ATTENDANCE POLICY

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Committee	School and Community
Date Agreed	March 2024
Review Date	September 2024

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1. Aims and Scope

The aim of the school policy is to develop good attendance and punctuality to give all children the best chances in life. The staff and governors of Deptford Green School regard good attendance and punctuality as a high priority. Deptford Green School regards education as paramount whilst being sympathetic and supportive to individual family circumstances. Our aim is to ensure that we work in partnership with parents, our local community and the Local Authority to support and promote good attendance and punctuality. Deptford Green therefore sees the maximising of attendance rates as one of its key tasks in ensuring all pupils **are safe and reach their potential**. We will actively pursue the goals of outstanding attendance, and a high rate of punctuality, both in relation to individual students and for the whole Deptford Green community. The school has an attendance target and expectation of 97%. We aim to meet our obligations by:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

In order to achieve these aims the school will:
- Offer a safe and supportive environment, which welcomes children regardless of race, gender or ability.
- Establish clear and effective procedures for administration.
- Foster a climate where the school community, teachers, parents/carers, governors and students value attendance and punctuality.
- Comply with legal requirements.
- Ensure any child presenting poor levels of attendance and punctuality are noted, monitored and appropriate action taken.
- Have systems in place offering rewards and incentives for regular attendance and punctuality.
- Keep parents/carers informed about their child's attendance through established procedures.
- Support governors in taking an active role in promoting good attendance and governors.

- Work in partnerships with parents/carers, the Education Welfare Service, Social Care and other outside agencies

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

> Part 6 of [The Education Act 1996](#)

> Part 3 of [The Education Act 2002](#)

> Part 7 of [The Education and Inspections Act 2006](#)

> [The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)](#)

> [The Education (Penalty Notices) (England) (Amendment) Regulations 2013](#)

It also refers to:

> [School census guidance](#)

> [Keeping Children Safe in Education](#)

> [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

Sid Hughes is the Safeguarding link Governor. who also leads on attendance, The school and community committee are responsible for receiving termly attendance data.

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance is Emily Stanghon

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintergration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

3.4 The attendance officers (Amy Coffey and Lynn Ascott)

The school attendance officers is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Arranging calls and meetings with parents to discuss attendance issues
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/DSL (authorised by the headteacher) when to issue fixed-penalty notices
- Complete home visits

The attendance officers are called Lynn Ascott and Amy Coffey and can be contacted via 0208 691 3236 or emailed at acoffey@deptfordgreen.co.uk or Lascott@deptfordgreen.co.uk

3.5 [Class teachers/form tutors]

Both class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information 10 minutes into the tutor time or lesson.

3.6 School admin staff

School admin staff will:

- Take calls from parents [and pupils] about absence on a day-to-day basis and record it on the school system- SIMS
- Transfer calls from parents [and pupils] to the Pastoral lead in order to provide them with more detailed support on attendance

3.7 Pastoral Leaders

Pastoral Leaders are responsible for:

- Ensuring all pupils in their year groups know the importance of good attendance-96%-100%.
- Ensure all pupils in their year groups are punctual to school and lessons.
- Take action to celebrate pupils with excellent attendance weekly- class charts/assemblies/tutor times, termly- certificates/letters home/rewards and annually through an end of year attendance celebration
- Intervene and support pupils whose attendance falls below our expectations, meet with them regularly, set targets, offer support/rewards and ensure interventions have impact.
- Ensure all tutors in the year team are following up with absences and punctuality.
- Complete home visits with the safeguarding team if a pupil is absent for long periods of time.

3.8 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every timetabled session on time.
- Report absences on StudyBugs or call the school to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day.

3.8 Pupils

Pupils are expected to:

- Attend every timetabled session on time.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.40 on each school day.

The register for the first session will be taken at 8.40-9am and will be kept open until 9.10am. The register for the second session will be taken at 2.10 and will be kept open until 2.40.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30 or as soon as practically possible by recording this on Studybugs, emailing the attendance and pastoral team or by calling the school admin office.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

If a parent requests a leave of absence, they should complete the absence request form for exceptional circumstances ES to add link, this goes the attendance team and the Headteacher decides if it will be authorised. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Pupils who arrive late will be given a lunch time school reflection. The length of this will depend on the number of times the pupil has been late. It could be between 20-40 minutes. If students continue to be persistently late despite attending reflections they will be placed in a one hour after school reflection and we will contact parents/carers and work with them to try and improve the punctuality of their child.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.

- The pastoral teams also try to ring the pupils parent/carer on the first day of absence.

- If the school cannot reach any of the pupil's emergency contacts, the school will email the parent/carer.

- Identify whether the absence is approved or not

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

Parents will receive written formal attendance reports twice a year. Parents of students with excellent attendance will see regular points awarded on class charts, certificates, their child will be recognised in assembly and their child will be invited on the annual attendance reward trip. Parents and students whose attendance is a concern will be made aware of this by their Pastoral Leader. They will be offered support and interventions in order to improve. If a student has extremely poor attendance parents will be informed of this and they will work closely with our attendance and welfare officers. They will be offered support and interventions in order to improve.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 6 weeks before the absence, and in accordance with any leave of absence request form, accessible on our website/Parent Information/Parent Information [or click here](). The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

- Other possible 'exceptional circumstances' where the headteacher may grant term-time holiday

- Study leave

- Flexi-schooling requests

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting good attendance

We know the impact good attendance has on progress and attainment. We therefore ensure all students, parents and staff know our expectations. We ensure that attendance to high profile across the whole school. We celebrate good attendance in tutor time, assemblies at least every half term. We reward students with excellent attendance with certificates, class charts achievement points and reward trips.

7. Attendance monitoring

7.1 Monitoring attendance

The attendance officer and pastoral leaders monitor pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). If we receive no information and the child is absent the parent is informed by text message.

If a pupil's absence goes above 2 days we will ring the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continue to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. These students will be given targeted support and intervention by the Pastoral Leader or the Attendance and Welfare Officer.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

7.2 Analysing attendance data

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors, pastoral leaders and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Refer to external agencies where appropriate
- Refer to the Local Authority

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every year by Emily Stanghon (Deputy Headteacher and Designated Safeguarding Lead) . At every review, the policy will be approved by the full governing board.
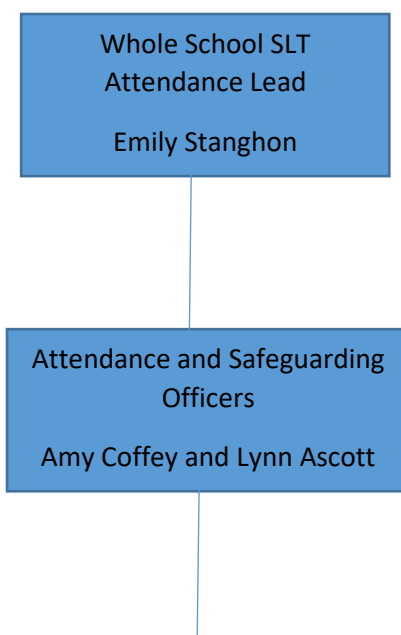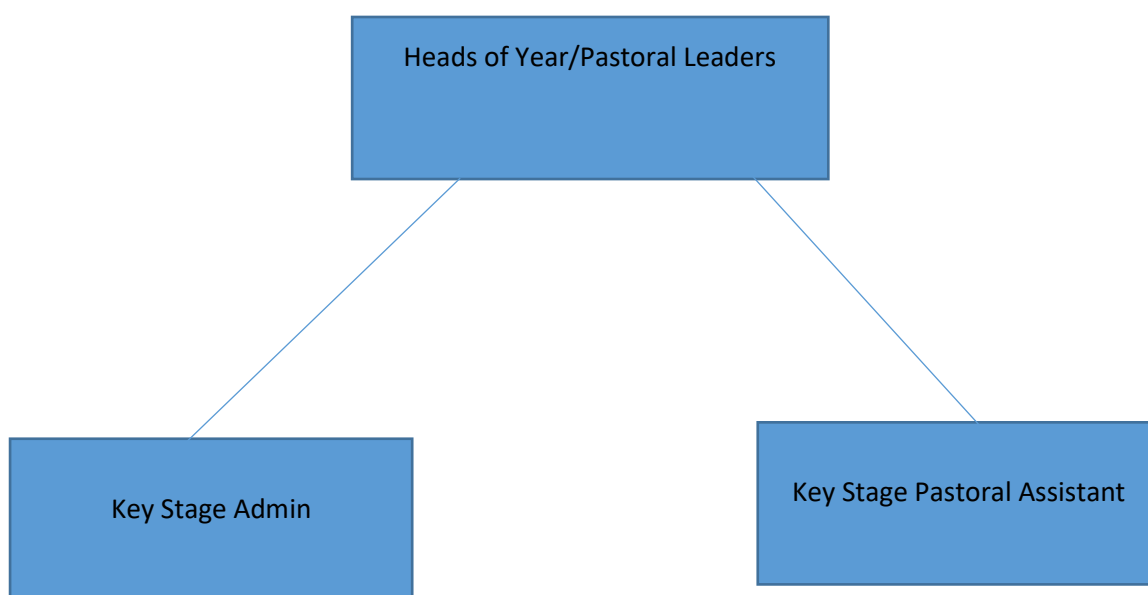
9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1

Attendance team

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│      Whole School SLT       │
│      Attendance Lead        │
│                             │
│      Emily Stanghon         │
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┌─────────────────────────────┐
│  Attendance and Safeguarding│
│          Officers           │
│                             │
│  Amy Coffey and Lynn Ascott │
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Appendix 2

Attendance Team –Roles and responsibilities

Role	Responsible for:
Senior Teacher Attendance Lead	• Driving whole school attendance strategy • Monitor whole school attendance data– identify patterns and ensure interventions are effective • Developing a whole school system of rewards for good attendance • Ensuring Attendance is a regular feature in assemblies, tutor times, parent newsletters • Ensuring the attendance Policy is consistently applied across the school • Report to Governing body

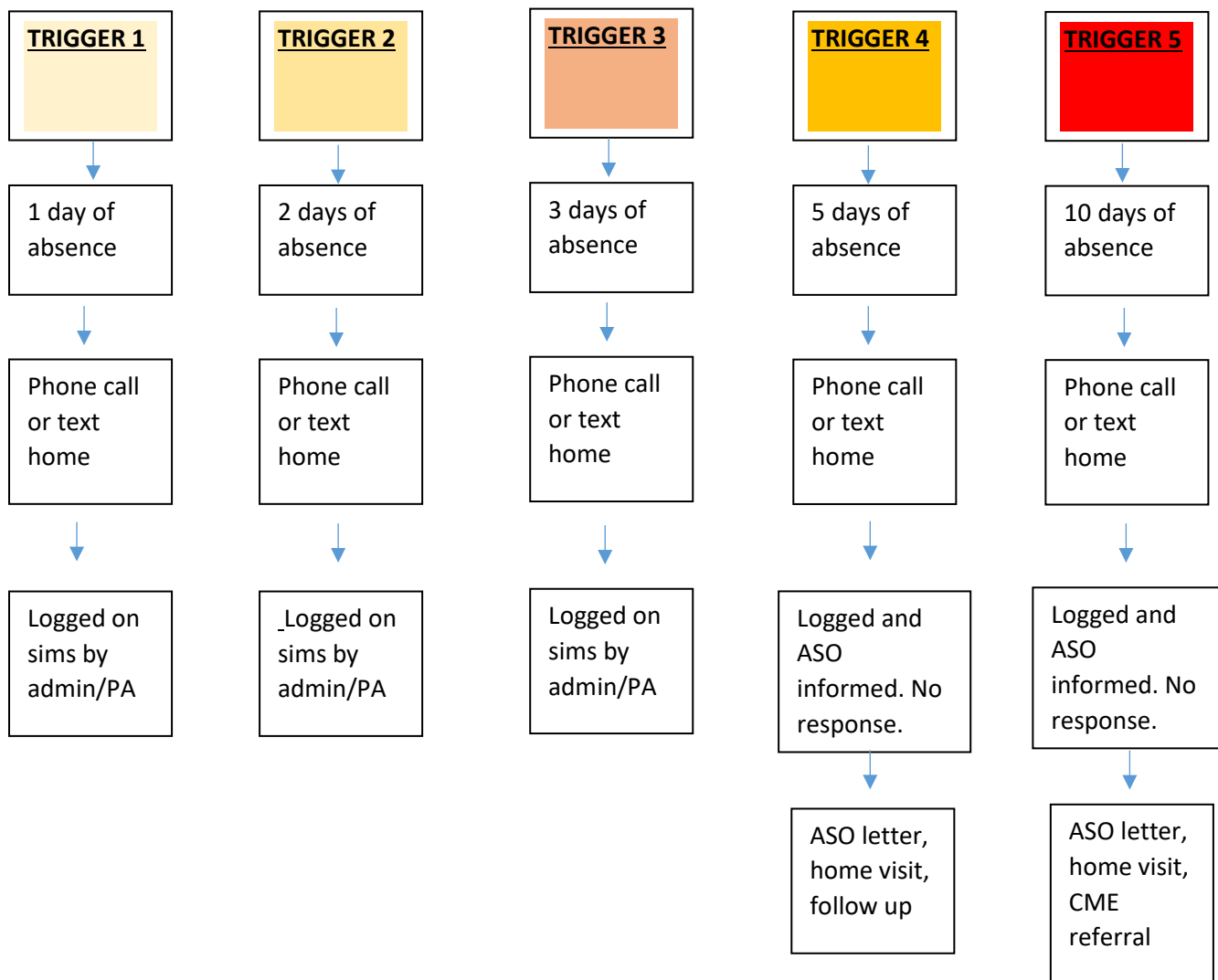|	
Attendance and Safeguarding Officers	• To develop and monitor school policies, systems and strategies on attendance • To support the pastoral teams in advising the school on all matters relating to attendance and welfare • To work with all Persistent Absent (PA) pupils, this will include: Phone calls Letters Regular meetings with PA pupils Individual Attendance Plans Attendance Panel meetings Home visits Arrange Team Around the Family Meetings To work with the LA in cases of prosecution (including fast track prosecution) of parents/carers who fail to ensure their child attends school regularly To liaise and work with other professionals i.e. police, Social Services, Housing, Health and any other statutory and voluntary organisations. • To monitor all pupils who are CP or deemed as at risk • Share attendance data weekly with school staff through Heads highlights.
Pastoral Leader	• Ensure all students in the Year group are rewarded half termly if they're attendance is good or excellent • Ensure all students with excellent attendance are rewarded at the end of every term and at the end of the school year • Ensure tutors hold weekly conversations with students whose attendance is between 92-94% • Ensure all interventions are reviewed to ensure they have an impact

	• Work with hard to reach families and increase parental engagement • Attend fortnightly meetings with the Attendance and Safeguarding Officers to measure impact of interventions
Key Stage Administrator	• Listen to the phone messages sent in by parents daily and record any authorised absence or other relevant information on sims • Send messages and call the parents of students who are late each day • Send a termly report to parents sharing their child/ren attendance and punctuality record • Ensure top attenders are celebrated on the year group and tutor noticeboard by updating termly league tables • Send letters/prepare certificates for students whose attendance is 96% of higher (1/2 termly) • Send letters out to students whose attendance is 92-95.9% • Send letter to parents whose child's attendance is less than 92% informing them that they have been referred to the Safeguarding and Attendance Officer.
Form Tutors	• To create a positive learning atmosphere in tutor time and encourage pupils to attend well and achieve. • To enter accurate information on pupil attendance and punctuality into the SIMS system every tutor period. • To know your tutees attendance figures. • To celebrate good attendance/punctuality weekly/half termly/termly. • To support students whose attendance/punctuality is not meeting our expectations weekly/half termly/termly.

	- To ensure students are welcomed back after any absence, to check in with them to discuss why they were off and discuss support they may need on return. - To liaise with the Pastoral Leader/Attendance team and their assistants over any pupils giving cause for concern over attendance to tutor time or lessons. - To be the first contact for parents to celebrate/raise concerns re attendance/punctuality
Classroom Teachers	- To create a positive learning atmosphere in your lesson and encourage pupils to attend well and achieve. - To enter accurate information on pupil attendance and punctuality into the SIMS system every lesson (register taken in the first 10 minutes) - To record the minutes late for students who arrive after 5 minutes. - To check sims and add a student as 'missing' on Class Charts if they are present but do not arrive to your lesson. - To ensure students are welcomed back after any absence, to check in with them and give them the opportunity to catch up on missed work/learning. - To raise concerns with the Pastoral Leader/Attendance team over any pupils giving cause for concern over attendance to tutor time or lessons.

Appendix 3

Attendance triggers and interventions

TRIGGER 1	TRIGGER 2	TRIGGER 3	TRIGGER 4	TRIGGER 5
1 day of absence	2 days of absence	3 days of absence	5 days of absence	10 days of absence
Phone call or text home	Phone call or text home	Phone call or text home	Phone call or text home	Phone call or text home
Logged on sims by admin/PA	Logged on sims by admin/PA	Logged on sims by admin/PA	Logged and ASO informed. No response.	Logged and ASO informed. No response.
			ASO letter, home visit, follow up	ASO letter, home visit, CME referral

Students with attendance between 96-100% will be rewarded half termly in assembly and parents informed.

Students with attendance between 92-94% will be referred to the Pastoral Leader for support and intervention.

Students with attendance below 92% will be referred to the ASO for support and intervention.

Appendix 4

Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has

		been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day