



QUEEN ELIZABETH'S SCHOOL (WIMBORNE MINSTER)

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# ***Student Attendance Management Policy***

Title of Policy	Student Attendance Management Policy
Policy Type	School
Review Cycle	3 Years
Policy prepared by	Jan Watson, DHT
Committee responsible	Community and Environment
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Next Review	Under Review

# 1. Introduction, Purpose & Policy Principles

## Statement of Principles:

**This policy is based upon the principle** that there is a clear link between attendance and achievement. Our pupils are competing nationally for educational opportunities, jobs and life chances. To be successful they require the highest level of access, attendance, and engagement with a quality educational provision.

We believe promoting good attendance and punctuality is a shared responsibility between the students, parents and school.

## The purpose of this attendance Policy is:

- To encourage, support and reward high levels of attendance
- To promote excellent communication between school and parents regarding attendance
- To regularly update pupils, staff, parents and governors regarding attendance related issues
- To meet government targets on attendance and reduce absence, including persistent absence
- To ensure every pupil has access to full-time education to which they are entitled and act early to address patterns of absence
- To ensure all stakeholders perform their legal duty in matters relating to attendance

## This is also consistent with the values and ethos of the school and House system:

- Developing student aspirations
- Promoting positive learning behaviours
- Rewarding and praising student progress and achievement
- Reducing inappropriate behaviour which is detrimental to the learning of all
- Raising awareness of and celebrating the values of the Christian faith

### **'Achievement, Confidence, Enjoyment'**

## The Whole School Attendance Target is 95% (National Average)

The attendance target for each student in both Lower School and Post 16 is 95%.

## These figures and targets are important because:

- regular attenders make better progress academically and socially
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training
- *Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades when attendance falls below 90%.*

Set out within this policy are the procedures for the Headteacher, Staff, Governors of the school, Parents/Carers and Students.

## **2. Scope**

This policy is applicable the Headteacher, Staff, Governors, Parents/Carers and Students of Queen Elizabeth's School.

## **3. Policy Procedures and Responsibilities**

In order to promote the successful implementation of this policy and to ensure successful student and staff understanding and application, the following will occur:

The policy will be available on the QE Website – Policies and Statutory Documents section

The policy will be delivered during a whole staff meeting, November 2016

The policy will be available to all staff in school: K:\Reference Documents\Staff Handbook 2016-17\Staff Handbook 2016-17\Section 5 Policies\School Policies – Attendance Policy

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## **Keeping Children Safe in Education**

**All schools must inform their local authority of any pupil who is going to be removed from the admission register where the pupil:**

- has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education;
- has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered;
- has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age; (For information only. Guidance will commence on 5 September 2016 )
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

**All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more,**

## **Procedures - Staff**

**It is a legal requirement for registers to be taken.**

This will be done on lesson monitor (SIMS).

NB: The exceptions to immediate use of SIMS are listed below.

## **Tutors**

**The tutor has ultimate responsibility for monitoring the attendance and punctuality patterns of each member of their tutor group.**

- All tutor files must be collected from the trays in the staffroom prior to registration.
- Tutor time starts at 8.40. Register should be completed within 10 minutes. Any student arriving to tutor time after 8.50 will be coded as 'L' in recognition that they were late. SEE APPENDIX 2 FOR ALL SIMS CODING EXPLANATIONS AND GUIDANCE
- Registers must be called out in tutor times in order to ensure accuracy.
- On assembly days, tutors should be in the Hall for 8.30 am.
- Paper registers should be completed during assemblies, and loaded onto SIMS before 9.30am. External cover staff will also use paper copies and give/send these to the relevant Assistant HoH in the House Office.
- Tutors are expected to indicate on the SIMS register if they have received any notification of a student's absence for that day, or of any medical or other reason why the student may be late to school or may need to sign out during the school day.
- If a student is absent but no notification has been forwarded from home to explain the absence, tutors will contact the HO for follow up action regarding the absence.
- Tutors are responsible for updating SIMS once any explanations for absences have been determined or received.
- 'N' marks on SIMS for an initially unexplained absence must be re-coded within a two-week cycle.
- The tutor is also responsible for updating and comments on their tutor group's attendance spreadsheet (held centrally). The spreadsheet is a vital tool in helping the tutor in the first instance to monitor attendance and punctuality; information on the spreadsheet is used for praise, rewards, or to activate further levels of intervention if necessary for one of their tutees.
- *Tutors will update the attendance spreadsheet when requested by the Post-16 team and follow the 4 stage intervention plan guidance (please see Appendix 4 Page 15 ).*
- Tutors know their tutees well and should follow up if there are any attendance concerns at any point - they do not have to wait for triggers on the tutor group's attendance spreadsheet to have been met.
- Tutors, as part of a whole school ethos, should promote the importance of and celebrate achievement in regards to attendance and punctuality through measures such as praise in tutor time, house points, phone calls and emails to the tutees home.

### **Post 16 Monitoring**

- *Attendance and punctuality will be monitored in the first instance by the Tutor then the Sixth Form Pastoral Support who will liaise with the Head of Sixth Form, Assistant Headteacher and Deputy Headteacher where appropriate.*
- *Students who fail to uphold an attendance of 95% or more will be entered into an Attendance Intervention Plan (Appendix 4). This is a four stage plan, the stages are identified to offer support students in ensuring they meet the expectations of the Sixth Form and subsequently increase opportunities to achieve.*

### **Teaching Staff**

- All subject staff should take a register at the start of each lesson and record this on SIMS within the first 10 minutes of the lesson.
- Registers must be called out in order to ensure accuracy.
- If a student is marked present previously in the day but doesn't arrive within the first 10 minutes of a lesson, contact needs to be made with Reception who will then coordinate the steps to check this and ratify the absence together with SOR if necessary.
- *Subject teachers will email the Post 16 Pastoral Support directly if a student is absent from their lesson but has been present in school that day. The Post 16 Pastoral Support will contact parents / carers informing them of their child's absence from the lesson.*

**NB The lesson register for lesson 5 will act as the legal second registration of the students during the day.**

- Any concerns in terms of patterns or significant missed learning hours should be reported to HoD or HoS to discuss steps to be taken to ensure catch up etc. These steps and discussions should be emailed to tutors so they are aware of what is being done to ensure the student doesn't miss out and is being supported in their learning even when absent. This should also be logged under 'interventions' for the student on SIMS.
- Subject staff will always positively enable students to catch up upon their return to school and when in receipt of information indicating the student is unable to access school, appropriately provide work (including for instances where a student is in isolation).
- If students are absent from lessons then work should be completed and if work is provided but not completed, this should be followed up, in accordance with the School Behaviour Policy.
- Any member of staff who knows they will be absent from a Sixth Form lesson should inform the students and set work in order that students can work in spite of the absence. Heads of Faculty/ Subject/ Department will take responsibility for ensuring that the attendance register for that particular lesson is taken. If the absence is not foreseen then the member of staff should contact the Head of Faculty/Subject/ Department and provide work, and so instigate the registration of the group by this contact as well.
- Paper registers will be used by external cover staff and passed to the AHOH in the HO at break time (for registers taken periods 1 & 2), then lunchtime (for registers taken periods 3 & 4) and then 3.15 (for the period 5 register).
- Some practical based subjects without access to desk top computers will use paper registers during the day and upload these to SIMS by 4.30pm each day. These practical subjects will be agreed by the SLT line manager.

### **House Office/ Head of House**

- To monitor, oversee and instruct staff to complete and comply with their part of the policy.
- To celebrate the achievements of students in terms of punctuality and attendance through praise and recognition in assemblies, the awarding of certificates and the sending home of HoH letters of commendation. SEE REWARDS POLICY FOR FURTHER INFORMATION
- To report weekly to their SLT line manager about the attendance patterns within their respective Houses
- To make Deputy Head Teacher (Student Progress) and Assistant Head Teacher (Student Progress) aware of any students and their parents requiring an Attendance Panel intervention.

### **SLT**

To monitor, oversee and instruct staff to complete and comply with their part of the policy. Deputy Head Teacher (Student Progress) and Assistant Head Teacher (Student Progress) to liaise with Dorset Council Advisory Service over students causing concern, agreeing Attendance Panel referrals where appropriate.

### **Procedures – Parents/ carers**

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

#### **Parents are expected to:**

- inform the school on the first day of absence
- discuss with the tutor/subject teacher any planned absences well in advance
- support the school with their child in aiming for 100% attendance each year
- make sure that any absence is clearly accounted for by telephone or email on the first and subsequent days of absence
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence to the Headteacher if it is for an exceptional circumstance

#### **Attendance - data shows that:**

- **Attendance over 95% = 92% chance of 5 A\*-C GCSEs**
- **Attendance 90-95% = 84% chance of 5 A\*-C GCSEs**
- **Attendance below 90% = only 35% achieve five or more GCSEs at A \* to C including Maths and English**

*We are always happy to support students and their families with any issues relating to attendance and punctuality.*

*Please let us know if your son/ daughter are worried about anything in school and they don't want to attend.*

*We have also prepared a leaflet on how to encourage your child to attend school and strategies you might find useful if they are avoiding school for whatever reason; this leaflet is available through the school website.*

*We can help!*

### **What to do if my child is absent?**

- If the school was not aware that the child would be absent, contact the school by either phone or email on the first day of your child's absence explaining the reason for the absence.
- This procedure is to be repeated for every day the student is absent.
- When the student returns to school, a signed note should also be in the planner regarding the absence.
- If the student is due to be absent due to a medical appointment, contact should be made with the School as soon as the appointment is known about. The student should always sign in when they return to school after their appointment, or sign out if they are leaving for the appointment during the school day. There is a signing out book at the student's relevant House desk in the HO.
- For a known absence ie holiday during term time, an agreed absence request form must have been completed prior to the event. Please note that the completion of this form does not guarantee that the absence will have been authorised (please see sections below and Appendix 1 and 3 for guidance).

### **Authorised Absence**

Some absences are allowed by law and are known as "authorised absences", for example: if a child is ill, family bereavement, religious observance.

### **Post 16 Leave of Absence**

*If students know they are going to be absent in advance they must complete and submit at least 24 hours before to the Sixth Form Office a 'Request for Leave of Absence' Form. This is signed by all the subject staff who would normally be teaching the student on the day/s of their absence as well as their tutor. It is the student's responsibility to catch up with any work missed during this absence.*

### ***Authorised absences include:***

- *Hospital appointment*
- *Visit to university for an open day or interview*
- *Work experience placement which is directly related to the course or chosen career*
- *Funeral of a close family relative or friend*
- *Driving test (not lessons)-*
- *Emergency doctor and dentist appointments*
- *Important religious festivals*

### **Unauthorised Absence**

There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Term time holiday
- Waiting for a delivery
- Going for a family day out
- Sleeping in after a late night
- Going shopping or for a hair cut
- Because of a birthday

Where there is no explanation for an absence, or where the explanation or reason for the absence is considered unsatisfactory, absence will be recorded as 'unauthorised'. Unauthorised Absences have to be reported to the Local Authority. The School Attendance Service may contact parents/ carers where unauthorised absence continues to be a problem. **Unauthorised absence could result in a Fixed Penalty Fine or other legal action. See Appendix 3 for more guidance.**

### ***Post 16 Non-authorised absences include:***

- *Holidays*



- *Part-time work*
- *Leisure activities and/or events such as birthdays or music festivals*
- *Driving lessons*
- *Medical and dental appointments which are routine and could be made outside lessons time*

*By law, students should not take any leave of absence during term time (holidays) and subsequently these will not be authorised. Students may be granted permission to have a pre-determined number of days off for a variety of circumstances and these will be authorised on an individual basis.*

- *Driving Test (practical) – ½ day*
- *Driving Test (theory) – ½ day*
- *Open Day visits – 4 days*
- *Medical appointments – should be made out of lesson time where possible*
- *Other circumstances approved by the Sixth Form Team*

*Any unplanned absences should be reported to school by parents/carers on the first day of absence, before 10.00 am by a phone call using the reporting absence line 1 or e mail to the main school office*

### **Punctuality**

#### **Every Minute Counts:**

- **5 minutes late a day – means 3 lost days over a year**
- **10 minutes late a day – means 6.5 lost days over a year**
- **15 minutes late a day – means 10 lost days over a year**
- **20 minutes late a day – means 13 lost days over a year**
- **30 minutes late a day – means 19 lost days over a year**

It is important to be on time to school. Tutor times and assemblies contain vital information and notices as well as being opportunities for celebrating student achievement and social, moral, cultural, emotional and spiritual reflection. Tutors will use registration time to check that students have the correct equipment for the day, complete planner checks and are in the appropriate uniform. Students will also be involved in mentoring and tutor competitions during registration. Lateness to tutor times or assemblies leaves students under-prepared for the day ahead and for their schooling in general.

**Morning registration is at 8.40 am. This is the time your child must be in their tutor room.**

Late arrivals are disruptive to the whole class and often embarrassing for your child.

- Arrival (particularly if the lateness is frequent/persistent) after the close of registration will be marked as unauthorised absence code 'U' in line with the DCFS guidance. This is effectively an absence.
- All lateness is recorded daily. The number of minutes late and the reason for lateness if known will also be recorded. This information can be made available to the courts in the form of a report, should a prosecution be the outcome of repeated lateness.

### **Exceptional Leave - Term Time Leave of Absence**

We are always concerned about the amount of school time pupils miss as a result of term time leave. There is **no entitlement** to time off during term time. Leave of absence is only granted in exceptional circumstances at the discretion of the Headteacher in accordance with the school policy as agreed by the governing body.

It is our policy:

- Only in an exceptional circumstance will term time leave be allowed. Parents/Carers wishing to apply for leave of absence need to fill in an application form well in advance of the expected date(s) and ahead of making any further arrangements.

**If term time leave is taken without prior permission from the school, the absence will be unauthorised and you may be liable for a fixed-penalty fine or other legal action. See Appendix 3 for more guidance.**

### **Being aware of your child's attendance and punctuality data**

Each half term parents/carers will receive a progress check for their child. Within the information on how the student is doing academically in each of their subjects, there will also be an outline of overall current attendance and punctuality data.

Students will also have this information weekly on the reverse side of their ACE cards which parents/carers can look at and discuss with their child at any point in terms of praise or discussing concerns. The student's House Point totals and Behaviour Point totals will also be on the back of the ACE cards for reflection and discussion as well.

### **Rewarding punctuality and attendance**

The school is committed to celebrating the achievements of students who are consistently positive in their punctuality and attendance, or those who improve such figures in line with agreed targets.

Celebrating student achievement with regards to attendance and punctuality will take place in school during assemblies, in tutor times with their tutors and in HoH commendation letters.

### **Procedures – Students**

**It is important that students recognise the significance of punctuality and attendance upon their grades and futures, and their responsibilities in ensuring procedures are followed correctly.**

- Students must remember that tutor time starts at 8.40. They are expected to be in their tutor rooms by this time. We are aware that those travelling to school by bus sometimes experience lateness due

to reasons beyond their control; the tutor will not penalise a student for being late due to bus issues and SIMS will be coded accordingly.

- Repeated lateness to lessons and/or tutor time (including assemblies) will result in sanctions being applied, such as detentions, contact home by the tutor/HoH and other measures outlined in this policy document.
- If a student arrives after 9 am they should sign in at the House Office before going to period 1. This includes arriving after a medical appointment, for example.
- If a student needs to leave lessons for a medical appointment, they need to let their teachers know and then before leaving site they must sign out at the House Office.
- If a student knows they will be missing a lesson due to an agreed absence, they should speak to their teachers in advance and see if they can get the work they will miss. This includes missing lessons due to trips or fixtures.
- After returning from an absence, especially an unexpected one due to illness for example, the student should show a proactive and positive approach to their studies by contacting the teachers whose lessons they have missed and asking for help and guidance in catching up.
- If the absence has led to a lot of catching up, and the deadlines are difficult to meet, the student should speak to teachers or their tutor for support in time management and effectively re-integrating themselves within the class and workload. It is important not to let this build up to the point of missed deadlines (which may incur detentions etc in line with the Behaviour Policy) and instead be mature in seeking guidance and maybe agreeing extensions on deadlines to ensure everything gets back to normal as quickly as possible after returning to school following an absence.
- Any concerns a student has about attendance of punctuality should be discussed with their tutor or HoH.

### **Being aware of your attendance and punctuality data**

*Each half term you will receive a progress check. Within the information on how you are doing academically in each of your subjects, there will also be an outline of overall current attendance and punctuality data. You will also have this information weekly on the reverse side of your ACE card. Wherever appropriate, you will be praised for your punctuality and attendance, however, reflect when doing the weekly 'data crunch' in tutor times if your attendance figures are not at the levels you know they need to be to ensure success for you at school.*

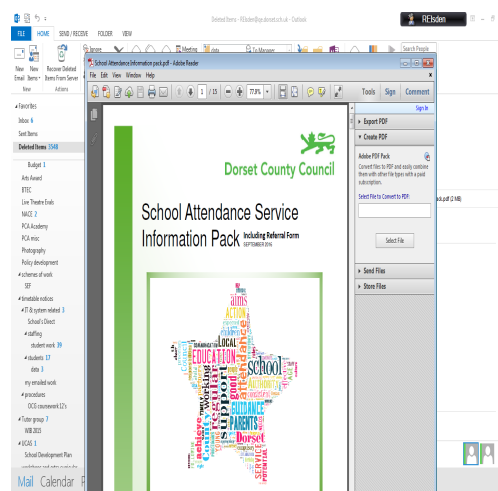
The efforts and achievements of students in terms of punctuality and attendance will be celebrated and rewarded, for example during assemblies, in tutor times with their tutors and through HoH commendation letters.

**The school is keen to support every student in keeping their attendance at 95% or higher.**

### **Appendix 1 Government and County regulations and guidance**

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against the parents.

The register is a legal document and school must, under the Education (Pupil Registration) Regulations 2006 take a



register at the start of morning sessions, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes (see appendix A). Under Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for student's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorized. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorized using the appropriate national code.

Time off for a family holiday is not a legal right. Holiday will only be agreed in exceptional circumstances. Applications for a leave of absence for holiday must be made in advance in accordance with school procedures. If a holiday is taken without prior permission from the school, or where the request for leave was not agreed, the absence will be recorded as unauthorized. This may result in legal action being taken against the parent/carer by the Local Authority.

In deciding whether to approve the absence or not Dorset County Council have advised that the decision should be made by considering primarily the pupil's attainment, attendance and ability to catch up on missed schooling; followed by the frequency of the requests; the nature of the event for which leave is sought and whether the parent/carer gave advance notice. The Headteacher does not have to approve leave of absence even if the reason given is exceptional.

The Headteacher will ensure that they are not discriminatory in their decision to approve leave in exceptional circumstances for Gypsy, Roma and Traveller children who may request this in addition to the extended leave covered by the *T* code.

Under the Education (Pupil Registration) Regulations 2006 (R12) deletions from the School Roll must be reported to the Local Authority, Education Welfare Service, by the school giving reasons for that student's removal prior to deletion. The Education (Pupil Registration) (England) (Amendment) Regulations 2016 means that all schools now have a duty to inform the local authority in all circumstances when a pupil is deleted from the register. The only exception is when a pupil has completed their final year of education.

Deletion from the admission register of the name of a pupil (of compulsory school age) is permitted when:

- a) A school attendance order naming the school has been altered or revoked
- b) The pupil has been registered at another school
- c) The pupil has ceased to attend and the parents have satisfied the LA that he or she is receiving fulltime education suitable to his or her age, ability and aptitude otherwise than at a school
- d) Transfer of the pupil's ordinary residence makes attendance at the school unreasonable (i.e. he or she has moved to another area)
- e) The pupil has failed to return to school within 10 days of the expiry of extended leave of absence for the purpose of a holiday unless the absence is because of sickness or some other unavoidable cause and both the proprietor and the local authority have failed, after reasonable enquiry, to ascertain where the pupil is.
- f) The School Medical Officer has certified that the pupil's health is such that he or she is unlikely to benefit enough to attend before becoming legally exempted from attendance
- g) The pupil has been continuously absent for at least four weeks and, after reasonable enquiry, neither the school nor the LA has been able to locate the pupil (Note: this means that the School Attendance Team and the school must agree. One cannot act alone)
- h) The pupil is known to have died
- i) The pupil will cease to be of compulsory school age before the school next meets and he or she intends to leave
- j) In an independent school he or she has ceased to be a pupil
- k) In a maintained school, he or she has been permanently excluded but only when the school appeal process has been concluded or the parent decides not to appeal
- l) Having been admitted to the school for nursery education, he or she has not transferred to the reception class

In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority Education Welfare Service, who has

a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

#### **Relevant legislation on [www.legislation.gov.uk](http://www.legislation.gov.uk)**

- 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 Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006

#### **Attendance Panel**

DCC in partnership with QE School are determined to ensure that all its students have the opportunity to achieve success and have an excellent record of attendance. Where there is cause for concern, parents/carers will be contacted and attendance closely monitored. If attendance does not improve sufficiently, parents/carers will be invited to an Attendance Meeting/Panel. This meeting is an opportunity for the school, family and a representative from DCC's School Attendance Service to meet together to discuss why the student has such a high absence rate and seek solutions to any problems.

The Panel/Meeting can recommend several outcomes, which can include: a further period of close monitoring with specified targets for attendance; issuing a £60 Penalty Notice, a Parenting Order or seeking prosecution which could result in a fine of up to £2,500.

The attendance process is designed to identify poor attendees quickly and address the issues that are affecting their attendance. When attendance improves, monitoring will continue and, if it falls, the Attendance Process will be resumed. If attendance improves, it will be recognised and the student praised wherever appropriate.

All schools hope that the Attendance Meeting/ Panel will not be needed and that all pupils will have a good record of attendance, are happy and successful and benefit from their time in school.

#### **Appendix 2 SIMS Coding**

This section is for teachers using SIMS and for parents who view the SIMS information through The Portal in order to help define how each absence will be recorded.

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.

- unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.

The school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers and be recorded on SIMS. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

- All students should be marked using either present, late or one of the absence codes (see below for guidance). Never leave students unmarked '-'.
- If students are not in registration then they should be marked as 'N' or if the reason for the absence is known in advance, coded appropriately. When using one of the absence codes, it should be usual to add a comment to the register EXPLAINING the reason for the absence. This helps teaching colleagues to know why students are absent and allow them to chase up absence appropriately or not. **However** if the student is absent from registration and it is known that the student is present in school then either mark them as '/' or 'L' but add a comment to indicate that they were '**present in school, but not in reg.**'. This means their overall attendance figure is not impacted on.
- For students who do not attend registration, sanctions will be imposed in line with the School Behaviour Policy.
- Students who are late because the bus has arrived late should be coded as '/' but a comment added to explain and identify at what time they arrived.

Code	Description	Lesson
/	Present (AM)	/
\	Present (PM)	\
B	Educated off site (not Dual reg.)	B
C	Other authorised circumstances	C
D	Dual registration	D
E	Excluded	E
G	Family holiday (not agreed)	G
H	Family holiday (agreed)	H
I	Illness	I
J	Interview	J
	In Exam	K
L	Late (before registers closed)	L
M	Medical/Dental Appointments	M
N	No reason yet provided for absence	N
O	Unauthorised Abs	O
P	Approved sporting activity	P
	Private Study - registration not required	Q
R	Religious observance	R
S	Study leave	S
-	-	-
T	Traveller absence	T
U	Late (after registers closed)	U
V	Educational visit or trip	V
W	Work Experience	W
X	Non-compulsory school age absence	X
-	All should attend / No mark recorded	-

### Appendix 3 Penalty Notices for non-attendance

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal measures will only be considered when there is unauthorised absence and the child or family do not require the support from any agency to improve the attendance.

The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- If a parent/carer takes a child on holiday during term time without obtaining the head teacher's consent beforehand, the pupil's absence must be recorded as unauthorised G. The parent/carer is then committing an offence and may be issued with a penalty notice or prosecuted under the Education Act 1996, Section 444(1). Authorised officers have the discretion to issue a penalty notice without warning where the parent/carer has chosen to take the child on leave during term time without authorisation.

#### **Relevant legislation and guidance**

- The Education (Pupil Registration) (England) Regulations 2006.
- Education (Pupil Registration) (England) (Amendment) Regulations 2013, which came into force on 1 September 2013.

**For further guidance on penalty notices and statutory responsibilities please see:**

[www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-andattendance'](http://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-andattendance)

#### **Appendix 4 – Post 16 Attendance Intervention Support Plan**

##### **Stage 1 - Attendance Intervention Support Plan:**

If a student's attendance is below 95% the tutor will discuss their concerns with the student. If attendance drops to 94% or below a tutor will request a letter of concern from the Sixth Form Pastoral Support. If the tutor is aware of the circumstances which are causing the attendance pattern to fall (eg critical illness) then the letter should not be sent, however the tutor **MUST** inform the Sixth Form Pastoral Support and the Head of Sixth Form.

### **Stage 2 - Attendance Intervention Support Plan:**

If there is no improvement seen whilst the student is on the Stage 1 intervention then they will enter Stage 2. A student will also enter Stage 2 if their attendance falls below 91%.

The student will have a meeting with their tutor and the Sixth Form Pastoral Support to discuss reasons for absence, the tutor will make a phone call to parents / carers to discuss the absences. A formal letter will be sent home by the Sixth Form Pastoral Support to inform parents of the next steps. The student will be placed on attendance report on SIMS for two school weeks. The tutor will monitor the attendance report and submit this to the Sixth Form Pastoral Support at the end of the two week period.

### **Stage 3 - Attendance Intervention Support Plan:**

If there is no improvement seen whilst the student is on Stage 2 intervention then they will enter Stage 3. A student will also enter Stage 3 if their attendance falls below 88%.

The student will have a meeting with the Head of Sixth Form and parents. The student will also be placed on an attendance report on SIMS for two school weeks. The tutor will monitor the attendance report and submit this to the Sixth Form Pastoral Support at the end of the two week period.

### **Stage 4:**

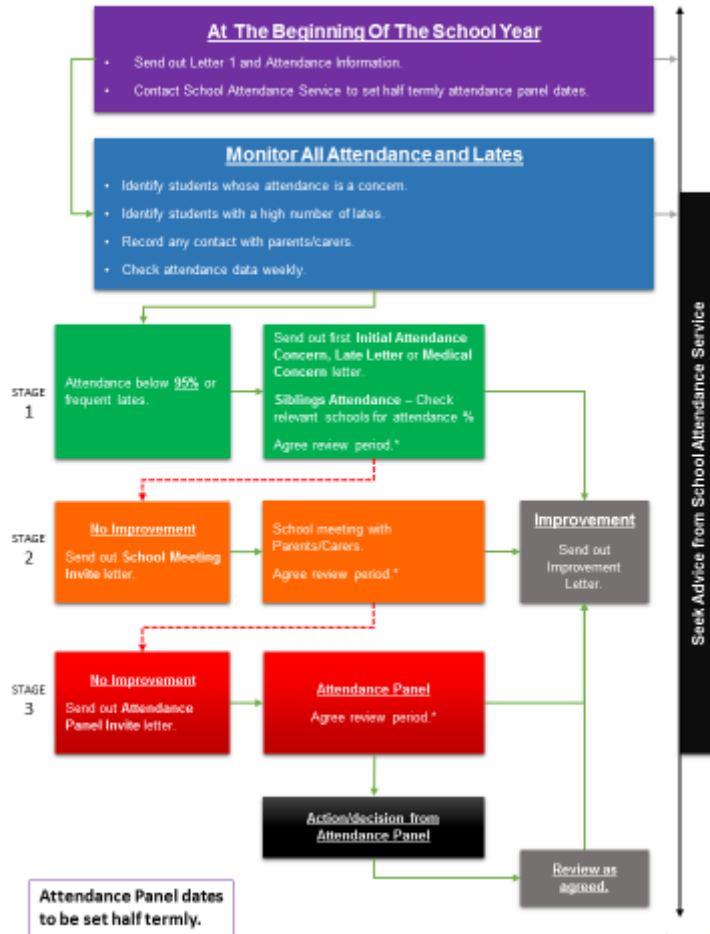
Students who are unsuccessful on Stage 3 Intervention Support may be asked to consider whether Sixth Form is the right option for their progression. Their attendance has now dropped to below 85%. A formal parental meeting will take place with the Head of Sixth Form and the Assistant Headteacher or Deputy Headteacher with responsibility for Sixth Form to consider their child's further options.

## **Appendix 5 DORSET COUNTY COUNCIL Advice Template**

Process for build up to Attendance Panel referral



## Attendance Process



\* The school should determine the review period at the start of the attendance process.

August 2025