



COUNDON COURT SCHOOL
ATTENDANCE POLICY
AY2223

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Contents

1. Registration and Lates
2. Tutor Responsibilities
3. Assistant Principal / Attendance Officer / Head of Year / Progress Manager responsibilities
4. Assistant Principal Responsibilities
5. Statutory support from local authority
6. Attendance Flowchart
7. Supporting and Monitoring Attendance
8. Children missing in Education

1. Registration and Lates

Students are expected on site when the Registration bell goes at 8.25am.

- Tutors need to arrive at their tutor rooms in time for the start of the registration period. Tutors to ensure tutor time is used in an informative/constructive way. The register will be taken at 8.30am.
- Students arriving after 8.30am will be marked as late (L code). Their mark will be entered onto the SIMS system by the Attendance Officer, who will track and monitor these students ½ termly.
- Students arriving after 8.50am will be directed to student reception to sign in with the Attendance Officer. Anyone without a valid note, who arrives after 8.50am will be marked as unauthorised late (U code) and a Progress Manager made aware. If this becomes persistent, contact will be made with parents / carers.

2. Tutor Responsibilities

- Tutors and staff should mark the register accurately as it is a legal requirement.
- Tutor's should collect absence notes and monitor their group's attendance.
- Tutors should track absences and liaise with parents, Progress Managers and the Attendance Officer.
- Tutors should routinely query absence patterns – days in the week and friendship groups etc
- Tutors should ensure students are aware of attendance targets that have been set when appropriate.
- Tutors should pass on all information regarding students causing concern to Progress Managers and the Attendance Officer on a weekly basis.
- Tutors should build a welcoming atmosphere within the group to encourage students to return after an absence.
- Tutors, Progress Managers and the Attendance Officer will monitor individual student's improvement in attendance and reward appropriately.

3. Attendance Officer / Head of Year / Progress Manager responsibilities

- Discuss tutor group attendance as part of the weekly agenda and at attendance and pastoral meetings to share information and implement strategies to improve attendance.
- Use the SIMS information to bring to the tutors' attention the names of students with unauthorised absences. (Attendance issues to be on **ALL** Phase meetings)
- Encourage members of staff to contact parents of students with attendance concerns at the earliest opportunity.
- Circulate information about individual student needs to appropriate staff.
- Monitor percentage attendance of each year group, any defined sub-set such as SEN or PP setting attendance targets as appropriate. *Defined categories include below 96%, 92% (90% persistent absence) and 85%, by ethnic background, pupil premium, those who have a protected characteristic or SEND profile within the school.*
- Meet with the SENCO regarding individual support plans for SEN students with attendance concerns.
- Monitor students' attendance, the improvements and efforts made by individuals and reward appropriately.
- Celebrate excellent attendance at all celebration assemblies**
- Contact parents/carers when a student's attendance falls below 92% and implement Attendance Improvement Plans where appropriate**
- Check student absences daily and implement the 'Truancy Call'.
- Contact parents/carers if no reason for absence received in School.
- Contact parents/carers by Edulink when a student is persistently late for school.
- Contact parents/carers by Edulink to students for both 100% attendance and for those who show an improvement in attendance.
- Track / collate attendance data and report on this to the Senior Assistant Headteacher responsible for attendance weekly.

COVID addendum

****Covid restrictions and sensitivity around attendance to be considered.**

***Percentage thresholds to be lower during Covid restrictions as students are told not to attend if feeling unwell.*

4. Assistant Principal Responsibilities (with responsibility for Attendance)

- Ensure that parents are fully aware of the importance of good attendance through the school communications.
- Meet with Inclusion, Heads of Year, Progress Managers responsible for attendance, Attendance Officer on a regular basis to discuss any relevant attendance issues.
- Build good systems of communication with all teaching, pastoral staff, and parents.
- Build good systems of communication with other agencies working within the school.
- Analyse attendance data and devise strategies to rectify concerns e.g. under 96%, 92%, 85% attendance and designated defined groups**
- Collect data on students' attendance, the improvements and efforts made by individuals and reward appropriately.
- Analyse specific codes and compare data to national averages.
- Monitor unauthorised absences termly and intervene when necessary.
- Liaise with the Principal and Governors as appropriate.

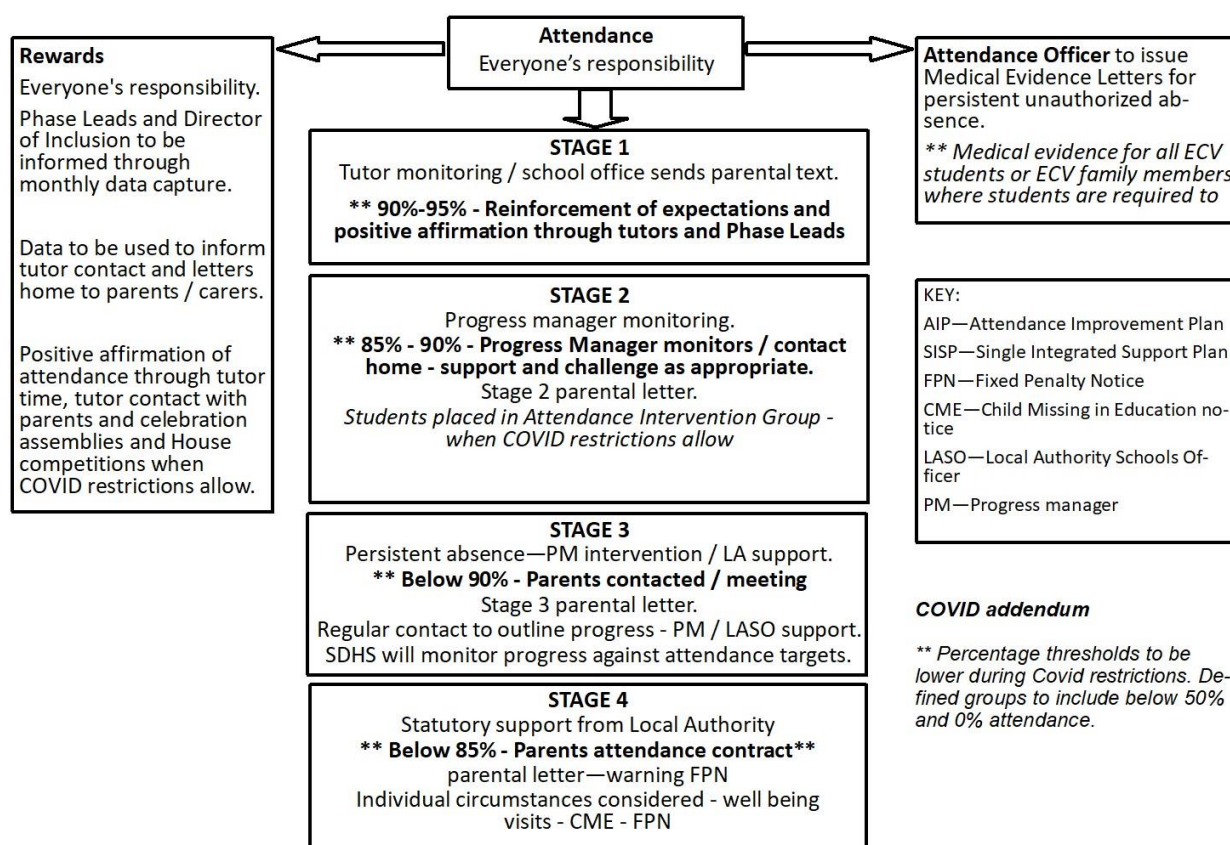
COVID addendum

***Percentage thresholds to be lower during Covid restrictions. Defined groups to include below 50% and 0% attendance.*

5. Statutory Support from the Local Authority

- The LA attendance team works closely with schools and with other statutory and voluntary agencies to promote, encourage and enforce regular school attendance of children of compulsory school age.
- The LA attendance team may work with the school, if a student has previously failed to improve their attendance following an attendance improvement plan (AIP).
- The school or Local Authority may conduct a home visit to establish why the student is persistently not attending school. If absence from school persists a Fixed Penalty Notice (FPN) may be issued, or they may be placed on a Parenting Contract. In some cases, parents can face a criminal charge for failing to ensure their children attends school. The offence can result in a Parenting Order, a fine or even imprisonment.

6. Attendance Flowchart



7. Supporting and Monitoring Attendance

We have a responsibility to monitor attendance and where appropriate support students whose attendance is giving cause for concern.

The Local Authority expects the school's attendance to exceed **96% and some students have individual targets so they can monitor their own attendance. This system includes rewards for students with excellent attendance records, or indeed, students who make significant progress. We are sensitive to students with medical conditions, but we do ask that parents/guardians keep us informed and we will ask for medical evidence when required. The Local Authority have a 'Panel' system for those whose individuals whose attendance is giving cause for concern. Support includes setting target setting and a review after 5 weeks.

Each day a 'Truancy Call' is activated, and a text sent to the parents/guardians of students who are absent, if no reason for the child's absence has been received by 10.30am. Parents are requested to keep the school informed and also to supply a short note when the child returns to school. If we do not receive any information, the absence will count as unauthorised and would trigger a letter from our Attendance Officer.

Students whose attendance falls below **92% will, where appropriate, be referred to a Progress Manager, who will contact home or make a home visit. This would not apply to students with "exceptional" circumstances. Parents are asked to co-operate with us and keep us informed. In cases of attendance falling below 92% parents will be asked to attend a meeting to discuss and implement an attendance improvement plan (AIP). In all cases this plan will be a collaborative tool between home and the school to improve attendance. Attendance improvement plans are managed within school by the school's Progress Manager Team.

Students may be invited to be part of a 'Support/Intervention Group' that will focus on attendance, self-esteem, career opportunities and managing time. This has proven to be very successful.

We ask that parents making medical appointments for their child, book them early or late in the day, so students can be in school for at least half the day.

Families requesting leave during term time must apply at least 6 weeks in advance of the requested date of absence. A Parent or carer must complete an 'Application for Exceptional Student Leave Form'. These must be obtained from the school attendance officer, based in the school office. Parents should explain the full reasons for requesting the absence, which must be submitted to the school Attendance Officer.

Decisions on authorising absence requests will be made by the Principal, on advice from the Assistant Principal who will inform parents of the decision, in writing. Written communication approving requests will state the expected date of return. Parents and Guardians are responsible for notifying the school if anything delays the student's return. Written communication refusing requests will explain the reasons and that ignoring the refusal will result in an unauthorised absence being recorded. This may

lead to a fixed penalty notice (FPN) being served in accordance with Local Authority policy.

Fixed penalty fines can be issued to parents or carers if the children in their care are absent from school for any of the following reasons:

- ✓
- ✓

Holidays taken during term time

Persistent absence in which a 6-week school attendance (AIP) has failed to improve a student's attendance

- ✓ Truancy (including students found during truancy patrols)

A fine of £60 for each child is issued to each parent or guardian. If the fine is not paid within 21 days, another £60 fine will be issued; both must be paid within 28 days of the date when the original fine was issued.

COVID addendum

***Percentage thresholds to be lower during Covid restrictions.*

Students shielding due to being ECV or live with family members who are ECV will not be penalised for low attendance. Students will be able to access remote learning from home and have regular contact with their teachers and support from a progress manager.

Students asked to self-isolate will not be penalised for low attendance in line with COVID regulations and the track and trace system.

8. Children Missing in Education

The DfE defines Children Missing Education as:

'All children of compulsory school age who are not on a school roll, not being (suitably) educated otherwise (e.g. privately or in an alternative provision) and who have been out of any educational provision for a substantial period of time (usually four weeks or more)'

The school follows the Coventry's Local Authority procedures for Children Missing in Education. This can be found on the Coventry Safeguarding Children's Board's website.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.

A child going missing from an education setting is a potential indicator of abuse or neglect. School staff should follow the Local Authority's procedures for dealing with children who go missing, particularly on repeat occasions and should act to identify any risk of abuse and neglect, including sexual abuse, exploitation and/or radicalisation.

The school reserves the right, however, to contact relevant agencies to seek advice such as Children's Social Care and the Police if any child is absent from school for more than five days without confirmation from parents. Every attempt will be made to communicate with parents to ensure the child is safe and well, including home visits by the KS3 and KS4 Progress Managers (Attendance) and Designated Safeguarding Lead accordingly.

There are many circumstances where a child may be missing from education.

Examples are outlined below.

- ✓ Students who are at risk of harm and/or neglect (school will follow standard Child Protection procedures for referrals to social care / police)
- ✓ Children of Gypsy Roma or Traveller families- school will inform local authority when a GRT student leaves the school without identifying a new destination school)
- ✓ Missing children / runaways (direct referral to Children's Services and Police)
- ✓ Children supervised in the Youth Justice system
- ✓ Children who refuse to attend a school

When a pupil returns from a period of extended absence appropriate daily attendance checks will be carried out and their attendance, behaviour, emotional and physical well-being will be monitored closely by the Progress Managers (Attendance) and the Designated Safeguarding Lead in school. Parents / Guardians will be invited into school as part of the reintegration programme and relevant support will be offered to the pupil / family as necessary.

The below codes are used when reporting student attendance within school.

Key to codes					
/	Present (AM)	J	Interview	U	Late (after registers closed)
\	Present (PM)	L	Late (before reg closed)	V	Educational visit or trip
B	Educated off site (not Dual Registration)	M	Medical / Dental Appointments	W	Work experience
C	Other Authorised Circumstances	N	No reason yet provided for absence	#	Planned whole or partial school closure
D	Dual registration	O	Unauthorised circumstances	Y	Unable to attend due to exceptional circumstances
E	Excluded	P	Approved sporting activity	X	Non-compulsory school age absence or COVID
G	Family Holiday (Not Agreed)	R	Religious Observance	Z	Pupil not on roll
H	Annual family holiday (agreed)	S	Study leave	-	All should attend / No mark recorded
I	Illness (Not Medical Appointments)	T	Traveller absence	=	Illness due to COVID 19
[Self- isolating due to COVID 19]	Shielding due to COVID 19		