Attendance & Punctuality Policy

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Signature of Chair of Trustees:

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Social Justice through Excellence in Education
# Contents

1. Introduction .......................... Page 4
2. Legislation and Guidance .......... Page 4
4. Daily Registers ........................ Page 6
5. Absence from College ............... Page 7
6. Absence codes ........................ Page 9
7. School attendance, safeguarding and children missing education. Page 10
8. Reluctance to attend school .......... Page 11
9. Leave of absence in term time ........ Page 11
10. Persistence Absence (PA) .......... Page 11
11. Punctuality .......................... Page 13
12. Roles & Responsibilities ............ Page 13
13. Communication with parents ......... Page 14
14. Rewards and incentives ............. Page 14
15. Attendance Additional Intervention Meeting (AIM) Page 14

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 1</td>
<td>SIMS Lesson Monitor – User Guide</td>
<td>15</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>Sample stage 1 letter</td>
<td>17</td>
</tr>
<tr>
<td>Appendix 3</td>
<td>Sample stage letter (2+)</td>
<td>18</td>
</tr>
<tr>
<td>Appendix 4</td>
<td>Sample flyer to parents</td>
<td>19</td>
</tr>
<tr>
<td>Appendix 5</td>
<td>Sample Stage Action Plan</td>
<td>20</td>
</tr>
<tr>
<td>Appendix 6</td>
<td>Staged Approach</td>
<td>22</td>
</tr>
</tbody>
</table>
1. **Introduction**

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. The Ellesmere Port Church of England College (TEPCEC) fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our Policy applies to all children registered at this school and this Policy is made available on our school website to all parents/carers of pupils who are registered at our school.

This Policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from Sefton Local Authority.

Although parents/carers have the legal responsibility for ensuring their child’s good attendance, the Head teacher and Governors at our school are committed to working closely with parents, other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

2. **Legislation and Guidance**

The 1996 Education Act (section 444) states that parents (including non-related adult carers in the child’s household) have a **legal responsibility** to ensure that those of compulsory school age are educated, either by ‘regular’ attendance at school or ‘otherwise’. The 2008 Education and Skills Act (section 155) specifies the same requirement regarding regular attendance at alternative provision.

Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise their educational opportunities. Regular attendance has been defined by the Supreme Court (6th April 2017) to mean “in accordance with the rules prescribed by the school”.

*Definition of parent: Section 576 of the Education Act 1996* - A parent in relation to any child or young person, includes any person:

- All natural parents, whether they are married or not;
- who is not a parent but who has parental responsibility for him/her; or
- who has care of him/her;
- This also includes all parents who are absent. Parental partners can be included (whether or not they are married or the natural parent of the child as they have ‘care’ of the child. If a pupil lives with a grandparent or older sibling as their main carer, they can also be included as they are the main care provider.
- It is also important to note that even though a parent may not live in the same home as the student, that parent is still responsible for ensuring the child attends school every day.

Cheshire West Code of Conduct for Education Penalty Notices set out the procedures for the issuing an EPN. Full information can be found at:

Schools must enter pupils on the admission register and attendance register from the
beginning of the first day on which the school has agreed, or been notified, that the pupil will
attend the school.

For most students the expected first day of attendance is the first day of the school year.
Every amendment made to the admission register and the attendance register must 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.

For further information on ‘School attendance; Guidance for maintained schools, academies,
independent schools and local authorities’ visit:

3. Principles of the Attendance and Punctuality Policy

The Governing Body of TEPCEC places a high priority on achieving standards and feel
that excellent pupil attendance and punctuality are essential. They undertake this role by

• Monitoring whole school attendance termly and take appropriate action should it
  affect standards.
• Nominate a named Governor for Attendance.

The government expects:

• Schools and local authorities to:
  o Promote good attendance and reduce absence, including persistent absence;
  o Ensure every pupil has access to full-time education to which they are
    entitled; and,
  o act early to address patterns of absence.
• Parents to perform their legal duty by ensuring their children of compulsory school
  age who are registered at school attend regularly.
• All pupils to be punctual to their lessons.

Regular attendance and good punctuality at school is expected. The reasons for this are
obvious: pupils learn best and receive most from College when they are actually there. This
issue is highlighted in the Home/School Agreement which all parents are asked to sign at
the beginning of each year and also within other regular communications between home and
school. The importance of attendance is explained during the achievement plan meetings to
all pupils who attend TEPCEC.

Any pupil whose absence falls below 97% should be noted by the Head of Learning and the
pupil will be placed on the ‘Attendance Strategy’ which is a graduated intervention system.
This is to encourage improved attendance and put support systems in place with Education
Welfare Service, Attendance Officer and School Nurse, to address persistent absence
issues. Other outside agencies may also be involved in cases which show persistently poor
attendance.
<table>
<thead>
<tr>
<th>Attendance during one school year</th>
<th>equals this number of days absent</th>
<th>which is approximately this many weeks absent</th>
<th>which means this number of lessons missed</th>
</tr>
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<tbody>
<tr>
<td>95%</td>
<td>9 days</td>
<td>2 weeks</td>
<td>50 lessons</td>
</tr>
<tr>
<td>90%</td>
<td>19 days</td>
<td>4 weeks</td>
<td>100 lessons</td>
</tr>
<tr>
<td>85%</td>
<td>29 days</td>
<td>6 weeks</td>
<td>150 lessons</td>
</tr>
<tr>
<td>80%</td>
<td>38 days</td>
<td>8 weeks</td>
<td>200 lessons</td>
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Having poor attendance can have an impact on student progress and result in underachievement.

Amendments to the 2006 regulations from the Department for Education (which came into effect from September 2013) remove references to family holidays and extended leave. “Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances”.

Please note ‘exceptional circumstances’ do NOT include a situation where parents choose to take pupils out of school to fit in with their work-related holiday dates. Please refer to the DfE “Amendments to school attendance regulations” for further details. If parents believe that their circumstances meet the ‘exceptional’ criteria, they must please put your request in writing to the Head Teacher at least one month in advance of the date. Parents who take pupils on an unauthorised holiday in term time will result in an Education Penalty Notice.

4. Daily Registers

Under the 2006 Education Regulations the school is legally required to register students twice daily. Registers are marked in the morning between 08:40 and 09:00 and in the afternoon at 12:30. It is essential that all students are registered on both occasions.

Students should be on the school yard no later than 08:30 ready to go to their first lesson. The school gate will close at this time. Students who attend after this time will be expected to enter school through the main school entrance at reception. School starts at 08:35 when all students should be in their first lesson, in preparation for the register being taken at 08:40. It is a legal requirement that a register is taken at the start of the day. Not only does the process allow us to monitor attendance but also to act as a student checklist in respect of health and safety issues – e.g. Fire Drill.

Each year a school calendar is sent out and is also on the website which clearly indicates the days when your child is expected to be in school.

Students who arrive after the school gate closes will have to enter the school through the main entrance where they will be met by their year group Learning Coach to register/or sign a late register at the reception desk. Students who arrive late to school will receive a late mark which will result in them receiving a same day after school detention for 30 minutes. Parents will be alerted to this through the school text system. Under rules set out by the Government ‘Schools don’t have to give parents notice of after-school detentions or tell them why a detention has been given’ available at: https://www.gov.uk/school-discipline-exclusions

Staff should take a register every lesson and only use the /, \\ or L code when taking class registers. Only key pastoral staff, the attendance officer/secretary should enter any other codes on registers.
Clubs at lunchtime

It is the responsibility of the leader of club during AR Time to ensure they mark the pupils with them as present. The form tutor should NOT mark the pupil in AR Time unless they are in front of them for the entire period of AR Time.

Club leaders are asked to fill out the standard form lists and send to the office; it is not appropriate to send a written list of names. The lists can be found on the common drive. They should be with the attendance secretary before the end of that period of AR Time.

Registers must be taken every lesson and staff should inform SLT through the call out system if a student who had been marked in previously that day has not shown up to their lesson.

Trips

Pupils going on trips should have their register taken by the trip leader. They should NOT be sent to get their mark from the classroom teacher. Trip leaders must also ensure that all pupils’ names are given to the attendance secretary on standard form lists before they leave.

Runner duty/Rehearsals/Music lessons

The ‘runner’ should always ensure they get their mark from RECEPTION and not from the classroom teacher. The teacher should be informed by reception who is on runner duty at that time.

Rehearsals should always be marked in the rehearsal space/hall/drama studio – pupils should not be sent to class teachers to get their mark. The reason for this is simple – the pupil may get their mark and then truant. Safeguarding should always be our priority.

If a pupil is timetabled for a music lesson part way through your lesson, you should mark them in your lesson and allow them to go to it. It is the responsibility of the music department to check with HOL/Classroom teachers if the pupil does not attend at the allocated time and yet appears to be in school. Pupils should always have a pass or something similar in their planners.

Absence / Lateness

Regular attendance at school is the responsibility of parents and carers. Under the 1996 Education Act parents commit an offence if the child does not attend school regularly. If your child cannot come to school because of illness you should advise the school on the first day of absence by telephone.

If no message is received we will assume that your child is absent without your permission. We will then make every effort to contact you. The school requires where possible two emergency contact numbers. It is essential that the school is kept informed of changes of contact details such as phone numbers and addresses. Please inform us of any changes in writing through the pupil planner or letter to your child’s Head of Learning. This information can also be updated using the data checking sheet on parents’ evenings and review days. Parents are encouraged to ensure that their child brings in a note confirming the reasons for the absence when the child returns to school. Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.

The school will only authorise a medical absence if the circumstances are unavoidable.
The school has the right to request medical evidence if a parent rings the school to confirm the student is unwell. This may include: a medical appointment card with one appointment entered, slip with date, pupils name and surgery stamp, signed by GP Receptionist, letter from a professional, doctor’s note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Principal may not authorise medical absence without this evidence.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should inform the school in advance so a decision can be made whether to authorise the absence or not. If an appointment is authorised the student should be in school before the appointment and return following the appointment.

The College has invested in the ‘School Comms’ system. Each morning parents/carers of any pupils absent from College will receive an automated phone call/text message requesting them to provide a reason for the absence. Text messages/e-mails may also be sent from the attendance secretary. There is a ‘staged approach’ with regards to phone calls; attendance officer, HOL team, office staff also have an identified cohort – identified through Attendance AIM.

If parents are unable to return a call for whatever reason, a written explanation for the absence is necessary upon a pupil’s return to College. There is a facility for parents to be able to leave a message stating their son/daughter’s reason for absence. Parents are informed of this information through reminders on the College website.

If any absence, whether covered by a note or not, is considered as an unauthorised absence by Attendance Officer and HOL, it can result in an Education Penalty Notice. Parents will also be informed by a HOL or Attendance Officer of our concern.

If a pupil is absent for more than two days and there has been no communication from the family regarding the child’s absence after an Attendance Officer home visit then we may consider reporting our concerns for the safety of the child to Social Care. This should be managed by going through the appropriate safeguarding channels.

Where a student has truanted school or a lesson then a sanction will be issued to ensure the time missed is caught up. For persistent truancy a student may be placed in our Assisi centre as a sanction or even excluded from the College.

Pupils arriving after 8.30am receive a late mark from their Learning Coach. A note should be brought in to explain the circumstances for arrival after these times. Persistent lateness to College can result in an EPN for lateness.

The attendance secretary checks these timings daily and alerts the Vice Principal and Assistant Principals of any failure to close/take register/save register in the allocated time. Failure to complete a register will result in an SLT calloput and possible further disciplinary action. Fire registers will be completed by the attendance secretary when registers close.

5. Absence from College

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. This are an offence by the parent. Where student attendance drops below 97% a staged approach to attendance will be implemented in an attempt to improve the student’s attendance and avoid a parent facing an EPN or prosecution.
When a student’s attendance falls below 97% and depending on the number of absences a parent will be invited in for a stage meeting with one of the following: Head of Learning / Learning Coach, Attendance Officer, member of SLT or other external agencies including LA staff or early help agencies. Where parents fail to attend or there is no improvement in the student’s attendance the College will apply for an Education Penalty Notice (EPN).

The College will request penalty notices to address unauthorised absence. A minimum evidential requirement of ten (10) school sessions, lost to unauthorised absence by any pupil in the current term will be required to trigger the process.

The Local Authority may:

- Issue a formal written warning to the parent/carer of the possibility of a penalty notice being issued.
- In the same letter, set a period of 15 school days within which the pupil must have no unauthorised absence.
- Issue a penalty notice through the post at the end of the 15 day period if the required level of improvement has not been achieved.


6. Absence Codes

According to the DfE guidance the following codes are used for authorised absence on the register.

**Code I: ILLNESS**
Schools can request medical evidence from parents / carers if they feel the authenticity of an illness is in doubt.

**Code M: Medical or dental appointments**
Parents / Carers are encouraged to arrange appointments out of school hours but the school will authorise if confirmation of the appointment is provided.

**Code C: Other circumstances**
This code will be used for any authorised non-medical reasons for a child's absence from school, ie – family funeral.

**Code D: Dual Registered**
This code will be used if a student is registered at two schools.

**Code J: Interview**
This code will be used when it has been agreed that the student can miss school to attend an interview or entrance exam.

**Code P: Approved sporting activity**
This code will be used in times of approved sporting activities in school times, ie – training sessions, trials and sporting events.

**Code R: Religious Observation**
This code is used to cover major religious festivals during term-time. The school will only authorise one day absence for religious events.

**Code V: Educational visits and trips**
**Code W: Work Experience**
According to the DFE guidance the following codes are to be used for unauthorised absences on the register:

**Code G: Family holiday not authorised by the school or in excess of agreed period** If a school does not authorise a leave of absence and the parents still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absence in advance the absence must be recorded as unauthorised.

**Code N: Reason for absence not yet provided**
Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil’s absence.

**Code O: Absent from school without authorisation**
If the school is not satisfied with the reason given for absence they should record it as unauthorised.

**Code U: Arrived late to school after registration closes**
If a student arrives after registers close without any written or verbal confirmation from parents/carers to explain their lateness, the school will mark the pupil with the U code. This means that, although the student is in school, she is marked absent for the entire morning. This will be marked as an authorised absence and could result in prosecution for parents/carers if the pupil is persistently late. This could lead to an EPN being applied for.

7. **School attendance, safeguarding and children missing education.**

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school’s procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, serious crime and to help prevent the risks of their going missing in future (Keeping Children Safe in Education (updated September 2019) and Children Missing in Education Nov 2013, updated Sept 2016). Absence concerns of this nature should also be passed to the College DSL.

**Notifying the Local Authority**
The College notify the Local Authority of any student who fails to attend school regularly after making reasonable enquiries, or has been absent without the school’s permission for a continuous period of 10 days or more. (Pupil Registration) (England) Regulations 2006 regulation 12.

The College must also notify the Local Authority of any pupil/student who is to be deleted from the admission register.

Our College will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered ‘missing’.

Where a child leaves our school without a destination or another school is not identified we will follow Cheshire West Children Missing Education Procedures. Further information can be found at: [https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/early-years-and-childcare/education-welfare-service/education-welfare-service.aspx](https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/early-years-and-childcare/education-welfare-service/education-welfare-service.aspx)
8. **Reluctance to attend school**

Sometimes a student may seem anxious about leaving home to go to school. They may tell you that they feel unwell or give another reason to not attend. You may notice that they are worried from things that they say e.g. that they do not want to do particular subjects, feel that they have no friends or are being bullied. If this is the case please contact the school as soon as possible to speak to your child’s Head of Learning.

9. **Leave of absence in term time**

The Head Teacher may not grant leave of absence during term time unless there are ‘exceptional circumstances’.

The Head Teacher will also determine the number of school days a child can be away from school if the leave is granted. **From this perspective leave of absence in term time is no longer a parental right and will only be authorised at the Head Teacher’s discretion.** Under DFE guidelines the school will notify the Local Authority if a parent/s takes leave of absence **without** the Head Teacher’s permission. In these cases, the G code will be used on the register to show this absence is unauthorised.

Under these circumstances, the school will apply to the Local Authority for an Education Penalty Notice (EPN) Fine (£60–£120) to be issued by the Local Authority. The £60 Penalty Charge Notice will need to be paid in full separately by both parents within 21 days and will rise to £120 if paid between 22 and 28 days. If the Penalty Charge Notice is not paid within 28 days, parents can be prosecuted under section 444, the Education Act 1996.

Students attending TEPCEC will not be allowed absence for holidays. Any absence, other than for illness or emergency medical attention, will be coded as Unauthorised, (G) – Family holiday not agreed or (O) Unauthorised absence.

Parents may choose to complete an ‘Application for Leave of Absence of Child from School in Exceptional Circumstances’ stating why they are removing their child during term time. This is passed to the Headteacher for approval. Only exceptional circumstances will be authorised.

If an ‘Application for Leave of Absence of Child from School in Exceptional Circumstances’ is rejected, then the absence; should the parent still proceed with the removal of their child during term time; they will be dealt with under the ‘Code of Conduct Education Penalty Notices for Unauthorised Absence and Exclusions’.

**It is important for parents / carers to note that the school will not authorise ANY leave of absence unless the school feels the circumstances are unavoidable.**

The College reserves the right to either contact the parents / carers directly or make an immediate referral to Social Care or the police if the school feels a student is potentially at risk while being taken out of school during term time.

10. **Persistent Absence**

The school has a responsibility to reduce the number of students whose attendance is below 90% over the school year. **Students with attendance below 90% fall into the ‘Persistent Absentee’ category.**
According to the DFE guidance ‘If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them the parents may be guilty of an offence and can be prosecuted by the Local Authority’. In addition, ‘Local Authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child’s regular attendance at a school (section 444 of the Education Act 1996).

In order to avoid a student falling into this category a staged approach will be used where possible to ensure that attendance below 97% improves. This includes letters to parents, staged meetings and action plans to ensure that attendance improves. These meetings will also help to identify any concerns which may be causing the students absence and allow staff and parents to identify strategies to improve this.

When a student’s attendance falls below 90% at any stage of the year a staged meeting will be held with College pastoral / Attendance staff. In addition, students will be monitored by the Form Tutor, Head of Learning, Learning Coach and SLT who will track their attendance on a weekly basis. Staff will contact parents to discuss the attendance concerns and formalise an **Action Plan** to secure an improvement in attendance.

This will contain improvement targets with set timescales and an overview of the support provided by the school to support the child and her family. Parental failure to comply with the contract may be used as evidence if the Local Authority decides to issue an EPN or prosecute parents.

Where an attendance meeting is called, the reasons for absence will be identified and different strategies to improve attendance will be considered

- A supportive action plan will be agreed.
- An attendance target date for improvement will be set.
- The student’s attendance will then be closely monitored for a period of no more than 4 school weeks.

If the parent fails to attend this meeting without reasonable justification this could result in an EPN being issued to parents/carers or court proceedings under the ‘Single Justice’ process. Under section 444, an EPN will be **issued for £60 to both parents**. Each parent will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority. Failure to pay the Penalty Charge Notice Fine will result in further legal action being taken by the courts, with the maximum fine currently £2,500 or three months in prison.

**What happens next?**

Whilst the intention of the School Attendance meeting is that attendance will improve, if the attendance deteriorates by the target review date the Local Authority may recommend legal action is taken. This could include prosecution in the Magistrates’ Court, Education Supervision Orders or Parenting Orders.

**Issuing Penalty Charge Notices:** Each parent receives a penalty charge notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. Failure to pay the penalty notices may result in prosecution.

**Taking parents to court for unauthorised absence:** Education Act 1996 Section 444 - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
11. Punctuality

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

**Poor punctuality can lead to your child:**
- Feeling embarrassed in front of their friends.
- Missing the beginning of vital lessons.
- Missing important instructions for the rest of the school day.
- Learning bad habits which could affect their employability in the future.

<table>
<thead>
<tr>
<th>Minutes late per day during the school year</th>
<th>Equal days’ worth of teaching lost in a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 minutes</td>
<td>3.4 days</td>
</tr>
<tr>
<td>10 minutes</td>
<td>6.9 days</td>
</tr>
<tr>
<td>15 minutes</td>
<td>10.3 days</td>
</tr>
<tr>
<td>20 minutes</td>
<td>13.8 days</td>
</tr>
<tr>
<td>30 minutes</td>
<td>20.7 days</td>
</tr>
</tbody>
</table>

**Late Procedures**

Students who arrive after the school gate closes will have to enter the school through the main entrance where they will be met by their year group Learning Coach to register/or sign a late register at the reception desk. Students who arrive late to school will receive a late mark which will result in them receiving a same day after school detention for 30 minutes. Parents will be alerted to this through the school text system. Under rules set out by the Government ‘Schools don’t have to give parents notice of after-school detentions or tell them why a detention has been given’ available at: [https://www.gov.uk/school-discipline-exclusions](https://www.gov.uk/school-discipline-exclusions)

Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments outside of school hours.

12. **ROLES AND RESPONSIBILITIES**

**IMPROVING ATTENDANCE – WHAT PARENTS CAN DO:**

- Provide where possible **two** emergency contacts to the school.
- Notify the school on the first day of absence.
- Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously, this is not always possible but, in such cases, try to minimise the disruption to the day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that she can complete most of her timetable before leaving.
- A child should attend school before and after their appointment.
- Encourage your child to take responsibility for being on time for school ensuring they have a realistic bedtime and will not be too tired to get up in the morning for school. Equipment should be prepared the night before. Regularly checking your child’s planner can help you to do this.
- Discourage your child from staying overnight with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
• Leave of absence during term time is not a parental right. If there are special or exceptional circumstances please contact the Headteacher and decision will be made if the absence can be authorised or not.
• Talk positively about going to school.
• Monitor your child’s Internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
• Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out. Contact school before the concerns escalate.

IMPROVING ATTENDANCE – WHAT SCHOOL DOES:

• Mark the registers twice a day.
• Informs any parents / carers who have not contacted the school of the absence of their child on a particular day.
• Maintains records and monitors attendance of students on a regular basis.
• Authorises absences in accordance with the Government guidelines. Please note that only the school can authorise absence.
• Contacts parents / carers when the attendance falls below acceptable levels and / or when particular patterns of absence are causing concerns.
• Undertake an Early Help Assessment where it is deemed appropriate.
• Monitor pupils who are supported by the In Year Fair Access Panel and those who attend alternative provision.
• Works with external agencies to maintain good attendance and to support the student / family with any issues that may affect attendance and punctuality to school.
• Provides re – integration support for students returning from absence.
• Maintains a range of strategies to encourage good attendance by means of rewards.
• Inform parents of individual students’ attendance record each term at Parents’ Evening.
• Works with relevant external agencies if a students’ attendance becomes a concern, ie – Social Care, Early Help Services, Police, YOT, SEND.
• Make referrals to the School Nurse team where appropriate to seek advice to support the pupil.
• Works in partnership with the Local Authority to improve school attendance and reduce persistent absenteeism sometimes utilising legal interventions.
• Hold stage meetings to support and improve attendance.

13. Communication with parents

The college uses a text-based system to inform parents of absence where there has been no reason provided. Parents should contact the school 0151 350 6000 and select option 2. Please ensure you leave the students name, year DOB and reason for the absence. Further phone communication through phone calls, text and parental meetings will also be used to address attendance concerns.

14. Rewards and incentives

Positive attendance will be celebrated at both Form Tutor and Head of Learning on a regular basis. Students with good attendance will also be celebrated at termly achievement assemblies and at the College awards ceremonies.

15. Attendance Additional Intervention Meeting (AIM)

Attendance AIM meetings take place as scheduled every half term as per the College calendar. AIM meetings may be called as needed to address concerns identified in
particular year groups. These meeting will be chaired by the AHT and attended by the Head of Learning, Learning Coach and Attendance Officer. In these meetings action plans will be agreed and cohorts and strategies identified to improve student attendance.
Appendix 1 – SIMS Lesson Monitor – User Guide

Lesson Monitor in SIMS.net

Accessing the Register via the Home Page

Teachers will see their timetable for today displayed in the My Classes Today panel on the Home Page.
1. Double-click the required lesson to display the Take Register page.
2. The Select Class browser, which displays the timelines, is hidden but can be displayed by clicking the Browse button. If required, the SIMS.net Home Page can be accessed again via Focus | Home Page.

Adding Additional Identification Columns

Additional Identification columns, i.e. Date of Birth, Gender, Year and Admission Number, can be added and removed as required but apply only to the current register.
Right-click the Name or Reg column heading and select one or more additional columns from the pop-up menu.
The register expands to accommodate the additional columns, which can be removed if required by right-clicking the Name, Reg, or any of the additional column headings and deselecting the unwanted column(s) from the pop-up menu.

Accessing the Register via the Focus Menu

Select Focus | Lesson Monitor | Take Register to display the Select Class browser. Alternatively, click the Take Register button located on the SIMS.net Focus Bar.

Class Teachers
1. Ensure that the required date is displayed.
2. Double-click the required class on the timeline to display the associated register.

Staff covering lessons
If you are covering for another teacher or you are, for example, an administrator who wishes to view a teacher's classes/lessons:
1. Ensure that the required date is displayed.
2. Click the Search button adjacent to the Teacher field to open the Browse for Lessons dialog.
3. Enter all or part of the name and/or select the period you are teaching and then click the Search button.
4. Double-click the required lesson or highlight and click OK to display the register for the selected lesson.
To view the timeline, click the Browse button to return to the Select Class browser.

Taking the Register

Enter the same code for all pupil/students
1. Click the column heading for the current period. The background colour of the selected cells changes to cyan.
2. Enter for as appropriate to flood fill the entire column.
3. Where the present mark is not applicable, individual marks can be added by clicking in the appropriate cell and entering the next mark using the keyboard codes dialog.

Enter the same code for a block of pupil/students
1. To select pupil/students who are listed sequentially, click in the first cell in which you wish to enter the mark. Hold down the Shift key and click the last cell in which you wish to enter the same mark. The background colour of the selected cells changes to cyan.
2. Enter a mark using the keyboard codes dialog.

Editing/deleting a mark
If you wish to edit or delete a mark before it is saved, ensure that the highlight is on the cell displaying the required mark. Enter the correct code using the keyboard codes dialog, or press the Delete key, as appropriate. A dash (-) is displayed in the cell where a mark has been deleted.

Saving the data
Click the Save button to save the marks. If there are any pupil/students with missing marks, SIMS.net will offer to mark them as absent using the code 7 (no reason yet provided for absence). If you click the No button you will be returned to the Take Register page without saving. Missing marks can then be entered manually before the register is saved.

NOTE: If you wish to edit marks after saving, ensure that the Preserve/Overwrite toggle button is displayed. Overwrite, which displays the Preserve/Overwrite toggle button.

Printing the register
Click the Print button to open a standard Windows® Print dialog. Ensure that the printer settings are correct and then click OK.
Lesson Monitor in SIMS .net

Adding Extra Names
1. Click the Extra Names button to open the Add Extra Names browser.
2. Search for the required pupil/students.
3. Highlight the required name and click the OK button. Alternatively, double click the name to return to the Live Register page.
4. A message informs you that you are about to add this pupil/student to the class for this lesson only. To confirm the action click the Yes button.
5. The extra names added are added at the bottom of the list already marked as present.
The list will be sorted into alphabetical order when the register is saved.
6. Additional names can be added using the same method.

Viewing the Class Photograph
The Class Photograph is a composite display made up of all available individual photographs that are stored in the SIMS database.
1. Click the Class Photo button to open the Class Photo dialog.
2. Information is required about the SIMS Schools Photography Licensed Partners, click the Click for Photographers link at the bottom of the dialog to open a Capita web page.

Viewing/Editing Historical Marks
The historical view enables you to view and edit historical marks for up to ten meetings of the selected class. It can be used to view a pupil/student's pattern of attendance and correct any errors with previous marks.
To view previous lessons for the current class, select the History radio button. The current lesson is displayed in the right-hand column. You can continue marking the current lesson on this screen.
To return to the Day View for the selected date, select the Today radio button.

Viewing/Editing Future Marks
The future view option enables you to view, enter and edit future marks for up to ten instances of the selected lesson. For example, if a family holiday has been approved or a doctor or dental appointment is known, marks can be entered so that interested staff have visibility of these entries.
To view the next ten instances of the selected lessons, select the Future radio button. The current lesson is displayed in the left-hand column.
To return to the register for the selected date and period, select the Today radio button.

Recording Minutes Late and Comments
The Minutes Late option allows a teacher to record the length of time that a pupil/student was late arriving at class.
The Comments option allows a brief comment to be recorded regarding a pupil/student's behaviour, for example, where a pupil/student consistently forgets their homework or is disruptive during the lesson. An in-depth record of behaviour can be recorded via the Links button.
1. Locate the required pupil/student and click in the associated cell for the current lesson.
2. Click the Comments or Minutes Late button, as appropriate, to open the associated dialog.
3. Enter your comments or the number of minutes late and click the OK button to return to the Live Register page.
Where comments have been added, the top right-hand cell is red. Where minutes late have been recorded, the background colour of the cell is cyan. Hovering over a cell displays the teacher's name and class. Minutes late and comments are also displayed, if they have been entered.
4. Click the Save button.
Producing a Minutes Late Report
1. Select Focus | Lesson Monitor | Lesson Report to display the Late Minutes Report browser.
2. Select a date range.
3. Select the required scope, e.g. Whole School, Year 7, Year 8, etc.
4. A default title is shown as 'Minutes Late for Lessons'. But can be edited if required.
5. Specify the Subjects to be included in the report by selecting the appropriate checkboxes. One or more subjects can be selected. Alternatively, select the 'Check boxes only' option to produce a report that includes all the listed subjects.
6. Click the Search button to generate the report, which is displayed in print preview where the usual options apply.

Displaying Marks
The Display Marks routine provides a read-only view of the selected pupil/students marks. It is particularly useful for looking at pupil/students on-roll this year. However, your school will find it can be used in other ways including looking back at the previous year's attendance records of current pupil/students, and reviewing previous year's attendance record of pupil/students who left last year.
1. Select Focus | Attendance | Lesson Monitor | Display Marks to display the First Student browser.
2. Select the required pupil/student.
3. Select the Sessions Week or Month View, or the Sessions and Lessons Day, or Week View radio button as required.
For more information please refer to the Lesson Monitor in SIMS .net handbook accessed by clicking Other handbooks in the Documentation shortcuts panel in SIMS .net.

This guide is based on the version of the software 3.06 and is at the time of publication, for lacks of changes in the software, please refer to the associated handbook and online help for further support of this guide. Please refer to the Capita Information Services for further information on training courses. Please refer to the Capita Information Services for further information on training courses. Please refer to the Capita Information Services for further information on training courses. Please refer to the Capita Information Services for further information on training courses.
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Capita Information Services, Hanwell Court, Ashley Business Park, Stratford Way, Bedford, MK42 7DB
Tel: 01234 338800 http://capita.co.uk/sims
Appendix 2 – Sample stage 1 letter

[Date]

[Addressee]
[Address]

Dear [Salutation]

[Student Name] - [Form]
Re: Attendance

Our records show that [Student Forename]’s attendance is [attendance figure]%.
This is below the national expected minimum of 97% and is therefore a cause for concern.
Good attendance is key to ensuring that pupils progress well at school.
In addition, your child’s attendance record has to be conveyed in any future reference provided by the school.

We are hopeful that your child’s attendance will improve. However, if this is not the case,
you will be invited to come into school to discuss the matter.

Please do not hesitate to contact me at any time.

Yours sincerely

HOL
Head of Learning Year X
Appendix 3 – Sample stage letter (2+)

Date

[Addressee]
[Address]

Dear [Salutation]

[Student Name] - [Form]
Re: Invitation to Stage 2 Attendance Action Plan meeting

Records show that [Student Forename]’s attendance is [attendance figure]%.
This is well below the minimum national expectation of 97%. Good attendance is key to ensuring that pupils progress well at school. In addition, your child’s attendance record has to be conveyed in any future reference provided by the school.

As [Student Forename]’s attendance is a cause for concern, I would like to invite you to come into school on [Day], [Date] at [Time] when we will discuss the matter and form an Action Plan.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Social Welfare Service who may issue a Fixed Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Fixed Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

I look forward to seeing you at this meeting. If this is inconvenient, please contact me as soon as possible to rearrange a more suitable time.

Yours sincerely

HOL
Head of Learning Year X
Appendix 4 – Sample flyer to parents

Attendance

Regular attendance is an important part of school life.

Good attendance shows potential employers that you are reliable.

Do we ever really consider the impact of having a day off school? The chart below shows the number of days and lessons ‘lost learning’ for students with different percentage attendances. The chart is based on a school with a 190 day year and shows a five period day.

You can help by:

- making sure that your attendance and punctuality are as good as possible
- not missing school for minor things, think about whether you would expect to miss a day at work for the illness
- Making sure appointments for dentist etc are made outside school hours

<table>
<thead>
<tr>
<th>Attendance</th>
<th>95%</th>
<th>90%</th>
<th>85%</th>
<th>80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of days lost learning</td>
<td>9.5</td>
<td>19</td>
<td>28.5</td>
<td>38</td>
</tr>
<tr>
<td>Number of lessons lost learning</td>
<td>47.5</td>
<td>95</td>
<td>142.5</td>
<td>190</td>
</tr>
</tbody>
</table>

(For a five period day)

Is 95% attendance good? This means that you have still missed nearly 10 school days in one year. Over five years that would be nearly 50 days, this is almost a school term.
Appendix 5 – Sample Stage Action Plan

Stage X Attendance Action Plan

<table>
<thead>
<tr>
<th>Name of Pupil</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Attendance %</td>
<td></td>
</tr>
<tr>
<td>In attendance at meeting</td>
<td></td>
</tr>
</tbody>
</table>

The following has been agreed between the School and the parent

(a) The School has agreed to:

(b) The parent has agreed to:

(c) The pupil has agreed to:

Are there any social/medical/academic concerns you wish to raise re your child’s education that is affecting their attendance?
Target:
________________% Attendance between the dates of ____________ and
________________
N.B. This should be reviewed in a maximum of 4 weeks

Review Date: ____________
The School and Parent(s)/Carer(s) will meet again on the above date to discuss how things are progressing and whether or not to make any changes to the contract.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Social Welfare Service who may issue a Fixed Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Fixed Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

Stage X Attendance Action Plan

Staff Name ________________________________

Staff Job Title ________________________________

Staff Signature ________________________________

Date ________________________________

Parent/Carer Signature ________________________________

Parent Carer Name ________________________________  Date ________________________________

Parent Carer Date of Birth ________________________________
Persistent Absence

We operate a ‘staged approach’ to tackling absence concerns. Persistent Absence (PA) is defined for any child with an absence of 10% or greater. School submit their absence figures to the DfE at various points throughout the year (in the CENSUS). This is then reported nationally in our Analyse School Performance and IDSN data.