



# **Hardenhuish School**

## **Attendance Policy**

If you would like any policy in a more accessible version, please contact the Administration Manager

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## 1. Introduction

Hardenhuish School seeks to ensure that all its pupils and students receive a full-time education which maximises opportunities for each person to realise their true potential. The school recognises the importance of regular attendance in achieving this.

The school will endeavour to ensure high levels of attendance by:

- 1.1. Providing a welcoming, caring environment, whereby each member of the school community feels wanted and secure.
- 1.2. Work with pupils/students and their families to encourage each pupil and student to attend school regularly and punctually.
- 1.3. Establishing an effective system of incentives and rewards which acknowledges the efforts of pupils and students to improve their attendance and timekeeping. Recognising that it is the legal responsibility of parents to send their child to school and challenging the behaviour of those pupils/students and parents who give low priority to attendance and punctuality.

To further meet these objectives, Hardenhuish School will establish an effective and efficient system of recording attendance and communicating with pupils/students, parents and appropriate agencies to provide information, advice and support as outlined below.

## 2. Registration

Registers are completed every lesson through Arbor as a means of checking the attendance of individuals and discouraging pupils from truanting from individual subject lessons. All staff are issued with clear guidelines as to how to complete this process so that there is uniformity across the school. Arbor's attendance tracking serves as a legal document, and it is from this that statistics are compiled. A record is made every term, and these are retained in secure storage for three years.

## 3. Identifying patterns and causes of absence

Data from Arbor is regularly analysed to:

- 3.1. identify individuals and groups with poor attendance
- 3.2. look for patterns, in terms of days or lessons
- 3.3. monitor patterns of lateness

The school attendance protocol (Appendix 1) ensures that attendance is continually monitored and action is taken as appropriate where a pupil's attendance becomes a cause for concern.

## 4. Notifying the school of Absence/Lateness

Parents are encouraged to inform the school as early as possible of the pupil's absence/lateness by telephoning and leaving a message on the Pupil Absence Hotline **01249 767390** which is available 24 hours a day/7 days a week OR by e-mailing the Attendance Officer at [absence@hardenhuish.wilts.sch.uk](mailto:absence@hardenhuish.wilts.sch.uk). These contact details appear on the school website. If no contact is made by a parent, the Attendance Officer will make contact via text or telephone. If there is still no contact via, or in response to, these methods, the absence will be considered as unauthorised. During periods of prolonged absence parents are asked to keep the Attendance Officer informed regularly.

## 5. Lateness

Pupils are regarded as late if they arrive after the start of each lesson. Any pupil who is late to school in the morning and Morning Tutor Time has finished (08:45) has to sign in at Main Reception in the House. The number of minutes late is recorded on the Arbor system. Teachers mark late arrival to lessons with an 'L' on Arbor and enter the number of minutes. Weekly reports regarding lateness are generated and passed on to Pastoral Managers. Anyone with more than 30 minutes of cumulative lateness during the

school year, without good reason, should be placed in a Leadership Team After School Detention where they will be detained for the same number of minutes. See Appendix 2

In the morning, the register formally closes at 09:00. After this time any pupil arriving at school is recorded as U (late after the register closes). This results in an unauthorised absence mark for the morning and the number of minutes late is recorded. In the afternoon the register formally closes at 13:30. Any pupil arriving after this time is marked as U and the number of late minutes is recorded.

## **6. Authorised Absence**

Only the school can authorise absence, NOT the parent. This responsibility is held by the Headteacher and, in most situations (see list below) is delegated to the Learning Manager. Parents are encouraged to keep authorised absence to a minimum. We aim to encourage thought to be given by parents as to whether appointments could be made outside of school hours rather than ask for time off school. Parents are required to contact the Pastoral Manager requesting an absence (e.g. dental appointment). The Pastoral Manager will issue the pupil with an exeat, but the pupil should then go to the House to sign when he/she leaves and returns to school.

The following absences will be authorised as long as the Learning Manager is satisfied that the request is genuine:

- 6.1. medical or dental appointments
- 6.2. illness
- 6.3. an unavoidable cause
- 6.4. a day exclusively set aside for religious observance by the religious group to which the family belongs
- 6.5. family bereavements
- 6.6. interviews for post-school arrangements
- 6.7. approved work experience
- 6.8. approved public performances
- 6.9. off-site activities e.g. music examinations, special off-site tuition

All other absence requests can only be authorised by the Headteacher or Deputy Headteacher.

In the case of holiday absence, parents need to request this to the Headteacher by completing an online form, which is available through a link on the school website. It is unlikely that holiday requests during term time will be authorised unless extenuating circumstances can be explained to the Headteacher. If a pupil has less than 90% attendance at school and is absent due to an unauthorised holiday, a referral to the Local Authority for a penalty notice is likely to occur.

## **7. Procedures for return to school**

If a pupil has been absent from school for an extended period of time, individual arrangements may be made for a gradual return to school. These will be agreed between the parents and the Learning Manager. Each circumstance would vary but the Pastoral Manager would expect to be heavily involved in ensuring the re-entry is a positive experience.

## **8. Removal from the School Roll**

Pupils are removed from the School Roll when:

- 8.1. parents make a written request to the school
- 8.2. confirmation has been received that they are attending another school
- 8.3. they have left at the end of Year 11
- 8.4. they have been continuously absent from the school for a period of not less than 4 weeks and both the school and the local authority have failed, after reasonable enquiry, to locate the pupil
- 8.5. they have been continuously absent from the school for a period of not less than four weeks and are detained in pursuance of a final order made by a court or of an order of recall made by the Secretary of State.

## 8.6. Appendix 1 - Hardenhuish School Attendance Protocol

### HARDENHUISH SCHOOL ATTENDANCE PROTOCOL

Hardenhuish School sets an ambitious average attendance target of 97% for all pupils in Years 7 to 11. Below are the routines, proactive and reactive steps we will take to try to achieve this.

#### PROMOTING GOOD ATTENDANCE

Promote importance of good attendance to pupils and parents; highlighting links between attendance and attainment and attendance and social and emotional intelligence/skills.

This will be done through assemblies, Parent Information, Advice and Guidance evenings and through posters around the site.

#### REWARDING ATTENDANCE ABOVE 97%

Pupils receive rewards certificates for two-termly attendance (3 per year).

97-98% = Bronze Attendance Certificate

98-99% = Silver Attendance Certificate

99%-100% = Gold Attendance Certificate

3 Gold Certificates in a school year = Platinum Certificate awarded by the Headteacher

#### MONITORING ATTENDANCE

If a parent of an absent child has not contacted the school to inform us of a reason for absence, a member of staff will contact them on the first day of absence (either through the school's communication software or by telephone/text message) to enquire as to the reason for absence. If no response is given, Attendance Office (AO) will follow up until reason for absence is known.

Pastoral staff will review attendance figures in a series of meetings each month\* and compare them against previous figures in order to identify any trends that may be emerging. If there is an attendance issue/potential problem with an individual pupil, the following stages of intervention will be followed.\*\*

\*AO/Pastoral Managers (PMs) meet fortnightly. Learning Managers (LMs)/PMs monthly. DHT/AO/Attendance Support and Intervention Leader (ASIL) monthly. DHT/AO/PMs/ASIL monthly review of reasons for absences and decisions made.

\*\*Professional judgement must be used when considering the figures/interventions below. The time of year and nature of absences must be considered before the interventions listed are triggered (e.g. if a pupil has missed a week of school with a broken limb in September, their attendance in October will be around 80%, such students should not face the interventions listed). Most pupils will go through each stage concurrently but pupils may be placed straight on a higher stage at the discretion of school staff if warranted (based on previous years' attendance). Pupils who are unable to attend school due to long term medical issues (confirmed to school by a medical professional) should be placed on a Personal Education Plan (PEP) - see bottom of page.



### Hardenhuish School Punctuality and Lateness Protocol

At Hardenhuish School, we recognise that pupils being on time to school and to lessons is vital. Arriving late to lessons can be very disruptive for both pupils and teachers. Being late for school and lessons also reduces learning time; If a pupil is 5 minutes late every day they will miss three days of learning each year. To ensure that pupils who are regularly late are sanctioned consistently and/or that those needing extra support with their punctuality receive it, this protocol needs to be followed.

