



Carshalton High School for Girls
CHSG
Excellence: everywhere, every day

Attendance & Punctuality Policy and Procedure

Reviewed and Agreed by Carshalton Local Governing Body:

Spring 2023

Next Review:

Spring 2026

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

Contents

1.	Statement and Intent.....	2
2.	Legislation and Guidance.....	2
3.	Procedure for Managing Student Attendance & Punctuality	2
3.1	Electronic Registration.....	2
3.2	Absence Alert.....	3
3.3	Lesson Monitor.....	3
3.4	First Day Absence	3
4	Expectations of Students, Parent(s)/Carer(s) and Staff	3
5	Encouraging Good Attendance	6
6	Dealing with Poor Attendance and Punctuality	6
7	Penalty Notices	6
	Appendix A - Supporting attendance concerns.....	8
	Appendix B - Supporting punctuality concerns	9

1. Statement and Intent

Excellent attendance at school is vital for students to achieve their full educational potential. Students with good attendance records benefit in the following ways:

- Continuity of learning makes progress and retention easier
- Improved performance in coursework tasks
- Enhanced performance in examinations
- Continuity of relationships and friendships
- Good references for further education or employment
- Good habits are formed for later life
- Good attendance works in conjunction with our Good behaviour Policy

Statistics show a clear link between good attendance and academic success. Students who miss between 10% and 20% of school have a 35% chance of achieving five good GCSEs, compared with a 73% chance for students who miss fewer than 5% of school.

Since the COVID-19 Pandemic attendance rates nationally have decreased therefore it essential that school staff, students and parents/carers build an effective relationship to promote excellent attendance.

At Carshalton High School for Girls, we record, monitor and improve attendance in the following ways:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every student has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Providing clear guidelines for students, parents/carers, staff and governors.
- To keep accurate and up to date records of attendance and punctuality

2. Legislation and Guidance

This policy and procedure meet the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parent/carer responsibility. 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. The law requires all schools to have an admission register and an attendance register. All students must be placed on both registers

3. Procedure for Managing Student Attendance & Punctuality

3.1 Electronic Registration

CHSG uses Class Charts to record attendance this enables the school to:

- Record statutory attendance
- Monitor individual lesson attendance
- Identify, analyse and report absence and punctuality

- The school uses School Gateway/Class Charts as means of communication regarding attendance

3.2 Absence Alert

Absence Alert is an automated communication system that will contact parents/carers directly if a student is marked absent at registration. This will ensure that the reason for the absence is known as soon as possible and will alert parent(s)/carer(s) if a student is not in school when she should be. Post-registration absence can also be detected and reported to parents.

3.3 Lesson Monitor

This enables the school to:

- 3.4 Monitor individual lesson attendance
- 3.5 Track post-registration truancy
- 3.6 Record and monitor lateness

Lesson Monitor enables Carshalton High School for Girls to analyse and report patterns of individual lesson absence and internal truancy. Class Charts allows us to monitor all lessons and check students individual lesson attendance.

3.4 First Day Absence

We will contact parents on the first day of absence using a combination of truancy call and a named member of staff:

- Truancy call (this is an automated message)
- Tutor phone call
- PSO phone call
- Attendance officer phone call
- Head of Year phone call
- Assistant Head of Year phone call

We believe regular contact home regarding absence is important. We will continue to maintain regular contact during a student's absence.

4 Expectations of Students, Parent(s)/Carer(s) and Staff

Students

In order to benefit from all opportunities and experiences within the school, students should:

- 4.4 attend daily
- 4.5 arrive on time
- 4.6 follow signing in and out procedures
- 4.7 forward written explanation of absenteeism to Attendance Officer
- 4.8 attend all assemblies and lessons punctually

We expect students to aim for 100% attendance and punctuality. For a student's attendance to be deemed good we expect 96% attendance, which means no more 7 days of school missed per year. We consider 98% attendance very good and 100% attendance excellent.

Attendance of 90% or below is a cause for concern as this means that a student misses the equivalent of one school day every fortnight. If a student's attendance is consistently at 80% from year 7 to year 11 they will miss a whole year of education.

All procedures are outlined in the School Induction Booklet.

Sixth Form Students

Sixth Formers are expected to attend school every day. Attendance at both morning and afternoon registration is a requirement, as is attendance at all lessons and assemblies.

Attendance to lessons remains crucial to the success of the student and to their commitment to the school.

Students are permitted periods of home study which are agreed with the Head of Sixth Form. When going home at these times, students are required to use the signing out book outside the school office.

The school's procedures are followed in terms of authorised and unauthorised absences and the requirement for medical evidence.

Parent(s)/Carer(s)

Parents have a legal responsibility to ensure that their daughter(s) attend school daily and on time. This is also part of the Home-School Agreement which parents are required to sign before students are admitted to the school.

Parents are required to contact the School Attendance Officer before 9am on each day of absence. When the student returns to school an absence note must be provided.

Where an absence is known in advance, for example, a dental appointment, parents should inform the school in writing. Parents are requested to keep these to a minimum and should be made wherever possible outside school hours.

Only the school can authorise an absence. An explanation given by a parent is not, necessarily, sufficient for the school to authorise an absence.

According to guidelines to schools from the Department for Education, an authorised absence could be due to:

- Student illness
- Religious observance where applicable
- Medical appointment (please note where possible these should be made outside of school hours, parents must provide medical evidence for appointments and we will monitor closely any patterns of medical appointments and may decide to authorise absences where no medical evidence has been provided).

Absences which the school is not able to authorise include:

- Looking after a relative, pet etc
- A shopping trip, even if this is for uniform
- Day trips
- Lateness after the register has closed, that is after 9.15am
- Being unable to participate in a school activity e.g. games or a school trip
- Remaining at home to wait for deliveries, repairman etc
- Holidays

Family holidays should never be taken during school terms. From September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006 come into force, which make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Therefore, family holidays may only be taken during school holidays. Where there are extenuating circumstances, parents should complete a Leave of Absence request form from the school. (Appendix D). This must comply with the Leave of Absence Policy (Appendix E).

For a student who is absent for a prolonged period of time due to medical reasons then parents must provide medical evidence from a professional stating their child is not medically fit to attend school and the timescale for to school. The school does not have responsibility to contact medical professionals.

Form Tutor

Records students' attendance and forwards attendance related correspondence to the Attendance Officer. Initially monitors students placed on Attendance & Punctuality report. Form tutors are to make first day absence calls every day and to contact home during periods of sickness to enquire when students will be returning to school and to ensure a prompt return to lessons after illness.

Attendance Office

Electronically records, identifies and analyses attendance data, for example, % attendance, punctuality, unexplained absence, truancy, patterns of absence for a range of stakeholders. To oversee truancy call and monitor lesson attendance and keep Class Charts up to date. To monitor students sent to the ARC and amend registers where appropriate. Attendance officer will undertake home visits, lead attendance panel meetings, prepare penalty fine notifications, correspond with parents/carers, organise attendance displays and meet fortnightly with the pastoral teams.

Assistant Head of Year (AHOY)

Working with the Head of Year to monitor attendance across the year group and support students where appropriate. AHOY will have a specific responsibility to monitor and support those students who have been identified as a cause for concern regarding punctuality. This will include meeting regularly with the student(s), communicating with parents/carers and monitoring students placed on punctuality report.

Head of Year

Heads of Year will have overall responsibility for the attendance of their year group which includes analysing attendance data, meeting fortnightly with the Attendance Officer and external provider to ensure all parties are informed on the latest patterns of attendance and subsequent actions. Leading on attendance panels and meetings with parents where concerns have been raised. To develop and monitor attendance contracts with parents and students. Having overall responsibility for those students on attendance/punctuality report. Monitoring Pupil Premium attendance and punctuality. Heads of Year will also monitor the rate and number of suspensions throughout the year.

Pastoral Support Officer

The Pastoral Support Officer will provide 1 to 1 support for students who have been identified as attendance concerns as directed by the Head of Year. They will provide support for EBSA students. They will update the Head of Year and Assistant Head of Year through regular meetings on the progress of the students they are working with.

External Provider - Team Educational Welfare Service (EWS)

To provide support for the Attendance Officer, to hold meetings with parents who have been identified as a serious cause for concern. To conduct home visits and prepare paperwork for penalty fines.

To develop parenting contracts in conjunction with the Head of Year. Implement fast tracking where there is evidence that absences are parentally condoned. Work together with the school to maintain a comprehensive attendance policy that successfully challenges poor attendance and rewards improvement. Attend court and give evidence in support of prosecutions where required

Meet regularly with the School lead on attendance to continue development of good practice. Provide all relevant administrative, logistical and support services to ensure both continuity and seamless delivery of its service. Provide termly reports on the impact of the service

5 Encouraging Good Attendance

We consider excellent attendance to be of such importance that we place a great deal of emphasis on it and put considerable resources into promoting it. Listed are some of the possible strategies used:

- Individual rewards for students with good and excellent attendance records
- School, year group and tutor group targets set for attendance
- Inter tutor group attendance league tables displayed in every tutor room
- Regular attendance information sent to parents to assist them in monitoring their child's attendance
- Regular promotion of and rewards for good attendance in assemblies
- Detailed analysis of attendance figures and trends for individuals, years groups and the whole school
- Mentoring groups for students in the Persistent Absence category
- Regular reports to governors
- Computerised registration system
- A member of the office staff dedicated to the administration of attendance
- A dedicated School Attendance Officer who works with an external educational welfare service
- (Inclusion) to secure excellent attendance from all pupils
- Regular network meetings with other schools to share information on siblings and promote good practice
- Contact with parents on each day of absence or lateness
- 2 days a week external support from Team educational Welfare Services (EWS)
- Support for students and parents where attendance difficulties are emerging
- Procedures to identify students who truant after the register has been taken
- Rewards for students with the most improved attendance

6 Dealing with Poor Attendance and Punctuality

We have a range of strategies in place to support students whose attendance/punctuality is a concern.

- See flow chart (Appendix A) for Attendance
- See flow (Appendix B) for Punctuality

7 Penalty Notices

Below is the information provided by the London Borough of Sutton on Penalty Notices:

- **What is the Anti-Social Behaviour Act 2003?**

Section 23 of the Act gives power to the Local Education Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable of, but unwilling to, secure an improvement in their child's school attendance. The powers came into force on 27th February 2004. Penalty Notice Referral Form (Appendix C).

- **What is a Penalty Notice?**

Under existing legislation, parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances, such cases may result in prosecution under Section 444 of the Education Act 1996.

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, whilst still seeking to secure an improvement in a student's attendance.

- **Can I get help if my child is not attending regularly?**

Yes, the School Attendance Officer and the child's Year Leader and Form Tutor will give advice and support if help is needed to improve a child's school attendance, although you should be aware that this is ultimately the legal responsibility of the parent/carer.

It is very important that a parent/carer speaks with the school and the School Attendance Officer at the earliest opportunity if there are any worries at all about ensuring the regular and punctual attendance of a child at school.

THE EDUCATION WELFARE SERVICE

Tel: 020 8770 6605

Websites which may be useful to parents:

Parentline: www.parentlineplus.org.uk

Advisory Centre for Education: www.ace-ed.org.uk

Appendix A - Supporting attendance concerns



Carshalton High School for Girls

Excellence: everywhere, every day.

CHSG Attendance Support Pathway



Appendix B - Supporting punctuality concerns

Punctuality to school is important to start the day on a positive note. Below are the support and sanctions for punctuality. We do not accept excuses such as:

- My child woke up late
- My child missed the bus
- The traffic was an issue

We will still issue a detention if parents call with excuses that are not acceptable

Support:

- 1) Punctuality report
- 2) Meeting with parents
- 3) Punctuality advice – support leaflet
- 4) HOY/AHOY support
- 5) Educational Welfare Officer (EWO) support

Sanctions for poor punctuality

- If a student is late they will receive a centralised detention for 30mins that day
- If students become persistently late then the following sanctions will apply:

