

**Attendance**

**Policy into practice**

## 1. Aims

This document aims to set out the practice and procedures followed by Haven High in relation to attendance. This must be read in conjunction with Voyage Education Partnership Trust Attendance Policy

Haven High recognises the importance of good attendance at school in enabling their learners to achieve their potential in life. If you would like any further advice or support regarding your child's attendance, please contact the Education Welfare Officer for your child's year group in the first instance, who will be happy to help. Your Education Welfare Officer, along with all other staff supporting your child's pastoral needs, can be contacted by telephoning 01205 311979 and selecting to speak to your Year Group Hub. You can also contact our Attendance Champion, Assistant Headteacher Abigail Parker, on [Abigail.Parker@havenhigh.net](mailto:Abigail.Parker@havenhigh.net).

## 2. Definitions

The academy defines "**absence**" as either:

- Arrival at the academy after the register has closed.
- Not attending the academy for any reason.

The academy defines an "**authorised absence**" as:

- An absence for sickness for which the academy has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the academy has granted leave.
- Religious or cultural observances for which the academy has granted leave.
- An absence due to a family emergency.

The academy defines an "**unauthorised absence**" as:

- Parents keeping children away from the academy unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at the academy after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term time which have not been agreed.
- Leaving the academy for no reason during the day.

The academy defines "**persistent absenteeism (PA)**" as:

Any learner who misses 10% or more (19 school days) schooling within and across the academic year for whatever reason (either authorised or unauthorised). Absence at this level is doing considerable damage to any learner's educational prospects and we need parent/carer's full support and co-operation to tackle this.

The academy defines "**in danger of becoming persistently absent**" as:

Any learner whose attendance is 90.1% to 95% within and across the academic year for whatever reason (either authorised or unauthorised). Absence at this level is doing considerable damage to any learner's educational prospects and we need parent/carer's full support and co-operation to tackle this.

The academy defines "**severe absenteeism (SA)**" as:

Any learner who misses 50% or more (90 school days) schooling within and across the academic year for whatever reason (either authorised or unauthorised).

The academy defines “**in danger of becoming severely absent**” as:  
Any learner whose attendance is 50.1% to 79.9% within and across the academic year for whatever reason (either authorised or unauthorised).

### 3. Promoting Good Attendance

Haven High has a comprehensive and inclusive range of pastoral, wellbeing, welfare and attendance support available that can help learners and their families overcome any barriers that stop them attending school regularly.

We work closely with our families to understand what is limiting attendance and put in place help and support, both in school and through outside agencies, so that our learners can attend school and access their education.

Haven High promotes good attendance through our rewards and recognition incentives throughout the year. All staff in school understand the importance of championing good attendance. Learners can expect regular conversations about attendance, with increasing focus if their attendance drops below expected levels.

### 4. Attendance Register

Registration at Haven High opens at 8.45am every morning and closes 30 minutes later at 9.15am. Afternoon registration takes place at the start of Period 4, at 11.55am and closes 30 minutes later.

Staff completing the attendance register in the first instance will mark whether learners are:

Present / (am) \ (pm)  
Absent N

Once a register has been completed, staff will ensure that the register is saved.

Administration staff will then go through the register and use the appropriate code to denote the reasons for absence.

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. e.g. film shoot
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments

R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence - Parent travelling for occupational purposes
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration, not remote learning, must be supervised learning))
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip (supervised by a member of school staff)
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in attendance)
X	Not required to be in school - for non-compulsory school age children
Z	Pupil not yet on roll - not counted in attendances
#	Planned whole or partial school closure - NOT counted in attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Where there is no known reason, the Attendance Team will take reasonable steps to ascertain the whereabouts of pupils. This will include sending a text message via the MyEd app and where appropriate calling or sending an email to contacts.

Once these steps have been followed and if no contact can be made, the child will continue to be recorded as 'N'. In addition, the academy may decide, at their discretion, to make an unannounced home visit to the learner's listed address. If there is no answer, a calling card will be left asking parents/carers to contact the academy as soon as possible.

Where no reason is provided for an absence, the academy may send a letter to the home address to request a reason for the absence and further support may be offered to improve attendance.

## 5. Absences

Parents and carer are responsible for informing the academy about any absences.

### **Illness/Injuries**

Where learners are ill and are unable to attend, parents and carers are responsible for making contact with the academy each day of any period of absence. This can be done by text message to the MyEd App. The MyEd app can translate messages into your home language if you do not speak English. Alternatively you can telephone the academy on 01205 311979 and leave a voice message, or you can email [HHA\\_AttendanceTollfield@havenhigh.net](mailto:HHA_AttendanceTollfield@havenhigh.net) (for Years 7 and 8) or [HHA\\_AttendanceMarian@Havenhigh.net](mailto:HHA_AttendanceMarian@Havenhigh.net) (for Years 9-11).

Parents are asked to be as detailed as possible about the reason their child is absent. We want to work together with families to put any reasonable adjustments needed to support their return. To do this, we need as much detail as possible about the reason they are absent.

### **Religious Observances**

The academy recognises that some religious observances take place during term time and learners may need to be absent from the academy to attend services and festivals.

Where a parent/ carer intends to remove their child for the observance, they must make a request to the academy at least 7 days prior to the observance.

The academy may seek clarification of these dates from religious leaders and organisations where necessary.

### **Holidays During Term Time**

The academy is not able to authorise holidays during term time unless there are specific exceptional circumstances. This is at the discretion of the Headteacher and Attendance Champion.

If parents/carers feel that their circumstances are exceptional, then they must make a request in writing at least 7 days before the holiday, for consideration by the headteacher who will decide whether or not the holiday will be authorised and for how long the learner is permitted to be absent.

If parents/carers chose to take their children out of the academy without authorisation from the headteacher, this absence will be unauthorised. The academy will then make an application to the local authority for a Penalty Notice to be issued.

Failure to pay a Penalty Notice may result in further legal action being taken by the local authority in the form of the Single Justice Process in the Magistrates Court. See 'Further Action' for more information.

### **Medical Appointments**

Where possible the academy would encourage parents/carers to arrange medical/ dental appointments outside of the academy day.

Where this is not possible, parent/carers must inform the academy in advance of the appointment. It is imperative that learners are not absent for more time than is necessary to attend the appointment.

Evidence of the appointment may be requested by the academy.

## **6. Responding to Lower Than Expected Attendance**

### **Reminders about Attendance Expectations**

Haven High will send parents regular reminders about attendance expectations. This will be done via letters, the school newsletter, information on the school website and via social media.

Learners at Haven High will receive regular reminders about attendance expectations via year group assemblies, poster displays, form time discussion and conversation and focused conversations with the pastoral team when attendance falls below expectations.

### **Letter of Concern**

Letters of concern are sent to all parents/carers where their child's attendance has fallen below expectation. This is of a standard format.

### **Attendance Support**

When the academy recognises that a learner needs additional support to meet attendance expectations, they may receive contact from the Education Welfare Officer for their year group. The Education Welfare Officer will work alongside the learner and their family to better understand the reasons for lower than expected attendance, and the Education Welfare Officer will ensure reasonable adjustments and support is put in place so that the learner can reach expected attendance.

This may involve an invitation to a School Attendance Support Meeting, where all those working with the child come together to work out a plan to help support improved attendance. This plan is called an Attendance Support Plan.

The Attendance Support Plan will detail the support offered and targets for improvement. The Attendance Support Plan may involve working with other agencies to support the learner, for example health services, mental health practitioners or Early Help workers, amongst many others.

### **Pupil Not Attending Regularly (PNAR)**

Where a learner has missed 10 consecutive days of learning, without prior consent, the academy will inform the Local Authority.

### **Responding to learners who arrive late**

Punctuality is of the utmost importance and lateness will not be tolerated. The academy gates are open at 8.00am and we expect all learners to be in their form room at the start of the school day at 8.45am, registers are marked at this time. If a learner arrives at the academy after 8.45am they should sign in at Front Office. If arriving before 9.15am they will be recorded as late (L).

Attendance after the registers close at 9.15am will receive an unauthorised late mark (U) to show that they are on site, but this will count as an absent mark. Learners who are absent before they come into the academy due to medical appointment, must provide evidence of

the appointment either before the appointment or as soon as they return after the appointment.

Support will be offered to families for learners who are regularly late to school, so that they can be supported to ensure their child attends school on time.

If there is no improvement in a learner's attendance and lateness even after support is offered, the academy may refer the matter to the local authority who have the power to issue sanctions for poor attendance such as penalty notices or prosecutions.

## 7. Further Action

Where there is little or no improvement in a learner's attendance despite supportive measures being offered, the academy will consider referring the matter to the local authority who have the power to issue further sanctions such as Penalty Notices and prosecutions in the court arena.

Non school attendance includes any day when a child should be in attendance at school, and they are absent without the authorisation of the school, this includes:

1. When a child is persistently absent, where attendance is 90% or below. This also includes lateness after the close of register where the U code is being used.
2. Where a child is present in a public place during school hours without reasonable justification during the first five days of an exclusion.
3. Unauthorised holiday during term time.

Local councils and academies/schools can use various legal powers if your child is missing school without a good reason. They can give you:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a fine (sometimes known as a 'penalty notice'). You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court could also give you a Parenting Order. See below for more information:

Penalty Notice	Details
First Notice in a 3 year period:	Issued to each parent. Charged at £80 if paid within 21 days. £160 if paid within 28 days.
Second Notice in a 3 year period:	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.

Third Notice in a 3 year period:	<p>Alternative action should be taken, for example prosecution or other attendance legal interventions.</p> <p>Fines per parent are capped at two within any three-year period.</p> <p>If a parent is prosecuted for their child's non-attendance, they could face a fine of up to £2,500.</p>
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Further information on this can be found:

[www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance](http://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance)

## 8. Reduced/Part-time Timetables

Part-time timetables are a provision the academy can make when supporting learners with individual needs. Any pupil attending less than the full-time hours as their peers, is classed as accessing a part-time timetable.

A part-time timetable can only be implemented with the consent of the parent and will be reviewed at least every 4 weeks with them.

Part-time timetables are designed to provide short-term support to learners who are in challenging circumstances.

A part-time timetable has a significant impact on learner attendance data and is only considered as a last resort.

Whilst learners are on a part-time timetable, the responsibility for safeguarding them remains with the academy.

## 9. Leavers

There are many reasons why children leave an academy over the course of year. This can include:

- Moving house and the academy is too far from the new address
- Moving country
- Moving school through parental choice
- Moving school due to the needs of a learner
- Service personnel posting

To complete all the necessary checks, the academy will ask parents/carers to complete a leavers form. This form asks for information which enables a school to remove a child from the admission register. Without all the information, the academy must log a child as missing in education.

## 10. Children Missing Education (CME)

Please refer to the Trust CME policy for further guidance.



## **11. Elective Home Education (EHE)**

It is a parent's right to home educate their child if that is what they wish. The local authority must make arrangements to find out so far as possible whether home educated children are receiving suitable full-time education.

If parents/ carers are considering home educating their child/children they must first discuss this with the academy.

A meeting will be held to discuss the parents/ carers options.

Confirmation will then need to be given in writing by parents/ carers of the intention to home educate.

The Local Authority will then make arrangements to visit parents to check on the quality of the education.

Further information can be found here:

<https://www.lincolnshire.gov.uk/school-attendance/home-education>

## **12. Emotionally Based School Avoidance (EBSA)**

Some learners can develop severe anxiety about coming to school and will avoid coming. Their attendance can start to decline significantly and suddenly. In order to support learners with these needs, the academy is able to access support from a variety of professionals who are experts in this fields.

If parents/ carers are concerned that their child may be experiencing this, they should contact the academy at their earliest possible opportunity. The earlier a child is supported the better the outcomes are for them.