



# Holte School

## Attendance and Punctuality Policy

<b>Lead member of staff:</b>	Lee Farmer (Assistant Headteacher, Pastoral
<b>Legislation Status: (Statutory/Non-Statutory)</b>	Statutory
<b>Local Authority Model Policy or School Written Policy:</b>	School Written Policy
<b>Required on school website:</b>	Yes
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<b>Signed By Chair Of Governors: Ms C Hardy</b>	C Hardy

## **1. Introduction**

1.1 Our school attendance and punctuality policy is designed to give clear information in respect of our attendance and punctuality management processes to parent, carers, children, school staff, governors and the wider community.

1.2 This policy sets out our ambition for our pupils and recognises that there is a strong correlation between outstanding attendance and punctuality and outstanding achievement. We also recognise that there may be times where a child's attendance may be affected by factors outside of their control, for example medical reasons. We are committed to ensuring that students and their families receive the support they need in order to ensure that they can access the school's curriculum. This policy recognises that good punctuality is essential for a pupil to start the school day prepared for learning. This policy is in line with legislation and statutory guidance.

1.3 Our school will be a welcoming learning environment and our teaching staff are dedicated to help the pupils achieve the best they can. In order to achieve the best outcomes for pupils it is expected they attend school every day on time. We believe that excellent attendance is paramount to raising standards and is fundamental to whole school improvement. We will focus on reducing persistent absence, unauthorised absence and we will challenge unsatisfactory reasons given for all absences.

1.4 At Holte School we are committed to creating a safe and inspiring place for all children to learn and develop, where children's rights are respected, their talents are nurtured and they are able to thrive as individuals and as a community. The UN Convention on the Rights of the Child (CRC) is at the heart of our ethos and our curriculum.

The four guiding principles of the UN Convention on the Rights of the child state that:

- All children are entitled to the same rights without discrimination of any kind.
- All actions concerning children will consider the best interests of the individual child or group of children as the primary consideration.
- All children have the right to survival and development.
- Children have the right to express their views in all matters affecting them.

Holte School is committed to the guiding principles of the Convention and is actively committed to promoting all articles of the convention in all areas of the school and its work. The following articles are protected and promoted through this policy – 6, 12, 18, 19, 28, 29.

## 2. Aims and objectives

2.1 It is our expectation that Governors, staff, parent/carers and children adhere to the framework of this policy. 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. Positive behaviour and attendance are essential foundations for a creative and effective teaching and learning environment. Attendance should be in line with government minimum expectation, i.e. every session available to the student, aiming for 100%.

2.2 The aims and objectives of the Attendance and Punctuality policy are to:

- improve overall percentage of pupils' attendance,
- reduce the level of persistent absence (PA) at 90%,
- make attendance and punctuality a priority for pupils, parent/carers, staff and Governors,
- reduce incidences of unauthorised leave during term time,
- ensure every pupil has access to full-time education to which they are entitled,
- ensure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe,
- define agreed roles and responsibilities in carrying out specific tasks,
- provide support, advice and guidance to families,
- further develop positive and consistent communication between home and the school,
- promote multi-agency partnerships to address the needs of children with complexities related to irregular attendance,
- convey clear messages about how absence affects attainment, wellbeing and wider outcomes.

***A whole school approach to improving attendance and punctuality is essential. It is the responsibility of all staff at Holte School to promote and encourage positive attendance and punctuality.***

### 3. Local and national expectations

3.1 Raising standards for children and young people are driven by legislation, national policy and the local agenda. Education establishments are subject to expectation, regulation and inspection to ensure standards continue to rise. Schools are constantly challenged to maintain standards and improve attainment.

3.2 Holte School bases its Attendance Policy on the guidelines as set out by the Birmingham Local Authority (LA). We have adopted the 'Fast-track to Attendance' programme in order to rigorously promote excellent attendance and punctuality and support families who may be struggling. The 'Fast-track to Attendance' campaign continues throughout our academic year. The school also seeks legal intervention through the LA's penalty notice scheme for unauthorised leave during term time.

3.3 The Education Act 1996 requires parents or guardians to ensure their children receive full time education by regular attendance at a school or by other arrangements, Parents have the responsibility for making sure their children attend Holte School and on time. Holte School is responsible for recording pupil attendance twice a day, once at the start of the morning sessions and once during the afternoon session.

3.4 Our school will follow the principles and expectations as set out in the following documents.

- OFSTED Framework for inspecting absence September 2019
- School Attendance: guidance for schools, DfE 2022
- Improving school attendance, DfE 2022 (non-statutory guidance)
- The Education Act 1996 and The Children Act 2004

3.5 In the School Census that is completed three times a year the following information will be required by the DfE:

- The number of pupils in the school
- The total number of authorised and unauthorised absences (Number relates to sessions – two per day).
- The total number of possible attendances i.e. Number of pupils x Number of sessions.
- The total number of pupils recording an unauthorised absence.
- The percentage of pupils who are persistent absentees (those with attendance below 90%)

The Local Authority may also ask for this information periodically. It is essential therefore that registers are kept accurately using the appropriate codes as it is a legal requirement to do so.

3.6 By law, all schools are required to keep an attendance register, and all students must be placed on this register. The attendance register will be taken at 08:45am each school day and once again at 2.05pm using SIMS. Lesson by lesson registers are taken to ensure safety

procedures are adhered to. 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 and the name and position of the person who made the amendment.

## **4. Roles and responsibilities**

### **4.1 Students**

We expect all students to be punctual and maintain high levels of attendance throughout their time at Holte School. They are expected to adopt a mature and responsible approach to their own attendance and punctuality and understand the consequences to their achievement if they do not attend regularly and punctually. Students should arrive at the school ready to learn in accordance with our code of conduct – ready, respectful safe. Students will monitor their attendance through the academic mentoring process and SMSC activities and will develop an action plan to improve their attendance with their form tutor and Year Coordinator if required.

### **4.2 Parents and carers**

Parent/carers are encouraged to ensure their child attends school regularly, on time, and any emerging issues should be advised to the school at the earliest opportunity. They must contact the school on 0121 566 4370 or by using MyEd before 09.30am on the first day of any absence to explain the reason for the absence. Parent and carers should understand that, in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence. Parents may monitor their child's attendance and punctuality record using MyEd, ePraise or the SIMS parents App.

Parent/carers must not expect any leave of absence to be granted for the purpose of a holiday. Any request for leave of absence will only be considered, by the Headteacher, where there are genuine exceptional circumstances. Any leave of absence taken without authorisation will be referred to the local authority to enable a fixed penalty notice to be issued. If a student is absent from school for a period of five days or more then the school will request medical evidence explaining this absence. In such circumstance's absence will be coded as a 'G' (unauthorised leave during term time), regardless of whether a parent has informed the school that they intend to take unauthorised leave during term time. If the school is unable to determine the whereabouts of a student within five days then a referral will be made to the Children Missing in Education (CME) Team who will make further enquiries, in conjunction with West Midlands Police and Children's Services in order to locate a student.

Parent, carers must write a note to the school offering a reason for any absence. It will be at the school's discretion whether to authorise any absence. If no reason is provided for an absence within five school days the absence will be unauthorised. If a period of absence exceeds five school days, parents/carers must provide medical evidence. If this is not received a request will be made to the LA to issue a penalty notice.

Parent, carers will be reminded of their responsibilities to ensure that their children attend school via avenues such as the school website, parent workshops, meetings with the Education Welfare Officer (EWO) and contact with the Home-School Liaison Workers. When a parent makes a request to electively home educate their child the school will invite them

to attend a meeting with the Assistant Headteacher, Pastoral to ensure that they fully understand the demands and responsibilities of elective home education.

#### 4.3 Lead School Governor

There is a nominated Governor with responsibility for attendance and punctuality at Holte School. The nominated Governor, Mrs Chris Hardy, is also the school's Safeguarding Governor. The lead governor for attendance and punctuality will ask for a report each term including the following information:

- Persistent Absence, (PA) Report outlining the number of children on trajectory to become PA.
- Authorised Absence (OA) report with comparisons to the same period in the previous academic year.
- Unauthorised Absence (UA) report with comparisons to the same period in the previous academic year.
- Number of pupils who are chronically ill and level of support offered for these children

The Lead Governor for Attendance will be satisfied there is contact between the school and home in respect of all absences and that the elements and aims of the policy are being followed.

#### 4.4 The Designated Safeguarding Lead

If a student is 'frequently missing/goes missing from care or from home' this is an indicator of a potential safeguarding issue. Having a clear and effective attendance practice is the first key protective factor for children. As such all attendance concerns are recorded on CPOMS and monitored by the school's Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead (DDSL). The DSL will review the attendance of vulnerable pupils (e.g. students with a social workers) on a regular basis, and follow-up any attendance concerns. The designated teacher for Looked after Children will similarly monitor the attendance of children in Local Authority Care. The DDSL leads all 'three houses' interviews with students referred to the Fast-track to Attendance process, in order to identify any potential safeguarding concerns.

#### 4.5 The Headteacher and Senior Leadership team

The Headteacher and Senior Leadership Team are responsible for ensuring this policy is implemented consistently across the school. They will convey high expectations for attendance and punctuality at all times, particularly whilst completing a weekly punctuality sweep. They will also support and challenge throughout the academic year to establish good registration practice. The Headteacher is responsible for monitoring school-level absence data and reporting it to local governors.

#### 4.6 Assistant Head Teacher - Pastoral

The Assistant Headteacher, Pastoral is the designated attendance champion in the senior leadership team with clearly assigned responsibilities for improving attendance and punctuality. They will ensure the absence management process is in line with legislation and regulation. They also ensure registers are maintained accurately in accordance with The Education (Pupil Registration) England Regulations 2006. The current lead for attendance and punctuality is Lee Farmer.

The Assistant Headteacher, Pastoral will continue to raise education standards for pupils by encouraging regular school attendance and regularly interrogating data for early identification of issues arising to enable timely intervention as necessary. They will identify and follow-up any potential safeguarding issues that arise through the scrutiny of attendance data. They will liaise with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable. The Assistant Headteacher, Pastoral will refer a child to the Child Missing in Education (CME) team where a pupil has been absent from school for a period of five days in accordance with national expectations.

The Assistant Headteacher, Pastoral will guide the work of Year Coordinators in their daily monitoring of attendance and will meet every half term to review key performance indicators. They will also work closely with the school's Education Welfare Officer (EWO) in order to raise standards. Attendance is a standing item at the monthly Year Co-ordinator meetings with Assistant Headteacher, Pastoral and also at the monthly Pastoral Board meeting chaired by Deputy Headteacher, Inclusion.

The Assistant Headteacher - Pastoral will develop action plans for pupils persistently and severely absent from school in conjunction with the relevant Year Coordinator and the SENCo where necessary. They will also coordinate all referrals in respect of legal action for irregular school attendance, including unauthorised leave during term time. They will be responsible for managing the process for all prosecutions and Penalty Notices for persistent absence and irregular attendance, through the Fast-track to attendance scheme. They will ensure that the governors have an accurate view of school attendance at all times.

#### 4.7 Year Coordinator and Year Manager

Year Coordinators and Year Managers will convey clear messages about expectations, routines and consequences to pupils and their families. They will reinforce routines and expectations with pupils on their arrival and departure to school. They will also promote the regular attendance and excellent punctuality of pupils by addressing any barriers that may prevent good attendance or punctuality. Year Coordinators will liaise closely with the Assistant Headteacher, Pastoral where attendance is a safeguarding concern particularly where a student is absent from school for five days. All attendance concerns will be recorded on CPOMS and will be monitored and followed-up by the school's safeguarding team, including the Designated Safeguarding Lead, (DSL).

Year Coordinators will review attendance on a daily and weekly basis sharing data, identifying issues so that they can intervene early to address potential attendance issues. They will liaise, on a daily basis with the Home School Liaison Worker and once a week with



the Education Welfare Officer (EWO). Following the regular analysis of attendance data Year Coordinators will coordinate a range of interventions including issuing letters to parents, parent meetings, attendance and punctuality workshops, an Early Help referral, a referral to the Wellbeing Crew counselling service, School Nurse, and SENCo creating an action plan with the aim of addressing attendance concern. Year Coordinators will consider the individual needs and vulnerabilities of pupils when reviewing attendance and punctuality data and developing support plans.

Attendance and punctuality will appear as a standing item at all year team meetings. Year Managers and Year Coordinators will provide attendance and punctuality reports to tutors to facilitate regular reviews with students. Meetings will outline how the form tutor should support students with respect to their attendance and punctuality. Year Managers and Coordinators will also monitor and manage the academic mentoring process that engages students with their attendance and punctuality record. Year Managers and Year Coordinators will ensure that the importance of attendance and punctuality is clearly communicated to students through assemblies and form time SMSC activities. It is also their responsibility to promote and celebrate good attendance and punctuality through the use of the school reward system.

Year Coordinators will monitor the attendance of pupils who are educated off-site, including those on managed moves and attending Alternative Provision through the Deputy to the Assistant Headteacher - Pastoral. The Year Coordinator will receive a weekly attendance report from the provision and will visit every month in order to discuss attendance.

#### 4.8 Form Tutors

Form tutors will ensure their registers are maintained in accordance with The Education (Pupil Registration) England regulations 2006. Electronic registers are taken by form tutors using SIMS. Form tutors will promote outstanding levels of attendance and punctuality with students through tutor group activities and academic mentoring. Form tutors will monitor attendance using SIMS, and data will be reviewed with students through academic mentoring and as part of the school's SMSC programme of study. They will establish the clear link between good attendance and academic achievement with students at all times, using the school's rewards system when appropriate.

Following student absence, form tutors will request that they provide a parent/carer's absence note so absence can be coded accordingly. Absence notes will be forwarded to the relevant year team who will maintain registers accordingly. If no note is received or the reason for the absence is considered inappropriate, the absence will be recorded as unauthorised.

Form Tutors will advise Year Coordinators specifically regarding failure to respond to requests for absence notes. Form Tutors will ensure any information appertaining to a child's punctuality or attendance is communicated to Home School Liaison Workers at the earliest opportunity. This will avoid unnecessary telephone contact with families or cause them undue concern.

#### 4.6 Special Educational Needs Coordinator (SENCO)

The SENCO will monitor the attendance of all SEND students, particularly those students with and Education Health and Care Plan (EHCP). Where there are attendance concerns the SENCO will liaise initially with the relevant Year Coordinator. The SENCO will ensure that there is effective support for children with medical conditions, mental health problems and special educational needs. Where such issues are identified as a barrier to a student attending school, the SENCO will develop a pastoral support plan in conjunction with the relevant year team. Such a plan may include the intervention of external agencies and will be reviewed at regular intervals.

#### 4.6 Faculty Leaders and Heads of Departments

Attendance should appear as an item on department meeting agendas as and when this is necessary and the link between attendance and attainment should be promoted at all times. It is the responsibility of the Faculty Leaders and Heads of Department to have an overview of attendance within their department and act upon any concerns raised by subject teachers, in conjunction with the relevant Year Manager and Year Coordinator, for example when poor attendance is impacting on a child's academic progress.

#### 4.7 Home School Liaison Workers (HSLW)

Home School Liaison Workers (HSLW) will use attendance information to make a call home on the first day of absence leaving a voicemail or text message if there is no answer. HSLW are responsible for the attendance of specific year groups and work in collaboration with year teams to raise standards of attendance. MyEd is also used on a daily basis to inform parents if their child is absent from school or late to school. They will liaise with Year Coordinators to ensure that any issues relating to attendance are addressed swiftly and effectively. They will also conduct home visits, where appropriate, to complete safe and well checks. Records of all home visits are shared with Year Coordinators and the DSL. Any safeguarding concerns are recorded using CPOMS.

Home School Liaison Workers will monitor the completion of registers and will notify staff, including the school's Designated Safeguarding Lead when a register has not been completed. Issues relating to the failure to complete registers will be managed by the Assistant Headteacher, Pastoral and Deputy Headteacher, Inclusion. In conjunction with Year Coordinators Home School Liaison Workers will manage attendance codes used to record absence on SIMS. They will ensure that information relating to absence is recorded accurately on SIMS and that there all absence codes are updated accurately by the end of each day.

Regular personal contact will be kept with parent/carers of identified poor attenders. Attendance and punctuality workshops will be held regularly with parent/carers of pupils in all year groups to address concerns. Home School Liaison Workers will oversee the Leave during Term Time penalty notice process for students withdrawn from school for authorised leave during term time. They will also request attendance information on a weekly basis for pupils attending another school on a managed move.

#### 4.8 Class Teachers

All staff are expected to take a class register at the start of each lesson using SIMS. All staff must report attendance or punctuality concerns to the appropriate Year Coordinator. This routine will also facilitate periodic post-registration checks, which will be made as appropriate by Year Coordinators, using the relevant reports on SIMS. Teachers must reinforce and promote the school's norms regarding attendance and punctuality at all times.

Staff can access attendance and punctuality information on SIMS to see if a pupil should have been present in their lesson. Any student who is absent from a lesson, but is marked present in school must be reported as missing using the truancy call email address – [truancy@holte.bham.sch.uk](mailto:truancy@holte.bham.sch.uk). This is monitored by SLT and the pastoral team who will then ascertain the whereabouts of this child.

#### 4.9 Education Welfare Officer

The named Education Welfare Officer (EWO) for the school works within a commissioned time framework and will support the school to manage their attendance and punctuality. The school has commissioned such support from Walsall Education Welfare Service.

The EWO visits Holte School once each week, (Wednesday's) for a referral meeting with the Assistant Headteacher -Pastoral and Year Coordinators, and maintains a case-load of PA pupils with attendance below 92% and of pupils where punctuality is a concern. Every half term there is an analysis of attendance and punctuality data completed by the EWO and Assistant Headteacher - Pastoral.

The EWO will carry out unannounced home visits to families who have recent absence and will work with small groups of pupils and individuals where there are concerns about attendance and punctuality. The EWO and the school will identify children who are PA or at risk of becoming PA each term and will actively target those children for early intervention. The EWO will also lead interventions such as student and parent workshops focusing on attendance and punctuality.

#### 4.10 Learning Support Centre Mentors

Learning Support Centre (LSC) mentors provide support and guidance for pupils refusing to attend school. This may be in the form of mentoring or a short-term placement in the Learning Support Centre. LSC mentors may also complete the 'three houses' mentoring interviews in conjunction with the DDSL. The school may access additional support through Early Help or through the Wellbeing Crew counselling service.

## **5. Attendance management processes and procedures**

### **5.1 Our Home -school Agreement**

All new parents with children sign an attendance agreement when their child starts the school. In addition, on an annual basis, all parents are also asked to sign an attendance agreement which is included within the student planner. These agreements make our expectations clear that there is an unavoidable link between achievement and attendance and that excellent levels of attendance should be the norm at Holte School.

### **5.2 Absence from school**

All absence will have an appropriate code in accordance with DfE Guidance Absence and Attendance Codes (excluding pupils attending the 6<sup>th</sup> form). If there has been no reason provided for the absence or an unsatisfactory reason has been provided then the school can only record absence as unauthorised.

It is the decision of the school and not the parent/carer which determines whether absence is authorised or not. It is an unacceptable level of unauthorised absence which could lead to legal action under Section 444 of the Education Act 1996 which states that it is the responsibility of the parent/carer to ensure that their attends schools regularly and failure to do so could result in legal action. Examples of Unauthorised Absence (UA) could include:

- Family Birthday
- Leave of absence not agreed
- Shopping
- Hair cuts
- Buying shoes or uniform
- Illness of another family member
- Trips
- Staying in for work people or to receive parcels

Absence can be recorded as authorised when a school has been satisfied there is a reasonable reason for the absence. It is only recorded as authorised if it is something affecting the child's ability to attend school. Only a child's own illness will be authorised and, in some circumstances, evidence may be requested; the illness of a parent/carer or sibling causing a pupil's absence will not be authorised.

### **5.3 Emergencies/ Leave of Absence**

Parent/carers need to apply for leave of absence in writing to the Head Teacher in advance, outlining the following:

- First date and last date of leave of absence
- Name, address and date of birth of the Child
- Full names and date of birth of parent/carers

- Names of siblings Schools
- Reasons for such a request
- Request to see both outward bound & incoming flight details ( if appropriate)

In Law, it is the Head Teacher's decision whether to authorise absence or not and this has been upheld by the high court. Only in very exceptional circumstances will the Head Teacher agree to absence which is in relation to absence in term time. The right for parent/carers to request up to 10 days holiday in term time was revoked by the government with effect from September 2013.

There is no automatic right for any term time absence. The child's education will be paramount and absence will only be granted in very exceptional circumstances. The school and governing body are committed to raising standards and therefore the educational needs of the pupil will be critical in the decision-making process. **Parent/carers should not expect term time absence to be granted.** The school uses the Local Authority's penalty notice scheme for parents who withdraw their child from school for unauthorised leave during term time.

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. Parents are asked to provide letters, appointment cards or any medical evidence deemed appropriate so that the absence can be authorised. A note in the planner is also advised.

#### 5.4 Religious Observance

The Department for Education (DfE) set out the definition for absence for Religious Observance. This being, "Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parent/carers belong, including religious festivals. Parent/carers should be encouraged to give advanced notice."

The DfE explains that if the religious body has not set the day apart there is no requirement for the school to approve the absence or grant a leave of absence. This means that the school will only be able to authorise absence for the one day set aside for any religious observance. Any additional days linked to a day set aside for religious observance will not be authorised by the school.

#### 5.5 Persistent and Severe Absenteeism

Any student whose attendance falls to or below 90% is defined as a Persistent Absentee. Any student whose attendance falls to or below 50% is defined as Severe Absence. Students' absences will not be authorised for any child whose attendance is at or below 90%. Every absence must be supported by official documentation proving appointments, on-going illness or medical conditions. Without such documentation, absences are recorded

as unauthorised and will continue to be unauthorised until documentation has been received by the School. Students whose attendance is below 92% are met with their parents/carers by the relevant Year Coordinator and home visits are normally carried out if the student has an unauthorised absence without a valid reason. Students whose attendance is below 50% will be subject to a pastoral support plan, outlining interventions to support pupils and their families.

#### 5.5 The management of attendance and punctuality on a daily basis

- Year Coordinators, Year Managers and duty staff meet and greet students on a daily basis establishing expectations with students at all times.
- All class registers will be marked accurately using SIMS. Form tutors are expected to record a present mark - /, late mark – L, or an absence mark – N.
- Home School Liaison Workers will review messages left on the school's absence line and MyEd before 09.30am each day.
- An automated message informing parents of their child's absence will be sent no later than 9.30am.
- Year Coordinators and Home School Liaison Workers meet before 10am each day to review absence.
- All daily absence will be scrutinised for reason and notification by Home School Liaison Workers and Year Coordinators.
- Daily absence calls will be completed by 10.30am. HSLW are responsible for the attendance of specific year groups, but support each other to ensure that all calls are completed before 10.30am.
- Parent/carers will be contacted by Year Coordinators or HSLW when the reason for absence is not satisfactory or unknown.
- Home visits are conducted where there are concerns regarding a child's absence from school. All attendance concerns are recorded on CPOMS.
- Students arriving late will be recorded as such in the register. Each day the Senior Leadership team will conduct a punctuality sweep and address punctuality with students as they arrive.
- City Year mentors record pupils arriving late to school between 09.05am and 09.30am in the school's reception.
- An automated text message informing parents that their child is absent from school or that they have arrived late to school is issued daily using MyEd.
- Students arriving late to school on a regular basis may be referred to a same day punctuality detention with the relevant Year Coordinator.
- Year Coordinators and HSLW will review SIMS registers on a daily basis ensuring that all registers are completed accurately.
- HSLW, supported by the Designated Safeguarding Lead will follow-up any inaccuracies in registers as a priority every morning and afternoon.

#### 7.6 The management of attendance and punctuality on a weekly basis

- All absences will be scrutinised for identification of repeat periods of absence or emerging patterns of absence, by Year Coordinators.

- The Assistant Headteacher and Designated Safeguarding Lead will review SIMS records each week and address any concerns or issues with the relevant Year Coordinator.
- The Pastoral Secretary will issue attendance and punctuality data to pastoral leaders every Friday afternoon. This includes the attendance of pupils with less than 50% for the week, below 80% for the academic year, minutes late to lessons for the week and pupils arriving after registration has closed for the week.
- Pastoral leads are expected to analyse weekly data and implement interventions as necessary. This information is also shared with year teams.
- Students having two or more periods of absence in any six-week period will be referred to the Educational Welfare Officer.
- Students having two or more periods of absence due to illness in any six-week period will be referred to the School Nurse.
- Students having at least ten sessions of unauthorised absence will be referred to the Fast-track to attendance process, although referrals may be made at any other point.
- HSLW will request attendance records from schools where students attend on a managed move basis. Any concerns will be referred with the Assistant Headteacher, Pastoral and the relevant Year Coordinator.
- The Deputy to the Assistant Headteacher, Pastoral will receive attendance records for any students attending alternative provision. Any concerns are addressed with the relevant Year Coordinator.
- Where a student has not attended school for a period of five days and there has been no contact with parents HSLW will refer the student to the Assistant Headteacher, Pastoral and record their concerns on CPOMS.
- In such circumstances the Assistant Headteacher, Pastoral will make a request for a safe and well check by the school's link Police Officer. Where appropriate a referral will then be made to the Child Missing in Education (CME) team.

#### 7.7 The management of attendance and punctuality every half term

- Meeting between the Assistant Headteacher, Pastoral and Educational Welfare Officer, to review attendance data and identify appropriate interventions.
- The Assistant Headteacher, Pastoral and Year Coordinators will meet at the beginning of each half term to review attendance for each year group.
- Attendance and punctuality are reviewed each half term as part of Year Coordinator, Year Manager and Pastoral Board meetings.
- Letters are sent to children on trajectory to becoming Persistent Absentees
- Identification of children who need multi-agency involvement to support concerns or complexities which include absence or punctuality concerns.
- Implementation of multi-agency involvement to support concerns or complexities of individual cases where there are absence or punctuality concerns.
- All students review their attendance and punctuality record as part of the SMSC programme of study and academic mentoring process.

#### 7.8 The management of attendance and punctuality at the end of the academic term

- The Assistant Headteacher – Pastoral, DSL and DDSL meet with the Year Manager and Year Coordinator for each year group to review attendance and punctuality data and implement intervention plans.
- The Assistant Headteacher – Pastoral completes an attendance and punctuality report for the Headteacher and Lead Attendance Governor.
- The Assistant Headteacher – Pastoral will meet with the Education Welfare Officer, in order to scrutinise pupils' attendance to identify where they may be a need for the Fast-track to Attendance scheme.
- The SENCo and DSL meet to ensure pupils with chronic medical conditions are properly supported.
- Student attendance and punctuality records are shared with parents using MyEd at the end of each academic term.
- Outstanding attendance and punctuality recognised as part of presentation assemblies.

#### 7.9 The management of attendance and punctuality at the end of the academic year

- The Assistant Headteacher, Pastoral, DSL and DDSL meet with the Year Manager and Year Coordinator for each year group to review attendance and punctuality data and implement intervention plans.
- The Assistant Headteacher, Pastoral reviews attendance and punctuality whilst completing the pastoral and whole school self-evaluation form, (SEF).
- Following the completion of the SEF the Assistant Headteacher, Pastoral and Deputy Headteacher, Inclusion establish a strategic plan for the improvement of attendance and punctuality as part of the school's Strategic Development Plan.
- Outstanding attendance and punctuality recognised as part of end of year presentation assemblies.

#### 7.10 The attendance of pupils attending Alternative Provision including offsite direction

There are circumstances where pupils will attend alternative educational provision, managed moves and any other form of off-site direction. Pupils will remain dual registered until they leave the school in Year 11, or until a managed move is successful. The attendance and punctuality of all pupils attending such provision is monitored on a weekly basis by the Deputy to the Assistant Headteacher Pastoral and Assistant Headteacher Pastoral. In addition, Year Coordinators conduct regular visits to the provision and thereby intensively monitor attendance and punctuality. Any concerns are addressed immediately by the school. The attendance officers at the alternative provision will coordinate Fast-track to Attendance schemes for all pupils. Pastoral leads will support and complement any additional interventions implemented to improve attendance and punctuality. Where a pupil attends part-time provision, including day release programmes, the relevant Year Coordinator will monitor attendance and address any concerns. Further detail is available in the school's Alternative Provision policy.

#### 7.11 Fast track to attendance



The school will use the Fast-track to Attendance legal process where there are concerns regarding a child's attendance record. The process aligns the thresholds for taking legal action for ongoing unauthorised absence with the Local Authority Education Penalty Notice 'Code of Conduct' and the Leave in Term Time (legal) process. In terms of legal action, the Local Authority can only prosecute where there is unauthorised absence. In Birmingham this duty is delegated to the Education Legal Intervention Team (ELIT). The Birmingham Penalty Notice Code of Conduct states that there must be at least 20 sessions of unauthorised absence within a rolling 12-month calendar period for legal action to be taken.

A referral to the Fast-track to attendance process will be considered when:

- A student is absent from school for the purpose of a Leave of Absence in term time and the absence has not been authorised by the school.
- A student has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve. Penalty Notices will be used in accordance with Birmingham City Council Code of Conduct.

Once a referral has been made to the Fast-track process pupils will meet with the DDSL who will complete the 'three houses' form with the child. This is an opportunity to identify any potential issues facing the child. Where appropriate the DDSL will meet with the child's parents and early help will be organised. The Assistant Headteacher will monitor the attendance of any pupil referred to the process and arrange School Attendance Review Meetings (SARM) if required.

Where intervention through the 'Fast track' process fails to bring about an improvement in attendance the Local Authority will be notified and legal action in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child/ren's attendance at school.

## 8. Punctuality

8.1 A 'punctuality sweep' is undertaken by the Senior Leadership Team (SLT) on a daily basis at the front and rear of the school. A record of pupils arriving late to school is maintained by SLT and on SIMS and pupils are counselled regarding their punctuality lateness. A register is taken by form tutors at 08.45am. Pupils arriving after the period of form time at 09.05am must report to the Pupil Office.

8.2 Late arrivals – those arriving after 8.45am hours or after 2.05pm will be recorded late on SIMS. Late arrivals in the morning will be recorded at Pupil Office by the teacher on duty, who will also issue a late slip to the pupil. Pupils must present the late slip upon arrival at their lesson and give the late slip to their Form Tutor at the next registration session.

5.3 If a pupil arrives at school after at 9.00am or 2.05pm but before the register has closed, then he or she will be recorded as late using the L code. If they arrive after registration has closed – 09.30am then they will be recorded as unauthorised absence using the U registration code, (pupils in Year 7-11)

5.4 Lateness and post-registration truancy will be subject to school sanctions in line with the school behaviour policy and issued by Year Coordinator and Assistant Headteacher - Pastoral. The sanctions for Lateness include:

- First occasion late in a week: break or lunch time detention, including litter picking.
- Second occasion late in a week: Year Coordinator detention for half an hour
- 3+ occasions late in a week: 1-hour SLT detention communication with parents.
- Where there are significant concerns regarding punctuality pupils may be referred to same day lunchtime detentions by their Year Coordinator.

5.5 The importance of an outstanding record of punctuality is communicated to all stakeholders throughout the academic year, through assemblies, check-ins, form tutors, SMSC activities, Year Coordinators/Managers and through regular communication with parents, particularly using MyEd.

## **9. Rewards and recognition**

9.1 Outstanding attendance and punctuality are recognised on a weekly basis through the school's SMSC Newsletters, and assemblies. At the end of every half term pupils with 100% attendance and punctuality and those students with improved attendance will be awarded ePraise merits and will be entered into a prize draw for Love to Shop Vouchers.

9.2 Students who achieve 100% attendance and punctuality for a whole school year will be eligible to attend a reward trip. Students in Years 7-13 who achieve 98%+ attendance during a school year will receive an award at an end of year Presentation. There are also awards during the year for pupils who make significant improvement in their attendance

9.3 Pupil attendance and punctuality will be recorded on all academic reports and documentation given to parent, carers of students. Letters will also be sent to the parents of pupils with 100% attendance and punctuality at the end of every term in recognition of their child's attendance.

9.4 It is imperative that where a student's attendance is affected by a vulnerability, for example, a medical condition or exceptional personal circumstances, they are not disadvantaged with respect to rewards initiatives. When rewarding and recognising attendance and punctuality Year Coordinators and Year Managers' will always consider a students' personal circumstances.

## **10. Deletions from roll and Children Missing from Education, (CME)**

10.1 Holte School must be able to demonstrate that it knows the whereabouts of each and every pupil and the reason for their absence. It is very important for the Local Authority to be able to track pupils if they are not attending school and in some cases for schools to make a referral to Children's Services and the CME Team.

10.2 We will make reasonable enquiries regarding a pupil's whereabouts within five school days of the pupil's absence from school. This includes:

- A first day call to the parents/carers of any child absent from school without prior authorisation.
- If the child's whereabouts cannot be established via first day calls to the parents/carers we will contact all family telephone numbers held on the pupil's file.
- If the pupil is known to any other service such as Birmingham Children's Trust, we will inform them immediately.
- We will ask all school staff who may have contact with the pupil as well as classmates and any known relatives of the pupil.
- We will conduct a timely home visit to the pupil's known address no later than within the first five days of absence.
- We will request a safe and well check from the school's link police officer after five days and before a referral to the CME Team.
- After five school days a referral will be made to the Children Missing in Education (CME) team who will make intensive enquiries in conjunction with the school, (0121 303 4983, [cme@birmingham.gcsx.gov.uk](mailto:cme@birmingham.gcsx.gov.uk)).

10.3 If a parent is moving house, we must be informed in writing that a school place will no longer be required, with the date the pupil will be leaving. We will also need the name of the new school that the pupil will be attending or, if moving abroad, we require evidence of flight tickets/new school name and address and the new family address. If this information is not known at the time the pupil leaves school, a forwarding address and telephone number MUST be left so that we can contact them. A student will not be removed from the school's roll without this information.

10.4 Students who leave the school and their whereabouts are unknown will have their details forwarded to the CME Team after we have made every responsible effort to find out where the student has gone.

10.5 All schools must inform their local authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents or carers and are being educated outside the school system e.g. home education.
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.

- Have a medical condition certified by the school nurse that the pupil is unlikely to be in a fit state of health to attend school.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period.
- Have been permanently excluded.

The local authority is notified in advance of the deletion, when the school becomes aware that the deletion will be made.

10.6 The school informs the local authority at regular intervals of any pupil who fails to attend school regularly or has been absent without the school's permission for up to 5 days. The school will also inform the local authority if any pupil follows a temporary time limited part-time timetable. Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at school. Local authorities will trace those children and ensure that they receive full-time education. Provision follows the Education Act 436A (Chapter 2 Part 6).

10.7 Elective home education is a term used to describe a choice by parents to provide education for their children at home or in some other way they desire, instead of sending them to school full-time. Where a parent informs the school that they intend to educate their child at home a referral will be made by the school to the local authority, including a copy of the notification from parents. A referral is only made once the Assistant Headteacher, Pastoral has met with parents to ensure that they understand the requirements and process of elective home education. Any safeguarding concerns will be raised by the school, if relevant. Once a referral has been made to the Local Authority parents will be informed, in writing of the date that they intend to remove their child from roll. Parents will be informed that the school will keep their child's place at school open for a period of two weeks before deletion.

10.8 Off-rolling is the practice of removing a pupil from the school roll without using a permanent exclusion, when the removal is primarily in the best interests of the school, rather than the best interests of the pupil. No pupil who attends alternative provision will be removed from the school's roll in accordance with the latest DfE guidance.

10.9 For all instances where a student is removed from roll a pupil movement form is completed and signed by the Assistant Headteacher, Pastoral and Headteacher. This form includes the evidence required to remove a pupil from roll. All records are quality assured at least twice a year by the school's data manager.

## 11. Truancy

11.1 The school works hard to minimise truancy. Procedures are in place to ensure that, once a pupil registers in school, their attendance in lessons and afternoon registration is tracked. Where a pupil fails to appear at a lesson, without an obvious reason, SLT, and the wider pastoral team, are informed using the email address [truancy@holte.bham.sch.uk](mailto:truancy@holte.bham.sch.uk). This ensures that the whereabouts of a student maybe immediately determined. If no reason can be found for the absence, pastoral or senior staff are informed. After a realistic investigation, parents will be informed, and where necessary West Midlands Police will be notified.

11.2 Truancy from school should be exposed by the 'first day call' procedure. In addition, the school co-operates with local 'Truancy Sweeps' involving the EWO and West Midlands Police, as well as carrying out its own 'Internal Truancy Checks' within the school.

11.3 Where pupils have truanted before, they will be monitored more closely through the school's truancy watch. This strategy involves:

- All staff being more vigilant, particularly on the changeover of lessons.
- Attendance reports, carried by pupils and checked by pastoral staff.
- Absence reports, all staff report a pupil's absence irrespective of attendance mark in the previous lesson.
- First hour priority call to parents.
- Tracking of pupil through the day using SIMS.
- Reports of truancy to [truancy@holte.bham.sch.uk](mailto:truancy@holte.bham.sch.uk)

11.4 The school has a progressive approach to the sanctions applied to truants. The basic philosophy is that they make the time up, usually after school, completing work that has been missed. Parents or carers are, of course, informed. The school recognises that this approach may not be practical with some persistent truants, who may be on the verge of becoming school-refusers. When this stage is reached, the school will rely more on outside agencies and legal intervention.

11.5 The school also recognises that much truancy has an underlying cause. Good use is made of the school's pastoral system to investigate such issues and deal with them as appropriate.

## **12. Support for vulnerable pupils**

12.1 Where a student has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student.

12.2 The LA expects the school to support Students with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to Students' programmes of study where medical evidence supports the need for those adjustments. The school will make reasonable adjustments under students' individual healthcare plans (IHCPs). Students admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.

12.3 During a period of absence, the school will work with the provider of the student's education to establish and maintain regular communication and effective outcomes. Whilst a student is away from school, the school will work with the LA to ensure the student can successfully remain in touch with the school. Where appropriate, the school will provide the student's education provider with relevant information, curriculum materials and resources.

12.4 To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:

- A personalised or part-time timetable, drafted in consultation with the named staff member
- Access to additional support in school
- Online access to the curriculum from home
- Movement of lessons to more accessible rooms
- Access to the Learning Support Centre when and where appropriate.
- Special exam arrangements to manage anxiety or fatigue

12.5 Reintegration - when a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with external agencies. If appropriate, the school nurse will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the student. The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the student. For longer absences, the reintegration plan will be developed near to the student's likely date of return, to avoid putting unnecessary pressure on an ill student or their parents in the early stages of their absence.

## **Appendix One – a quick guide to managing attendance**

Where there are concerns regarding attendance or punctuality the following process should be implemented to support pupils and parents.

1. Concerning levels of pupil absence either authorised (e.g. 20 sessions), or unauthorised (e.g. 10 sessions) absence or late after registers close (e.g. 5 U codes) identified by the weekly analysis of attendance data. Where a pupil has been absent from school for three days and there has been no contact with family a home visit must be completed on the third day of absence. If a pupil has five days of unauthorised absence a referral must be made by HSLW to the DSL/DDSL using CPOMS. HSLW monitor the attendance of vulnerable pupils as a priority each day.
2. Form tutor and Year Coordinator lead initial mentoring conversations with pupils regarding attendance. Support implemented as required. SEND team monitors the attendance of pupils with medical conditions and EHCPs. Where absence is due to an unauthorised holiday, HSLW will organise a workshop with pupils. PC to oversee LDTT fine process.
3. No improvement in attendance. Year Coordinator and/or HSLW link meets with pupils and reinforces the school's expectations regarding attendance. Letter 1 issued to parents outlining the school's concerns regarding attendance. Where attendance continues to be a concern a home visit by HSLW will be organised. Attendance guidance leaflet issued to parents.
4. Attendance continues to deteriorate - unauthorised or authorised absence continues. Referral to the school nurse where illness is a concern. Referral to EWO where there is unauthorised absence. Referral to Wellbeing Crew or LSC mentors if there is emotionally based school avoidance. Letter 2 issued to parents outlining the school's concerns regarding attendance. EWO may, at this point, complete a home visit or invite parents into school for a meeting.
5. Referral to the Deputy-DSL where there is no improvement in attendance or there is a safeguarding concern. Deputy DSL meets individually with pupils to discuss attendance concerns. Support plan initiated. Letter 3 issued offering Early Help.
6. No improvement in attendance despite interventions. Year Coordinator requests a referral to Fast-track legal process. Letter 4 issued to parents outlining Fast-track process. Year Coordinator completes Section 6 of the Early Help Assessment form with the child and Section 7 with the parents/carers in an informal meeting. Documents uploaded to CPOMS.
7. Assistant Headteacher monitors attendance every two weeks over the course of a six month period. Where there is no improvement in attendance the Pastoral Secretary will issue a Referral to the Education Legal Intervention Team form to the relevant



Year Coordinator. Once completed the Pastoral Secretary will complete the ELIT referral requesting legal intervention.

8. In cases of severe absence (below 50%) a pastoral support plan must be completed in conjunction with parents and professionals, where appropriate. For medical conditions the plan must be led by the SEND team and monitored by the SENCo. Pastoral Support Plans must be uploaded to CPOMS.

The reason for poor attendance is unique to each child. For this reason it is not appropriate to allocate an attendance % for each stage of the process above. You may wish to refer a pupil to stage 4 or 5 for example, if attendance drops quickly and you become aware of vulnerabilities. As a rough guide, however, any pupil below 90% and with significant unauthorised attendance must be subject to one of the interventions listed above. Any pupil below 50% attendance must have a pastoral support.