupils who are having issues with attendance.
6. Meet parents when attendance drops to 91%
7. Put strategies in place for those with 92% attendance and below or poor punctuality

SLT will:

1. Support the monitoring of attendance.
2. Ensure all rewards are given
3. Support with parent meetings
4. Ensure all codes are accounted for and are accurate.

Attendance SLT lead will:

1. Refer concerns to EWO
2. Meet fortnightly with EWO
3. Support with parent meetings
4. Monitor whole school attendance
5. Make decisions around actions to be taken- penalty fines/ court action.

Attendance officer will:

1. Call home on the first day of absence
2. If no response call again on the second day of absence
3. On third day of absence – refer for a further call and possibly a home visit.
4. Authorise absence for 3 days only, medical notes needed from parents for more than 3 days.
5. Log reasons for absence
6. Monitor lesson attendance

EWO will:

1. Raise concerns to SLT i/c of attendance.
2. Produce a weekly report for each year group.
3. Create penalty notices
4. Complete CME paperwork
5. Chase 3 day absence or outstanding N codes
6. Organise school based meetings for SLT / YL/PSA

Child Missing Education (CMFE)

- Children who have failed to take up a school place or who have been unexpectedly absent from school for 5 or more consecutive school days are potential Children Missing from Education. In order to safeguard these children and ensure that they are able to access education, schools and other educational establishments must investigate the whereabouts of these children.
- Investigations should include attempts to make telephone contact with all family members, home visits and liaison with partner agencies such as the School Admissions Service, Safer Schools Police Officers, the Revenue and Benefits Service and the Multi Agency Safeguarding Hub.
- If contact is established with the family and they are still residing in Waltham Forest, then the parents must be notified of their legal obligations. This is initially done through a parental responsibility letter which can then be followed up with a Notice of Parental Responsibility form (NPR form) authorised by the London Borough of Waltham Forest. This states that parents are to ensure that their child is in receipt of full time education and the matter should be pursued as an attendance concern.
- If the family have left the Waltham Forest area, details of their whereabouts must be obtained and the residing local authority (BACME Team) notified so that they can support the family to access education.
- If contact cannot be established with the family and their whereabouts are unknown, a CMfE referral form should be completed and forwarded to the BACME team. It is important that the BACME Service is notified if a child is unexpectedly absent from school for 5 days or more and the school have been unable to contact the family.
- Between day 3 and 5 we will complete a home visit and again between day 10-13. The information gathered at the time of these visits will accompany the CME referral form.
- After the home visit on day 3-5 if no contact with the family is possible we will send a letter advising of the return date to school. This date will be 20 days after the first day of absence. If the child does not return to school after 20 days and with permission from the CME team your child's name may be removed from School roll. Once a child is removed from roll the CTF will be uploaded to the school to school system.
- Please note that where a school has reason to believe that a child may be absent from school due to an unauthorised holiday, contact is not required and an application for a Fixed Penalty Notice should be submitted to the BACME Service.
- Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse or neglect. School and college staff members should follow the school's or college's procedures for dealing with children who are absent/ go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.
- Children with an EHCP or known to social care who are absent, abscond or go missing during the school day are extremely vulnerable. Where this happens relevant professionals will be informed (social workers, SEND department) and appropriate

actions will be taken if we are unable to locate this young person.

- We will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in **Children Missing Education – Statutory guidance for local authorities** (DfE September 2016).
- Where child sexual exploitation or the risk of harm is suspected, frontline practitioners should record a Cause for Concern on the Safeguard system which immediately notifies the Designated Safeguard Lead (DSL). This must be followed up by the **reporting** member of staff to ensure that the cause for concern is actioned by the DSL.
- If the DSL believes that a child has suffered or is likely to suffer significant harm or have any other child protection concerns do not delay and contact the Multi Agency Safeguarding Hub (MASH) team to discuss your concerns, and follow up in writing on the Multi Agency Referral Form (MARF). This is to be emailed, alternatively a phone call immediately to the MASH team to obtain further guidance can be made;

Migration

- When a pupil moves out of borough our EWO will complete a migration form to the new residing borough.
- Once the new borough accepts educational responsibility for a pupil they will then be removed from roll in line with our admissions procedure.

Attendance of Looked After Children

The school has a designated teacher responsible for overseeing the education of children in public care. This role will include the monitoring of attendance rates which are reported to the Behaviour Attendance Children Missing in Education (BACME). Any concerns should be notified as soon as possible to the carer, social worker and School Attendance Officer for vulnerable children.

School Term Time

Our term times are set in accordance and with consultation with the Local Authority recommendations.

The confirmation of our school term dates are available from our websites or the main school office. Please do not refer to any other sources as these are not confirmed by us.

Change of Address

If a family are moving to a new address, parents/carers must provide the school with their new address and contact numbers. If the family are moving overseas, parents/carers must provide travel documents and a forwarding address. Failure to do this will result in a referral to the 'Children Missing Education' officer at the London Borough of Waltham Forest.

Telephone Numbers / Email

There are times when we need to contact parents/carers. You must provide the school with TWO up to date numbers/email addresses if you don't then something important may be

missed. There will be checks made on telephone numbers/email addresses and contact details throughout the academic year.

Transferring to Another School

Parents/carers must notify the school immediately if they are removing their child to start at another school. The parents/carers must provide the name of the new school. If a family are moving to a new address, which requires the child to attend a new school but the child is not yet registered then parents/carers must provide school with their new address. Occasionally children may move away from the school without notifying us. We make every reasonable effort to locate the child and their family. Removal from roll may be backdated if we subsequently receive proof of dates of attendance at the new school. If we are unable to make communication with the family, the child is kept on roll until we receive confirmation from the new school and then the BACME Service and Children Missing Education Service are notified.

Families Moving Abroad

Parents/carers must notify the school immediately if they are moving abroad and the parents/carers must provide the new home address and new school address. The parents/carers must provide flight details. Failure to provide this information to the school will result in a referral to the child/children to Child Missing from Education (CMFE) and will also communicate with 'Home Office' and other child safeguarding agencies.

The 100% Attendance Club

Maintaining an attendance record of 100% is a brilliant achievement and one that we are delighted to reward and celebrate. Pupils who achieve 100% attendance will be given a much deserved place in the 100% Attendance Club. Membership of the club entitles pupils to a range of rewards, including celebration activities, pizza parties and an end of year trip.

A 100% Attendance Club pin badge is presented to pupils when they enter the club. It is expected that this badge is worn with pride, on the school jumper, at all times around the School. This is a pupil's pass to a raft of rewards and treats, ensuring priority and speedy serving at lunch and break times. If any pupil is found to be abusing the badge, for example by loaning it to another pupil, the privilege of being in the 100% Club will be removed.

After October half term, we will welcome to the club every pupil that has achieved 100% attendance during the first half term of the year. Pupils stay in the club and experience all the perks that go alongside this for as long as they maintain 100% attendance. This will be reviewed by the Attendance Team and any pupil who drops below 100% will hand their pin badge back to school.

Exceptional Circumstances

We recognise 100% Attendance as being a huge achievement and one that needs significant reward and celebration! Therefore, only pupils with 100% Attendance will be granted access to the club. The 100% attendance club is a reward for those pupils who show resilience and excellent attitudes to school. We do, however, recognise that in some cases, absence from school is unavoidable. Examples include pupils being absent from

school:

- to mark a religious observance, including attending the wedding of an immediate family member
- to attend a specialist medical appointment related to a ***lifelong medical condition***.
- to grieve for, and attend a funeral of an immediate family member.

In all cases where a parent / carer is seeking an exception to be made, the Deputy Head Teacher must authorise this. Please complete an '[Exceptional Circumstances form](#)' and return to the school by email or post.

Resilience Club

Pupils who make significant improvements to their attendance will be able to access some of the same rewards given to those in the 100% Attendance Club as part of the Resilient Club. This will be launched in January at the start of the Spring Term each academic year. The Attendance Team may, when appropriate, also provide incentives and rewards specifically targeted to individuals or groups where it is seen fit.

Senior Lead in Charge of Attendance - Katie Morrison
Education Welfare Officer - Alexandra Poulton
Attendance Officer - Elena Horder