



Attendance Policy - Students

The Governors and staff of Lowton Church of England High School are committed to the provision of a high quality education in a Christian context. We aim to provide a school where we can live out our ethos of Caring, Learning and Succeeding on a daily basis. At the heart of the commitment is the notion of the uniqueness and infinite worth of the individual, that every person is valuable in the eyes of God

This policy has been produced in accordance with the Equality Act 2010 and the Special Education Needs Disability Act 2001, the SEND Code of Practice 2014 and the Children and Families Act 2014. It has been reviewed in accordance with all other school policies and related Acts. In relation to The Coronavirus Act 2020, please see the attached addendum at the end of the policy to understand how Lowton Church of England High School will support all students to return to full time education from September 2020.

Original Policy Date: October 2015

Date Adopted: July 2020

Date of next review: July 2021

Name of Responsible Person: N Hilton

Signed: _____ *H. Clave* _____ Acting Headteacher



Whole School Attendance Policy:

Lowton C of E High School recognises that good attendance and punctuality are essential for students to achieve the highest standards possible. Regular attendance and good punctuality are essential life skills and are greatly valued by employers and colleges.

Why is good attendance important?

Evidence provided by the Government shows that students who attend school regularly make good progress and achieve good examination results. If they attend regularly, they don't feel under pressure, or at a loss if they have missed work. Students who are late or absent can copy notes or catch up on assignments, but they can never recover what is most important, the discussion, the questions, the explanations by the teacher and the thinking that makes learning come alive. Whilst our staff will work hard to help students catch up, it will never be the same as being present at the missed lessons.

What is good attendance?

There is often confusion around attendance figures. An attendance at 90% is unsatisfactory and is equal to 1 day of absence each fortnight. If this continues from Year 7 to 11, a total of 6 month's education would be lost.

Persistent Absence: (Defined in legislation as 10% or more absences)

Students with an attendance of 90% or less are considered to be PA (Persistent Absence) students. Either authorised or unauthorised, a child who is persistently absent is at risk of failing to achieve their full potential within the school environment.

Lowton C of E High School expects every student to aim for 100% attendance:

We believe that ensuring students attend school every day is one of the most important things a parent/carer can do to help their children succeed.

Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect the laws and guidance produced by the Department for Education.

Each year the school will examine its attendance figures and set attendance targets.

This year we have set a challenging target of 96%.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

Lowton C of E High School Procedures:

Any student who is absent from school at the morning or afternoon registration period must have their attendance recorded as being authorised, unauthorised or as an approved educational activity. Only the head teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence then it will be recorded as unauthorised. The school will not assess all reasons as "valid" and if your child's attendance becomes a cause for concern (regardless of the reason for absence) you will be expected to attend a meeting in school to discuss appropriate support for you and your child.



ATTENDANCE ESCALATION FLOWCHART

School level Early Intervention could include:

- Meet with child
- Group Work
- Attendance panels
- FT conversations
- Meeting parents
- Home visits
- EPN warning/fines

Parent engages with Attendance Service/school – Is the referral Stage 1* (low level) or stage 2* (EH assessment and intensive support)

Stage 1
Weekly Monitoring meeting – with HoH and AO to identify pupils at risk of becoming PA (less than 96% absence)

Text parent with early follow up for no response/Letters/meetings with parent/AO & HoH to investigate pupil absence

Attendance continues to be a cause for concern or child reaches 10 absences. Triggers early intervention strategies or referral to AO. Attendance officer to liaise with student support

Contact parent to arrange home visit or meeting in school to discuss attendance. Consider EH assessment, can issues be dealt with as a Single Agency or multi-agency.

Stage 2
Parent DNA or additional needs identified that require a multi-agency response. Stage 2 referral to AO for intensive support. Consider involving other outside agencies. EH assessment offer

Attendance service to lead on case. EH multi-agency meeting offered & home visits. Complete EH3 and investigate Section 444 Ed Act

Parent does not engage

Parent attends – EH3/4 action plan to improve situation.

- Stage 3 AET
- Consider EPN warning
- Move to Parenting Contract

Monitoring

EH 2/4 Review

Satisfactory

EH 2/4 review or closure – EH5

Parent attends – agrees action plan to improve

Unsatisfactory

Monitoring Period

Review

Unsatisfactory

Parent DNA

- Prosecution
 - Section 444 1a
 - Or 4441b – up to a custodial sentence

Notes * & Key*

Stage 1 – AS minimum intervention. One off meeting/home visit

*Stage 2 – AS more intensive support and offer of EH.

AO = Attendance Officer

AET = Attendance Enforcement Team

EH = Early Help

EPN = Education Penalty Notice

**Lateness:**

Morning registration will take place at 8.35am. Any student arriving after this time will receive a same-day 30 minute LEARN detention (Arrive on Time). The registers will remain open until 10am. Any student arriving after this time will be marked as having an unauthorised absence and will have their mark recorded as "U" (unauthorised) unless they are late because of a proven medical appointment, in which case the mark will be recorded as L up until 11am and thereafter recorded as M (medical). Students arriving after registration must sign in at the Attendance Office before going to lessons.

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year
19 days lost in 1 school year = 1 whole grade lost at GCSE across ALL subjects
EVERY MINUTE COUNTS

First Day Absence:

Parents are expected to contact school by telephone on the first day of absence. "Truancy Call," where parents/carers of any absent students are contacted via an automated system on the first day of absence, asking for verification of the absence. This is a safeguarding procedure and can potentially alert a parent/carer to truancy. Unexplained absences are passed to Form Tutors weekly and Heads of House also look closely at student absences on a weekly basis.

Our Attendance Office prints off weekly attendance figures for all students, classes and Houses and all Form Tutors from every year group discuss attendance every Wednesday morning.

Penalties for Absence:

If a student has been absent from school for 10 sessions (the equivalent of 5 days) in any term, consideration will be given to the issuing of a Penalty Notice. The following circumstances are considered as appropriate reasons for the issuing of Penalty Notices:

- Truancy
- Parental condoned absences
- Holidays in term time
- Persistent lateness after the register has closed



Education Penalty Notice - EPN (changes implemented from January 2019):

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

School have issued every parent with a warning letter outlining the new criteria for EPN fines. The Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

Please refer to Lowton High Schools website for further information (under the attendance section)

How can parents/carers support their child in achieving good attendance?

At Lowton C of E High School we recognise the key role that parents/carers can play in their child's education. Listed below are a number of suggested strategies which can be used by parents/carers:

- Encourage full attendance
- Make sure your child understands the importance of good attendance and punctuality
- Discourage your child from taking time off for minor ailments
- Arrange appointments, wherever possible, after school hours, at weekends or during school holidays. If this is unavoidable, an appointment card should be provided for your child's Form Tutor
- Avoid taking holidays in term time.
- Discuss any problems your child may have at school and contact your child's Form Tutor or Head of House at the earliest opportunity.

Illness:

We understand that on occasions students may have to miss school due to ill health. However, a common sense approach should be used when deciding whether or not your child is too ill to attend school.

Parents should ask themselves:

- Is your child well enough to carry out the activities of the school day?
- Does your child have a condition that could be passed onto other children or school staff?
- Would you take a day off work if you had this condition?



Students who become unwell at school:

If a student complains of feeling unwell they should report to a member of staff at Student Support. School will initially monitor the situation and decide whether or not they need to be sent home. Very often, a student can begin to feel a little better and is then encouraged to stay in school.

We have a designated area where students can work there rather than be sent home. If a student continues to feel unwell then a decision will be taken to contact parents/carers to send them home. It is important that contact numbers are kept up to date for this to happen effectively.

In the event of a student having an accident during school hours, a first aider in school will assess the severity of the accident and make the decision to apply first aid if appropriate. Any significant injury or accident will be reported to the parent immediately and on occasions the school may take the decision to call for an ambulance. Parents will be notified.

Holidays in Term Time:

We do not authorise holidays in term time, except in the most exceptional circumstances.

Remember:

Students should attend school 190 days per year.

Absence from School			
Children are required by law to attend school 190 days a year.			
Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons

The law relating to attendance:

Section 7 of The Education Act 1996 requires parents and carers to ensure their child receives efficient full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise. Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools Governing Body, Local Authority (LA), and the Department for Education (DfE).



The registration system:

The School will use a computerised system for keeping the school attendance records. The following national codes will be used to record attendance information.

Code Description Meaning:

/ Present (AM) Present

\ Present (PM) Present

B Educated off site (NOT Dual registration) Approved Education Activity

C Other Authorised Circumstances (not covered by another appropriate code/description)

D Dual registration (i.e. pupil attending other establishment) Approved Education Activity

E Excluded (no alternative provision made)

F Extended family holiday (agreed) Authorised absence

G Family holiday (NOT agreed or days in excess of agreement) Unauthorised absence

H Family holiday (agreed) Authorised absence

I Illness (NOT medical or dental etc. appointments) Authorised absence

J Interview Approved Education Activity

L Late (before registers closed) Present

M Medical/Dental appointments Authorised absence

N No reason yet provided for absence Unauthorised absence

O Unauthorised absence (not covered by any other code/description)

P Approved sporting activity Approved Education Activity

R Religious observance Authorised absence

S Study leave Authorised absence

T Traveller absence Authorised absence

U Late (after registers closed) Unauthorised absence

V Educational visit or trip Approved Education Activity

W Work experience Approved Education Activity

X Untimetabled sessions for non-compulsory school-age pupils

Y Enforced closure

Z Pupil not yet on roll

School closed to pupils

- Registers by law must be kept for at least 3 years
- Entries in paper registers must be in ink
- All corrections must be visible (no correcting fluid)



APPENDICES:

The Law:

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient fulltime education suitable:

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping:

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

EWS 2007 (updated) Page 7 of 7

Categorisation of Absence: Any pupil who is on roll but not present in the school must be recorded within one of these categories:

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised absence:

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence:

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity:

This covers types of supervised educational activity undertaken off site but with the approval of the school.

This includes:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration



Note Pupils recorded in this category are deemed to be present for attendance returns purposes.

These Procedures are based on:

- The Education (Pupil Registration) (England) (Amendment) Regulations 2011.
- Race Relations Act 1976
- Equality Act 2006
- Children Act 1989
- Education Act 2002
- Children Act 2004
- Wigan ACPC
- Safeguarding Children Wigan MBC



ADDENDUM TO THE POLICY – JULY 2020:

Attendance information from September 2020:

Lowton CE High School understands that there has been a huge impact on children and young people's social, emotional and educational wellbeing over recent months as a result of the coronavirus pandemic. The government guidelines from September 2020 are: to reintroduce compulsory education for all children aged 5-16. Lowton CE High school understands that every child is different and may need additional support to return to school. Whilst we understand school attendance will be compulsory from September 2020, as a school want to ensure that each child's individual needs are taken into consideration and a suitable support plan is implemented that is appropriate to their age and ability in order to assist them to return to school.

Advice for parents:

If you have any worries or concerns relating to your child and wellbeing at school, please refer to the school website where you can complete a confidential contact form to highlight your concerns. Alternatively, if the matter is more urgent you may wish to speak to someone in person. Please contact the school directly on 01942 767040.

Advice for Staff: Supporting children returning to school in September 2020

Supporting students' emotional wellbeing with their return to school:

Intervene Early:

Form teacher: Daily check in's with students. Keeping an eye out for any early warning signs e.g. missing odd days, arriving late, changes in behaviour/mood, negative behaviour in class, appearing demotivated. You must raise any concerns with the Head of Year

Create a predictable/consistent environment:

Returning to school is going to be an anxious time for everyone. Where possible staff need to be consistent in their approach to students. Ensure all information regarding the school environment is communicated at the soonest opportunity.

Welcome the student to school:

Be delighted to see them!! Imagine the student lying in bed worrying about school. What could you do to motivate them to want to try? How could you create a safe landing for them? Talk to them and find out.

Enable readiness for learning:

Getting children into school is only the beginning. Between arrival and learning you will need to prepare them. Allow the student the time to talk with their peers and share their experience and emotions.

Celebrate success:

However small, celebrate what has worked