



**The White Hills Park Federation Trust**  
*A Culture of Excellence*

# **Attendance Policy**

Updated: March 2017  
Review: April 2018



## **White Hills Park Federation Attendance Target 96% 2016-2017**

The WHP FEDERATION is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all students feel valued and welcome.

Students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parents/carer.

All children may sometimes be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence from school has to be classified by the school (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, initially by a phone call to the attendance officer, followed by either a letter or note in your child's planner.

For a child to reach their educational potential a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and parents/carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Skills.

Each year the school will examine its attendance figures and set attendance/absence targets in relation to national guidelines.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy contains within it the procedures that the school will use to meet its attendance targets.

### **School Procedures**

The Deputy Head/Asst Head (Inclusion) has overall responsibility for monitoring and improving attendance, setting targets, and staff training. The Deputy Head/Asst Head (Inclusion) has regular discussions with the Attendance Officer (AO) who has direct links with the NCC Family Support Case Manager (FSCM). The Inclusion Leaders (IL) meet the Attendance Officer (AO) on a weekly basis to discuss attendance issues across each Key Stage. Tutors have day-to-day responsibility for managing attendance. They implement the attendance policy and support strategies in their year group, ensure good practice and monitor and support the attendance of all students. All concerns are passed on to the Attendance Officer.

Tutors are responsible for completing registers appropriately, promoting good attendance with their tutees and pursuing poor attendance. They are the first point of contact for students and parents/carers, and liaise with colleagues on strategies for individuals.

The Attendance Officer has responsibility for producing attendance reports and supporting tutors in contacting parents/carers over attendance issues.

Any child who is absent from school at the morning registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the head teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### **Lateness**

Morning registration will take place at the start of school at 8.50am. The afternoon registration will be at 1.35PM at the start of period 5. The registers will remain open for 20 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases where the absence at registration was for attending an early morning medical/dental appointment, the appropriate authorised absence code will be entered.

Any student who is late will attend a late detention, which is usually completed on the same day as the actual lateness. Those students who are persistently late may be invited to attend a Welfare Meeting with their parents/carers to discuss issues of punctuality with the AO, FSCM and a member of the Key Stage Achievement Team.

### **First Day Absence**

On the first day of absence the parents/carer should contact the school daily and inform the AO of the reason for absence. If no contact is made with school the AO will contact home (via telephone or text) to inform parents/carers of the absence and to discover the reason for the absence. The AO will then adjust the registers accordingly.

### **Third Day Absence**

If after the third day of absence no contact has been made with parents/carers, a letter will be sent asking for immediate contact with school to explain the absence.

### **Continuing absence of five days**

If there is no response to the letter the AO may undertake a home visit, without prior notice, and will then take further appropriate action which will include contact with Nottinghamshire County Council Family Services.

### **Frequent Absence**

It is the responsibility of both staff and tutors to be aware of, and bring attention to, any emerging attendance concerns. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers, usually by inviting parents/carers to attend a Welfare Meeting along with a member of the Achievement Team. If this is unsuccessful the school will refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's AO and FSCM.

### **On return to school**

It is important that on return from an absence all students ensure they catch up any missed work.

### **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the student, that may require further investigation, then the notes may need to be retained for a longer period.

### **Promoting attendance**

The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children attend school in order to receive their education. The AO and IL will hold regular assemblies to promote punctuality and attendance.

This is part of the Home/School agreement which can be found in the school planner.

### **Holidays in term time**

From 1 September 2013, new government legislation means that a Head Teacher can no longer authorise any requests for children to be taken out of school for family holidays. As a result holidays taken during term time will not be authorised. The Executive Head Teacher will authorise other forms of absence by prior agreement only in exceptional circumstances. If an absence is unauthorised, the Executive Head Teacher may invoke their powers to issue a fixed penalty notice.

### **Penalty notices.**

If your child has more than 6 sessions of unauthorised absence within any six week period the school will inform 'Family Support' who may issue a penalty notice to **each parent** who is considered legally

responsible for the child. The penalty is a fine of £60 per parent per child if paid within 21 days. This goes up to £120 after 21 days but must be paid within 28 days.

If you do not pay the fine within 28 days the local authority has no option but to prosecute you in the Magistrates' Court. This could lead to a fine of up to £1000 per parent per child.

### Attendance Awards

Regular attendance awards are given to students who achieve 100% attendance on a termly basis and those students who achieve 100% attendance over an academic year will receive recognition and an award at the annual school Awards Evening.

### Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets exists and the Deputy Head (Inclusion) is responsible for overseeing this work.

### The registration system

The School will use a computerised system for keeping school attendance records. The following national codes are used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age students	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Registers by law are kept for at least 3 years.

### Categorisation of Absence

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Approved Educational Activity
2. Authorised Absence
3. Unauthorised Absence

**1. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note: Students recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

Work experience placements  
Field trips and educational visits  
Sporting activities  
Link courses or approved education off site  
Most types of dual registration

**2. Authorised absence**

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996. **Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.**

**3. Unauthorised absence**

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given.

This includes:

Parents/carers keeping children off school unnecessarily  
Truancy before or during the school day  
Absences which have never been properly explained  
Students who arrive at school too late to get a mark  
Holidays in term time

**Bramcote College Sixth Form**

**You are expected to:**

Abide by the Bramcote College Sixth Form Student Contract  
Attend 100% lessons as detailed on your timetable  
Ensure you are punctual to all lessons and register your attendance

**Bramcote College Sixth Form is expected to:**

Keep records of your attendance  
Monitor your attendance  
Respond to any queries or concerns that you wish to discuss  
Support you with any issues or problems you have

**Alderman White Attendance Officer:** Linda Philpot 0115 9175959 or email

[linda.philpot@whpfederation.org](mailto:linda.philpot@whpfederation.org)

**Bramcote College Sixth Form:** Melissa Rigley 0115 9168900 or email

[melissa.rigley@whpfederation.org](mailto:melissa.rigley@whpfederation.org)

**The Bramcote School:** Rosie Bosley 0115 9517965 or email

[rosie.bosley@whpfederation.org](mailto:rosie.bosley@whpfederation.org)

<b>White Hills Park Federation</b>
<b>175 non-school days a year</b> <b>175 days to spend on family time, holidays, shopping, household jobs and other appointments</b>

<b>Attend 190 school days</b>	<b>10 days absence</b>	<b>15 days absence</b>	<b>29 days absence</b>	<b>38 days absence</b>	<b>47 days absence</b>	
	<b>Attend 180 school days</b>					
			<b>Attend 175 school days</b>			
				<b>Attend 161 school days</b>		
				<b>Attend 152 school days</b>		
					<b>Attend 143 school days</b>	
<b>100%</b> 	<b>95%</b> 	<b>92%</b> 	<b>85%</b> 	<b>80%</b> 	<b>75%</b> 	
<b>Good</b> This gives your child the best chance of success, and gets your child off to a flying start		<b>Worrying</b> Less chance of success makes it harder for your child to make progress  The same as missing at least half a year of your time at WHP FEDERATION		<b>Serious Concern</b> This is not fair on your child and may result in court action  The same as missing at least one whole year of your time at WHP FEDERATION		
<b>Students who are persistently late could be classified as truanting</b>						

