

Deptford Green School Attendance Policy 2021



SLT	Emily Stanghon
Committee	School and Community
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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 and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.

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 [school attendance guidance](#) 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during a 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8,30am or as soon as practically possible (see also section 6). They can do so by calling the school and speaking to or leaving a message with the attendance team or their child's Pastoral Leader, Head of Year or Pastoral Assistant.

Absence due to illness will be 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 parents 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 will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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. You can email your child's Head of Year, Pastoral Leader or Pastoral Assistant with details of the appointment in advance to ensure your child is allowed to leave the premises for their appointment.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

If a student is marked late they will have a follow up conversation with the Pastoral Assistant. If the student is persistently late the Pastoral Assistant will keep the student after school to discuss the issues and plan strategies to improve punctuality. They will also work with the

parent and family if there is no improvement. If lateness persists, they will refer the student to the Pastoral Leader or Head of Year for further intervention.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents

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.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 the parent or withdraw the notice.

5. 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 assemblies at least every half term. We reward students with excellent attendance with certificates, class charts achievement points and reward trips.

6. Attendance monitoring

The attendance officer monitors 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.

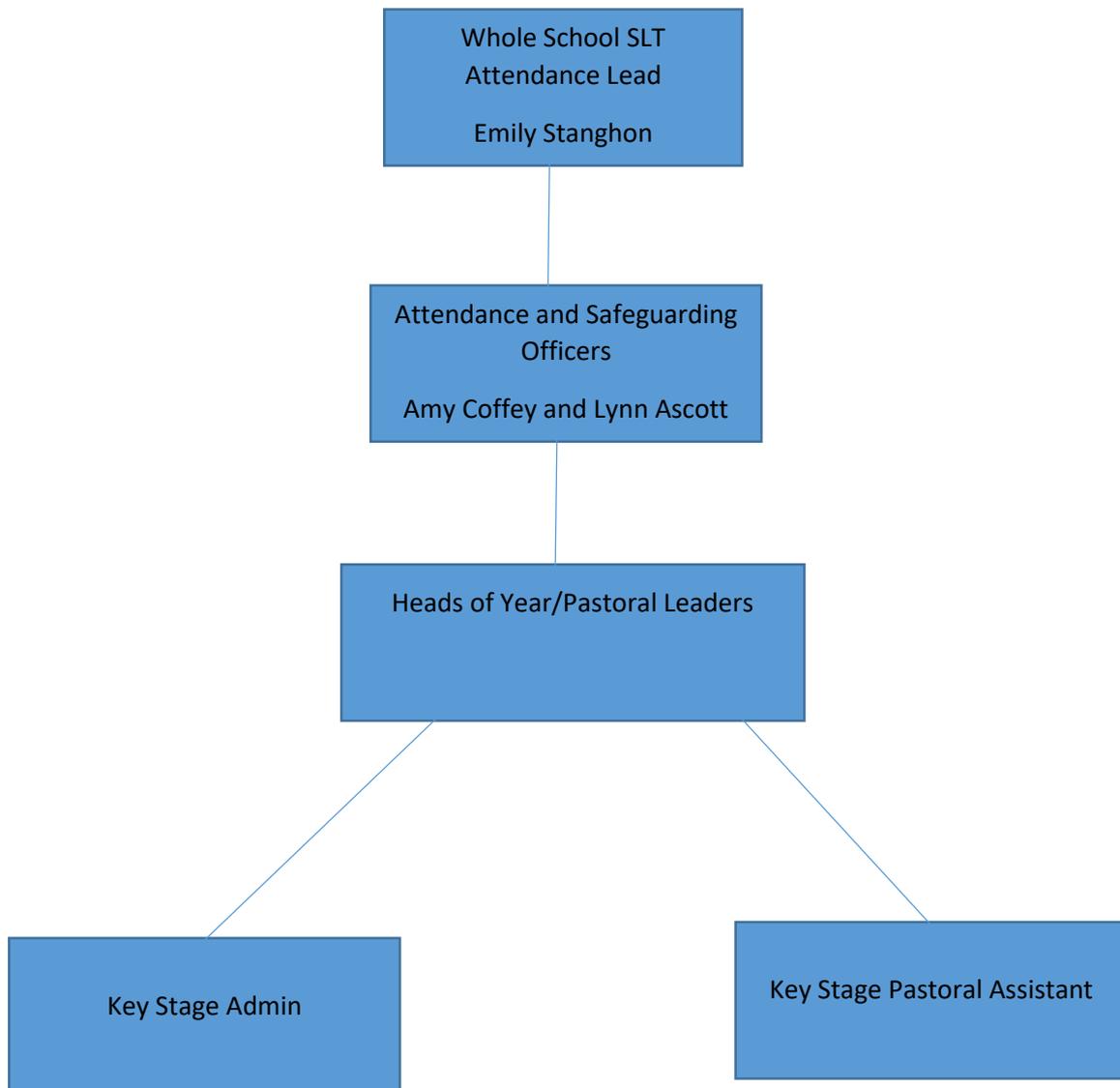
If a pupil's absence goes above 2 days we will ring the parents to discuss the reasons for this.

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.

Appendix 1- Attendance team

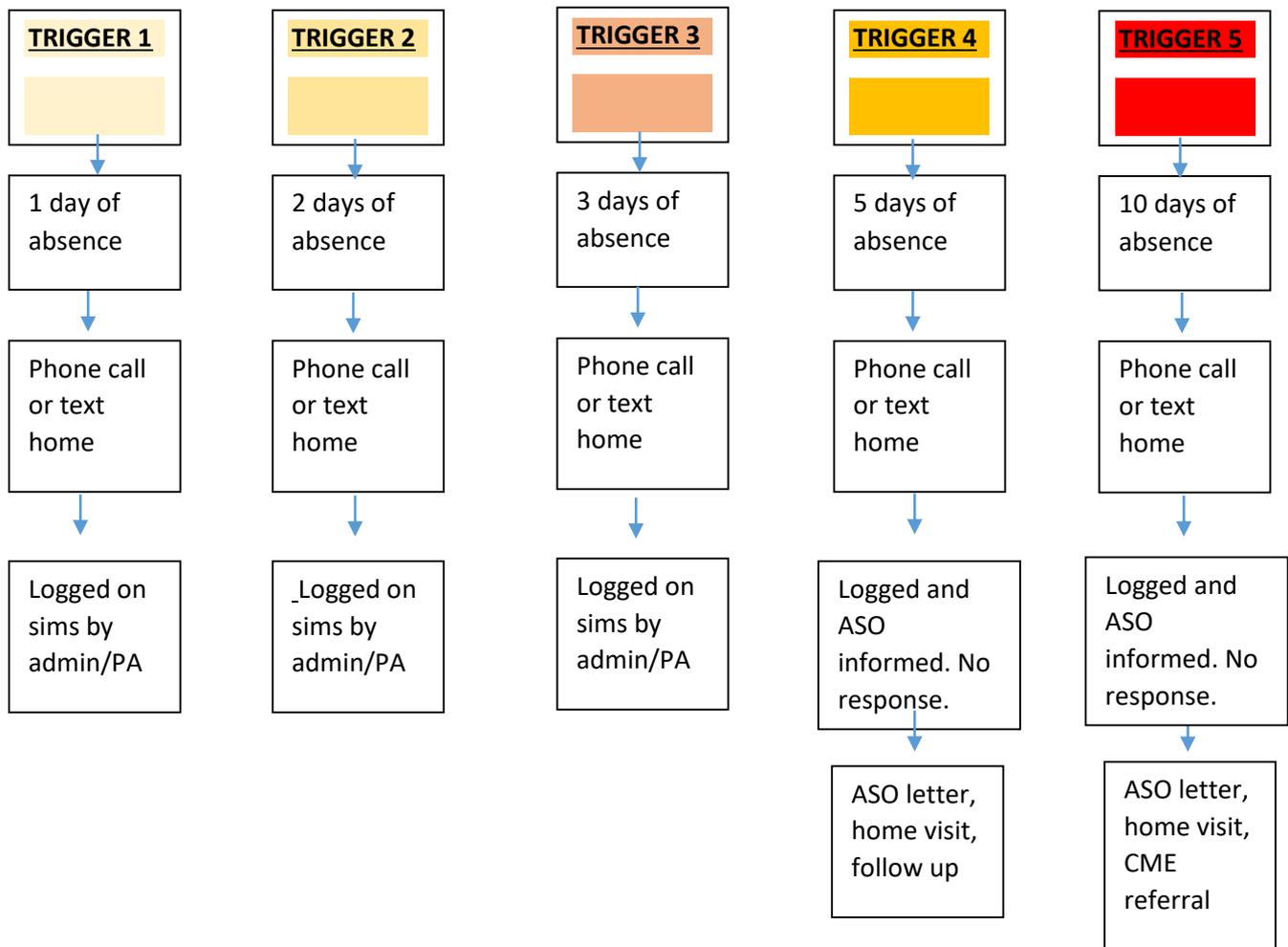


Appendix 2- Attendance Team -Roles and responsibilities

Role	Responsible for:
Senior Teacher Attendance Lead	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
Pastoral Leader	<ul style="list-style-type: none"> • Ensure all students in the Key Stage are rewarded half termly if they're attendance is good or excellent • Ensure all students with excellent attendance are rewarded at the end of the school year • Deliver interventions and support to students in the Key Stage 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

	<ul style="list-style-type: none"> • Monitor the work of the Key Stage Pastoral Assistant and Administrator to ensure they are completing all attendance responsibilities stated below
Key Stage Pastoral Assistant	<ul style="list-style-type: none"> • Maintain and monitor registers across the Key Stage • Spot check • Listen to the messages from parents • Call and send message to the families of students who have not attended school • Record reason for absence on Sims
Key Stage Administrator	<ul style="list-style-type: none"> • Listen to the phone messages sent in by parents daily and record any authorised absence or other relevant information on sims • Send messages out to parents of students who are late each day • Send a weekly message to parents with their child's attendance and punctuality figure • Send weekly power point to whole school with attendance update (whole school, year groups and tutor groups) • Ensure top attenders are celebrated on the year group noticeboard • Send letters out and prepare certificates for students whose attendance is 96% or higher (1/2 termly) • Send letters out to students whose attendance is 92-95.9% informing families that their child will have Pastoral support/intervention (1/2 termly) • 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	<ul style="list-style-type: none"> • To create a positive learning atmosphere in their lessons and encourage pupils to attend well and achieve • To enter accurate information on pupil attendance and punctuality into the SIMS system on a lesson by lesson basis • To liaise with the Pastoral Leader and their assistants over any pupils giving cause for concern over attendance to tutor time or lessons
Classroom Teachers	<ul style="list-style-type: none"> • To create a positive learning atmosphere in their lessons and encourage pupils to attend well and achieve • To enter accurate information on pupil attendance and punctuality into the SIMS system at the start of lessons and on a lesson by lesson basis • To liaise with the Pastoral Leader and their assistants over any pupils giving cause for concern over attendance in lessons

Appendix 3- Attendance triggers and interventions



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 during remote learning- January 2021

Attendance during remote learning.

Our attendance expectations remain the same during remote learning. The normal attendance policy and procedures apply unless stated here.

Home school communication

Parents/Carers must continue to contact the school if their child is going to be absent from school. Otherwise, the attendance team will text, email and call them to find the reason for their child's absence.

Absence follow up

We have allocated one key person to follow up daily with students who do not attend their learning either in school or online.

If the parent/carer has not contacted us to authorise an absence they will receive a text message on the first day of absence asking them to contact the school to explain the absence.

If a student is absent for a second day and we have had no communication from the parent we will ring and email the parent/carer to find out the reason for the absence and check the student wellbeing.

On the third day of absence with no parent communication the attendance lead for the year group will refer the child to the Attendance and Welfare Officer.

The Attendance and Welfare Officer will call and email the parent to try and find out the reason for absence.

If after 4 days of absence the school have not been able to make contact with the child or the family to find out the reason for absence, then we will make a referral to the Local Authority Attendance team or we will complete a welfare check by sending our Safer Schools Police liaison officer to the student home.

Students attending school

If a student is due to attend the onsite provision and they do not turn up for school on the Monday the parent will receive a text to inform them that (due to missing the testing day) they will need to learn at home until the Thursday of the same week. The same message will be sent if a child fails to attend on a Thursday. The parent will be informed that their child needs to work from home on a Friday.

If a student attends the school provision on a Monday but not on a Tuesday or Wednesday the parent will be informed by text that their child has not arrived for school. The same will apply if a child attends school on a Thursday but not on a Friday.

If a student is late for school they will not be allowed onsite. The admin team will contact the parent to inform them that they were late and they will be sent home to learn remotely.

