



Twyford
C of E
Academies Trust

Document Title	Attendance and Punctuality Policy
Committee Responsible for Policy	Board of Directors (in consultation with Student Committees).
Review Frequency	Annually
Last Reviewed	June 2016
Next Review Due	June 2019
Policy Author	Deputy Headteacher (Pastoral)

The Policy applies to students in Key Stage 3 and Key Stage 4. There are a separate set of expectations for Sixth Formers set out in the Sixth Form planner.

Attendance & Punctuality Policy

1 Statement of Principle

Twyford CE Academies Trust firmly believes that it is the right of every student to receive a full-time education and that any student who fails to attend school and its lessons regularly and punctually cannot receive a coherent education programme.

1.1 Aims

We aim to:

- Maintain an attendance rate of a minimum of 95% in order that students make the most of the educational opportunities available to them. Irregular attendance seriously disrupts continuity of learning, undermines educational progress, and leads to underachievement and low attainment.
- Continue to work with parents and students in encouraging students to attend school regularly and punctually
- Ensure that there is an efficient system, known to all, for ensuring that students who should be attending our schools have registered twice daily, or a reason for non-attendance is known to the school.

1.2 The Legal Position

Education Act 1996:

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise.

Registers will be marked in accordance with current DFE and LEA requirements. In accordance with DFE requirements, registers will be kept for a minimum of three years. Attendance/absence figures will be reported to the LEA on a half term basis. The Attendance Officer and Data Manager will ensure that figures are reported accurately and for the given deadlines.

1.3 The Importance of Good Attendance

- Statistics show a direct link between under-achievement and poor attendance
- Regular attendees make better progress, both socially and academically
- Regular attendees find school routines and school work easier to cope with
- Regular attendees find learning more satisfying

2 Student Responsibilities

Students will:

- Attend school and lessons regularly and on time, unless they are ill or have an authorised absence.
- Arrive at school by the published start of the school day in order to register promptly time and arrive at all lessons on time.
- Ensure they report to reception in order to register if they arrive more than 20 minutes (William Perkin) and 25 minutes (Twyford) after the start time.
- Not leave school without permission.
- For a planned absence from school or lessons, such as dental/medical appointments or other legitimate reason, sign out at reception by showing an appointment card from the dentist, hospital or medical practice or a note signed by a parent and counter signed by form tutor or Head of year.
- Bring an explanatory note for unplanned absence, signed by a parent on the day of return to school.
- Ask a teacher's permission to report to the school medical officer if they feel ill or are injured.

3 Parental Responsibilities

Parents will:

- Ensure their child attends school regularly, punctually, with the designated school uniform and equipped and in a fit condition to learn
- Inform the school of the reason for any absence by phone call, email or text on each day of absence
- Not arrange family holidays during term time [all parents are advised of DFE guidelines re possible fine and loss of place]
- Contact the Head of Year in the first instance concerning any exceptional request for an unavoidable absence (e.g. the death of a close relative) during term time.

4 School Responsibilities

The Tutor will:

- Record attendance on the SIMs system at AM and PM registration during tutor time and on paper on assembly days [to be returned promptly to attendance officer]
- Place absence notes given to them by pupils in communication folder
- Enquire about reasons for absence, discuss emerging patterns and encourage improvement

- Will bring to the attention of Head of Year or Assistant patterns of absence or lateness
- Pass information on to Head of Year or Assistant concerning reasons for absence or lateness
- Promote good attendance and punctuality in tutor times

The Head of Year and Assistant Head of Year will:

- Monitor punctuality both to school and to lessons
- Hold detentions for students who are late as per school detention system
- Ring home when there has been no response to letters sent home
- Arrange meeting with parent or guardian when no response to earlier procedures
- Will refer to other internal agencies at fortnightly pastoral meetings
- Will promote good attendance and punctuality at assemblies
- REWARD good attendance and punctuality in End of Term assemblies

The Key Stage Assistant Headteacher will:

- Develop and annually review attendance and punctuality policy
- Discuss with Heads of Year and support team all students with attendance below 90% at fortnightly meetings
- Action referral to relevant external agencies where necessary
- Ensure allocation of graduation points for attendance and punctuality
- Will inform Deputy Headteacher of current status
- Support staff on attendance matters
- Attend meetings with attendance officer and attendance panel as required
- Monitor and develop the rewards and sanctions system to reflect the importance of attendance
- Deal with requests regarding absences on behalf of Headteacher in accordance with current DFE guidelines
- Refer to Child Protection Officer any student considered to be at risk

The Deputy Headteacher will:

- Monitor the implementation of attendance policy including the production of weekly, termly and annual statistics for SLT, governors and outside agencies
- Line manage the attendance officer

- Line manage the development and review of the attendance and punctuality policy
- Support staff on attendance matters
- Promote the importance and legal requirements of excellent attendance to pupils and their parents/carers
- Measure impact of interventions and attendance policy as a whole
- Feedback to SLT

The Administrator will:

- Update registers
- Record all reasons for lateness and absence on SIMs system
- Monitor that tutors complete registers accurately
- Monitor attendance of students educated off site e.g. college attendance
- Email parents on same day of absence requesting reason for absence if none received
- Produce weekly attendance records and distribute to Heads of Year and Assistant Key Stage Headteachers
- Meet fortnightly with Heads of Year and Assistant Key Stage Headteacher
- Send communication home, re: low attendance (less than 90%) or poor punctuality, at direction of Head of Year

The Data Team will:

- Ensure attendance and punctuality data is distributed to parents once a term with grade sheet/report
- Produce and post attendance figures to LEA
- Produce fortnightly attendance records as part of the Pastoral monitoring form and distribute to Heads of Year and Assistant KS Headteachers

The Family Worker will:

- Contact family when all above interventions have failed to improve attendance
- Offer meetings in school or in the home.
- Contact Borough Education Welfare Officer (EWO).

5 Policy on Absence and Lateness

- The school will do its best to ensure that pupils and parents understand the circumstances in which the school will or will not authorize absence
- Requests for holidays will be declined and so holidays taken during the school year will be unauthorized
- Lateness and post-registration procedures will be understood by all stakeholders
- Students with repeated lateness or absences due to truancy will receive the sanctions stated in the attendance policy
- Persistent absentees will be subjected to the whole range of interventions (as listed in this policy)
- Longer term medical absences (consistent or intermittent – chronic illnesses) will be discussed with parents and outside agencies (i.e. school nurse, family GP)
- Contact with parent/carer for all pupils absent without known reason will be contacted on first day of absence via email by the attendance officer
- Individual pupil's data will be analysed to identify patterns of absence which cause concern
- Pupils causing significant concern will be contacted by the Family Worker and/or notified to Borough
- Advice and follow up will be sought from Ealing EWO
- Prosecution will be issued in accordance with DFE and LEA regulations in cases where there is no significant improvement of attendance
- The school will offer a range of additional support for pupils and parents with greatest need e.g. school refusers.

6 Rewards, Sanctions and Interventions

6.1 *Rewards for Good Attendance and Punctuality (good attendance is a minimum of 95%)*

- Students with 100% attendance will be awarded certificates at end of each term
- Parents of students with 100% attendance at end of year will be sent letters
- Special prizes will be given to students with 100% attendance
- Special rewards will be given to students who achieve significant improvement
- Contact with parents about improved attendance
- Students and tutor groups with best and improved attendance will be celebrated at year assemblies.

6.2 *Sanctions for Lateness and Truancy*

- Letter sent home by the Administrator
- Detentions run according to school detention system
- Inclusion in periodical lesson checks through duty rota
- After school detention issued for internal or external truancy
- Parental meeting with AHOY/HOY

6.3 Interventions for Persistent Absentees

With each intervention step taken, attendance will be linked to achievement and behaviour

- Discussion with tutor
- Following referral at pastoral meeting, letter to be sent home by attendance officer
- Discussion with AHOY/HOY
- Contact by telephone by AHOY and/or HOY
- Meeting with parent/carer and HOY/AHOY
- Referral to and intervention by Family Worker
- Referral to Ealing EWO or other agencies
- Prosecution

7 Procedures and Standard Letters

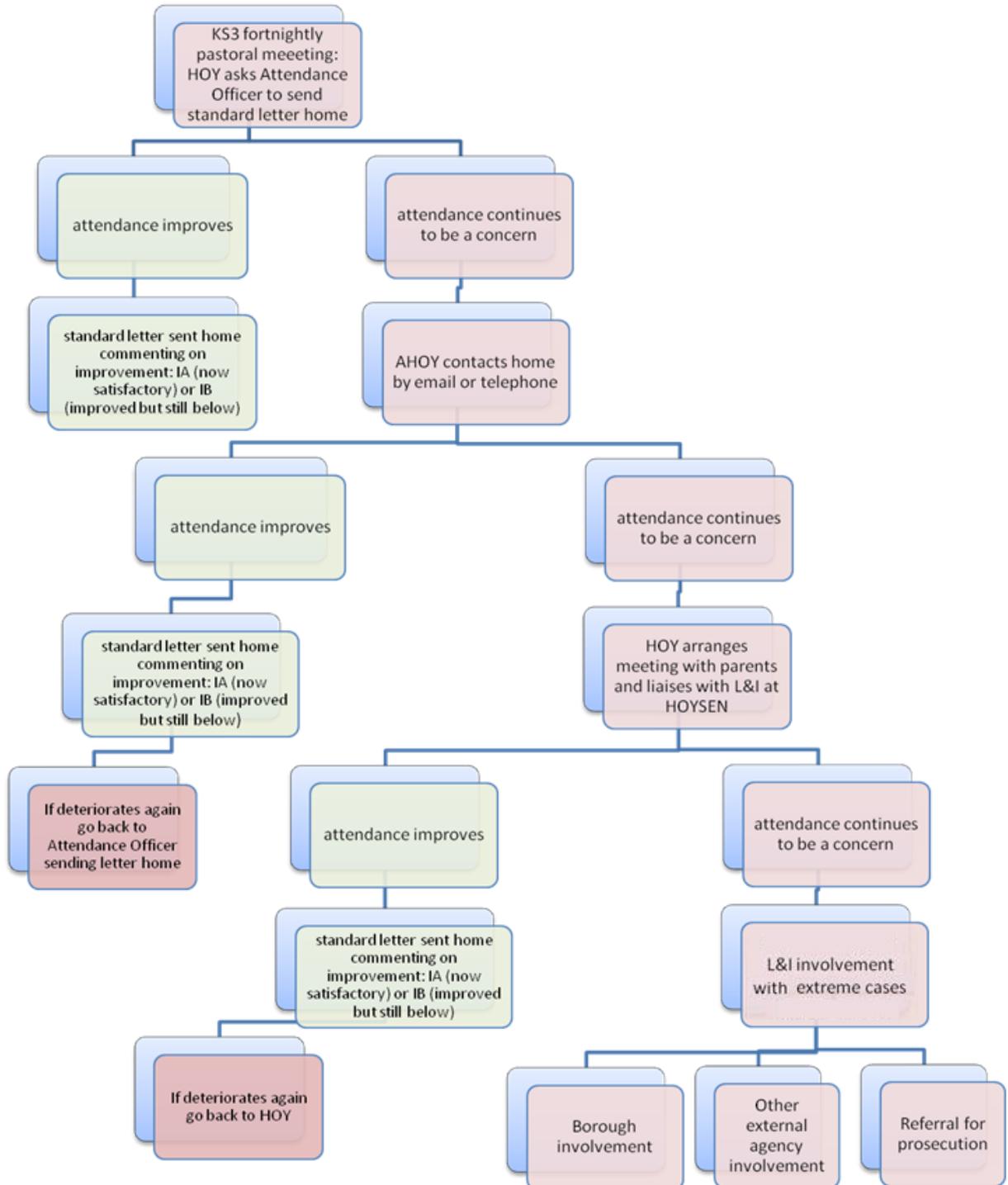
See Attachments:

1. Trust procedure for Attendance Concerns
2. Trust procedure for Punctuality Concerns
3. Trust procedure when exceptional request made for leave of absence during term time
4. Trust important information for parents regarding leave of absence during term time
5. Trust application for exceptional circumstance leave of absence
6. Trust reply from Head teacher to request for exceptional circumstance leave of absence
7. Twyford standard letter for less than 90% attendance [Conduct 1(C1)]
8. Twyford standard letter for improvement and attendance now satisfactory [Improvement A (IA)]
9. Twyford standard letter for improvement but still unsatisfactory [Improvement B (IB)]
10. Twyford standard letter informing of detention for 2 or more lates per week [Conduct 2 (C2)]
11. William Perkin standard letter for less than 90% Attendance (letter 1)
12. William Perkin standard letter for improvement but still below 90% (letter 2)
13. William Perkin standard letter for continuing declining attendance (letter 3)
14. William Perkin standard letter requesting meeting with HoY (letter 4)
15. William Perkin standard letter requesting meeting with SLT (letter 5)

Attachment 1

Procedure for attendance concerns: Less than 90%

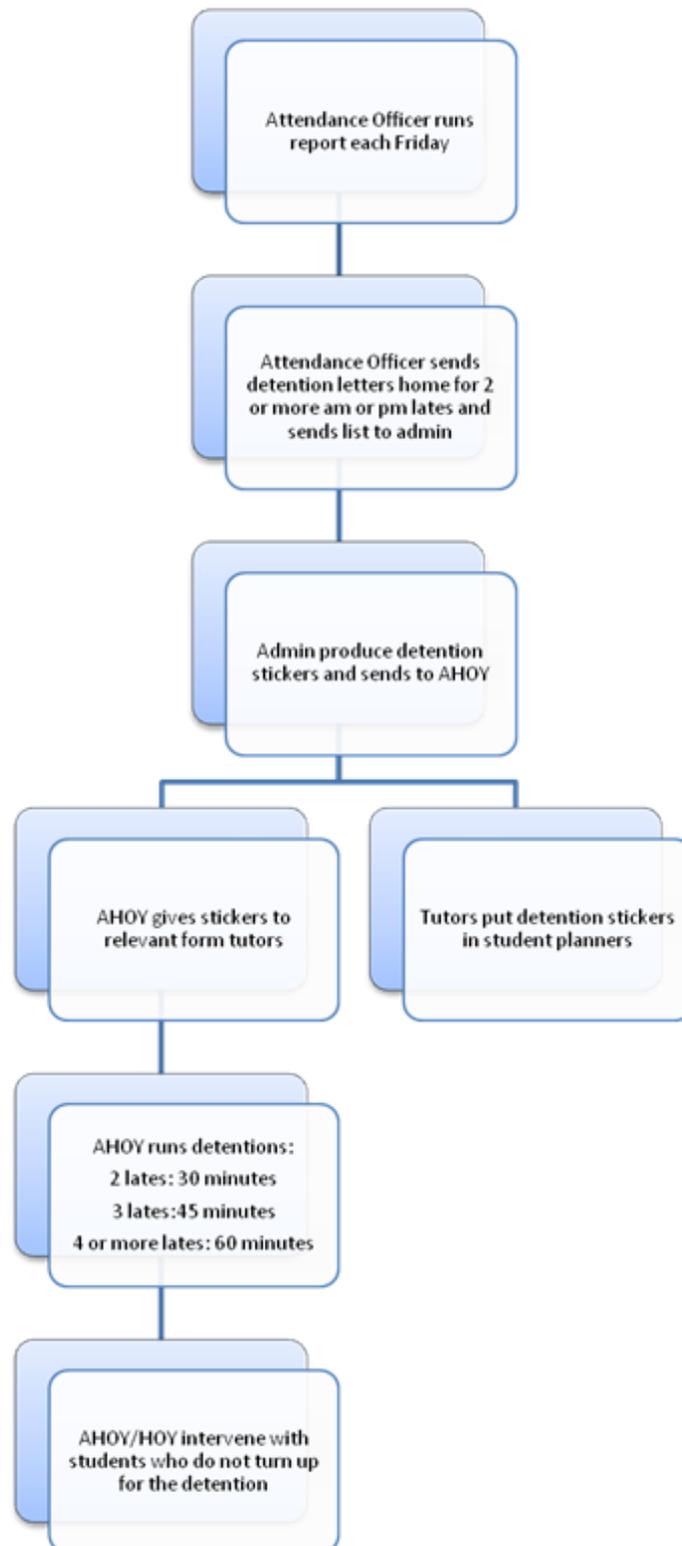
Letters sent at 2 weekly intervals on instruction of HOY/AHOY



Attachment 2

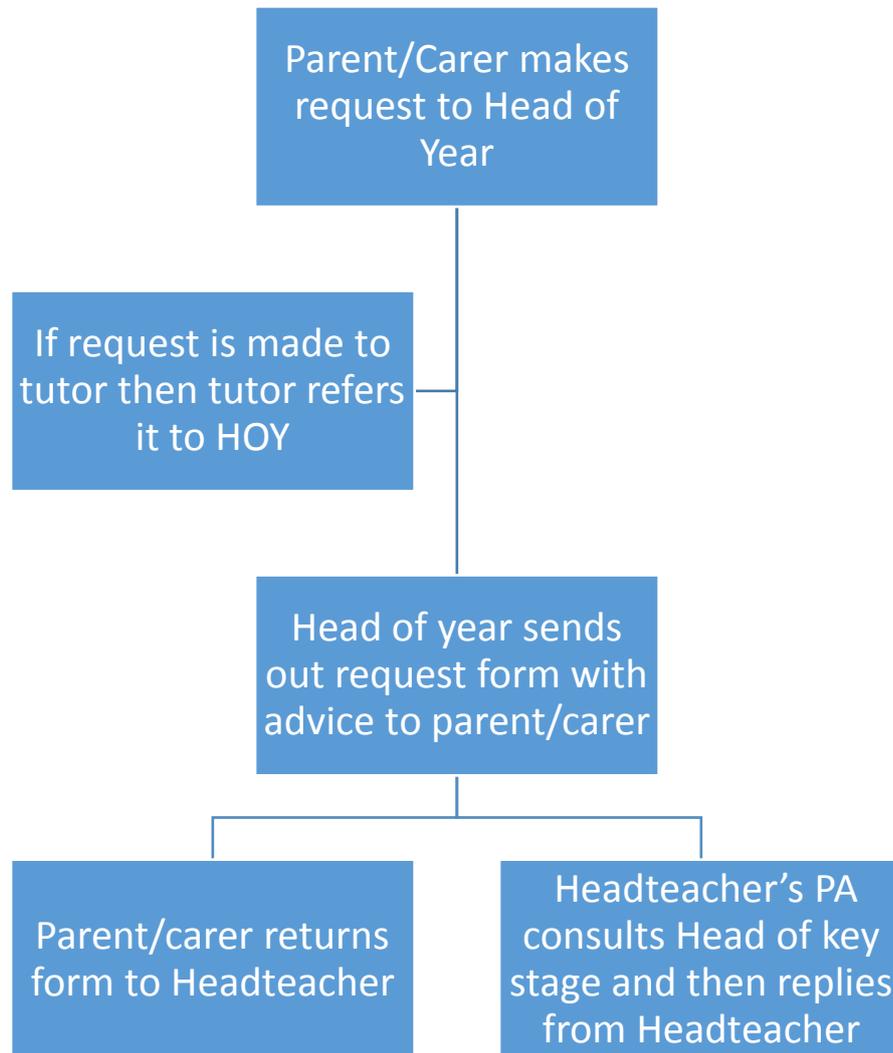
Procedure for punctuality concerns

Letters sent at 2 weekly intervals on instruction of HOY/AHOY



Attachment 3

Procedure when exceptional request made for leave of absence during term time



Attachment 4 - Important information for parents regarding leave of absence during term time

REQUEST FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL

- The Department for Education advise that Head teachers should only authorise leave of absence in exceptional circumstances (DfE 2014)
- Term time absence is disruptive and effects the continuity of learning
- Holidays in term time are not a right and will not automatically be granted.
- Each request for holiday absence will be considered individually in accordance with the policy made by the Governing Body of an individual school. School will consider the following
 - The exceptional nature of the request
 - The student's previous attendance history
 - Previous applications
 - The age of the student
 - The student's stage of education and progress
 - The time of year (Do not apply for September, when your child is progressing to a new class or school, or in Exam and SATS years)
 - The length of the absence
- Holidays should not be booked prior to discussion with and agreement of the school
- Leave may only be granted where proper procedures have been followed and the permission given. Only a person authorised by the Governing Body of the school, usually the Associate Headteacher, or other delegated staff may grant leave of absence
- Parents are warned that if they take their child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices of £50, rising to £100 if not paid within 28 days (Anti-Social Behaviour Act 2004).
- If you do not comply with the schools procedures you risk losing your place at the school

Where the school and the parents fail to reach an agreement and the child is then absent from school, the absence will be marked as unauthorised. Unauthorised absences is an offence for parents and those due to term time holiday can also be liable for a fixed penalty fine.

Also note that Pupils can be removed from roll if: They do not return within 10 days of the given return date and the Associate Headteacher does not received what the school considers a satisfactory explanation in that period of time, or If a pupil leaves without notice or permission and there is no contact despite reasonable efforts to contact the family.
- Leave of absence will not be granted retrospectively

Associate Headteacher

Attachment 5 - Application for exceptional circumstance leave of absence

TWYFORD CHURCH OF ENGLAND ACADEMIES TRUST APPLICATION FOR LEAVE OF ABSENCE

As a Parent/ Carer with whom the child lives you should complete this form if you are requesting leave of absence during term time. There is no entitlement to leave in term time and Parents/Carers should not expect leave of absence to be granted as of right. Approval is discretionary and only in exceptional circumstances. It is possible in certain circumstances that your child could be removed from the school roll and you would need to reapply for a place on your return.

Please return the completed form to the Associate Headteacher no less than 4 (four) weeks before the date when you want the period of absence to start, stating your reasons for needing to take your child out of school during term time.

Normally a student would not be granted more than 10 days of absence in any academic year. Leave will not be granted if requested in exam years or at the start of any school year i.e. September.

We are asked to WARN you that if you take your child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices of £50, rising to £100 if not paid within 28 days (Anti-Social Behaviour Act 2004).

Name of Student:		Tutor Group:	
Address:			
Telephone Number:		Name of Parent/Carer:	
Destination:			
Reason for applying for leave of absence:			
Proposed date of departure:		Return date:	
TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR:			
Signature of Parent/Carer		Date:	

<p>Your request for leave of absence for your child is approved/not approved</p> <p>Your child will be expected to return to school on</p> <p>Failure to do so will result in any extra time being classified as Unauthorised absence.</p> <p>Signed: Associate Headteacher Date:</p>
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Attachment 6 - Reply from Head teacher to request for exceptional circumstance leave of absence version 1

Date

Dear

Re: Reply to a request for LEAVE OF ABSENCE for Child name year.

As you are aware, parents are required to seek permission from the Associate Headteacher prior to taking their child out of school for all leave of absence during term time. Leave of absence is not a right and is only granted on rare occasions when the need is exceptional.

I am writing to you following your request to withdraw XXXX from school for a family holiday/xxxxxxx for DATES a total of x school days.

A. On this occasion the school will authorise x days . The return date agreed is
/...

If you do not return at this time your child's place at school may be at risk
Please note that XXXX must make it his own responsibility to check that he gets ahead with his class work and copies what he has missed. I have made it clear to staff that they are not required to provide alternative programmes of work for students who are absent from school through choice or rearrange the dates of tests.

B. Having considered your application I wish to inform you that on this occasion the school will not be authorising your Child's absence from school.

You are warned that should your child be absent on the dates outlined in your application form or more, the absence will be recorded as 'Unauthorised'. The school will notify Local Education Authority who can issue you with a Fixed Penalty Notice Fine in respect of unauthorised absence. If your absence is extended your child's place at school may be at risk.

If you require any further information then please do not hesitate to contact me.

Yours sincerely,

Associate Headteacher

Attachment 6 - Reply from Head teacher to request for exceptional circumstance leave of absence version 2

Date

Dear

Re: Reply to a request for LEAVE OF ABSENCE for Child name year.

Thank you for your request to take XXXX out of school for two school days from [dates] to travel to xxxxx. As you are aware absences from school particularly during term time are wholly discouraged and I am only able to authorise absence from school during term time under exceptional circumstances. I am therefore unable to authorise XXXX's absence because this request is not an emergency. If the family wants children to attend events such as foreign trips and family events, plans must be made for these to happen in the school holidays. I must remind you that it is expressly contrary to the agreement signed by you on entry to the School, which states that students must not be taken on holiday during term time. This absence will therefore remain on XXXX's record as unauthorised absence.

XXXX must make it his own responsibility to check that he gets ahead with his class work and copies what he has missed. I have made it clear to staff that they are not required to provide alternative programmes of work for students who are absent from school through choice or rearrange the dates of tests.

Yours sincerely

Associate Headteacher

**Attachment 7 - Twyford standard letter for less than 90% attendance
Conduct 1 (C1)**

Date

Dear Parent/Carer

Re: Attendance Below 90% (Including Punctuality)

We wish to inform you, that \$Forename\$'s attendance is below 90%, which is below that expected by the Local Authority. The figure is calculated using the data available from morning and afternoon registration and therefore includes the dates that the student arrives after registration, confirmed illness and medical appointments.

We will monitoring \$Forename\$ attendance over the next two weeks and, after bringing it to your attention, hope that there will be an immediate improvement.

If you require any further assistance, please do not hesitate to contact me.

We look forward to receiving your support in this matter.

Yours sincerely

Attendance Officer

Email:

Attachment 8 - Twyford standard letter for improvement and attendance now satisfactory

Improvement A (IA)

Date

Dear Parent/Carer

RE: ATTENDANCE ABOVE 90% (INCLUDING PUNCTUALITY)

Further to our recent letter regarding \$Forename\$'s attendance falling below the percentage expected by the Local Authority.

I am pleased to advise you that \$Forename\$'s attendance is now above 90%.

Many thanks for your support in this matter.

Yours sincerely,

Attendance Officer

Email:

Attachment 9 - Twyford standard letter for improvement but still unsatisfactory
Improvement B (IB)

Date

Dear Parent

RE: ATTENDANCE INCREASE (INCLUDING PUNCTUALITY)

I am pleased to advise that \$Forename\$'s attendance is now 89% up from 85%.

We will continue to monitor this until it is above 90%, which is the level expected by the Local Authority.

Yours sincerely.

Attendance Officer

Email:

Attachment 10 - Twyford standard letter informing of detention
Conduct 2 (C2)

Dear **Parent Name**

I regret to inform you that **Student Name** will sit a 30 minute detention tomorrow lunchtime (1.20pm-1.50pm) due to receiving negative conduct points for **Reason**.

Form tutors inform students of these detentions during afternoon registration. Detentions are recorded in a student's planner and details can be viewed in the My Data section of [Copia](#).

The detention will be held in room A05 or A06.

Yours sincerely

Twyford Church of England High School
Twyford Crescent, Acton, London, W3 9PP
Phone: 0208 752 0141

Attachment 11 - William Perkin standard letter for less than 90% Attendance
(Letter 1)

RE: Attendance Below 90%

We wish to inform you, that \$Forename\$'s attendance is below 90% which is classified by the Government and Local Authority as persistent absence from school.

This is a very serious issue as it means that \$Forename\$'s school work is being seriously affected by missing so much school.

We will be monitoring \$Forename\$ attendance over the next two weeks and, after bringing it to your attention, hope that there will be an immediate improvement. Where there are very serious concerns about attendance we will involve the safer schools police officer and social services.

Please could we remind you that should \$Forename\$ need to be absent from school, it is necessary for you to contact the school for every day of absence - via a phone call, followed up by written confirmation on the students return, or an e-mail. All absences from school of more than 1 day also require medical evidence in the form of a doctor's certificate or hospital appointment card for each day of non-attendance.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

We look forward to receiving your support in this matter.

Attachment 12 - William Perkin standard letter for improvement but still below 90% (letter 2)

RE: Attendance Below 90%

Further to our recent letter regarding \$Forename's attendance, this has now increased to XX. It is good that this has improved but it still remains below 90% which is classified as persistent absence by the Government and Local Authority.

We thank you in advance for your support in ensuring that \$Forename's attendance continues to improve above 90%.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

Attachment 13 - William Perkin standard letter for continuing declining attendance (letter 3)

Letter 3 – Attendance has declined

Further to our recent letter regarding \$Forename's attendance, this has now decreased further to XX. This is now an even more serious issue as their persistent absence is continuing. We will be monitoring \$Forename\$ attendance over the next two weeks and, if there is no improvement, be requesting a meeting to discuss this matter further. May we also remind you that where there are very serious concerns about attendance we will involve the safer schools police officer and social services.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

Attachment 14 - William Perkin standard letter requesting meeting with HoY (Letter 4)

Further to our recent letter regarding \$Forename's attendance, this has now decreased even further to XX. Given that this attendance has not improved we request that you meet with XXX at XXX to discuss the situation. Attending school less than 90% of the time is a very serious issue and affects students' long-term chances of success. We also need to remind you that where there are very serious concerns about attendance we will involve the safer schools police officer and social services.

HI This meeting will discuss ways to improve \$Forename's attendance and if there is not an improvement then this will be referred to Headteacher and Deputy Headteacher.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

Attachment 15 - William Perkin standard letter requesting meeting with SLT (Letter 5)

Further to your recent meeting with \$Forename's Head of Year, their attendance has decreased to XX. To address this very serious situation we request that you meet with XXX at XXX. The safer schools police officer will also be informed of \$Forename's absence so they can support with ensuring that they are able to improve their attendance quickly.

If you require any further assistance, please do not hesitate to contact XX, Deputy Headteacher

Yours sincerely