




Hillside High School

Hillside High School

Excellence in the Heart of the Community

Attendance & Punctuality Policy March 2024

School:	Hillside High School
School Link:	Mike Edwards
Date of Governing Body Review:	March 2024
Next Review Due:	March 2025
Signed:	
Chair:	Mr Mike Cunliffe
Principal:	Amanda Ryan

Principal:	Mrs Amanda Ryan
School Attendance Lead:	Mr Mike Edwards
Nominated Attendance Governor:	Mr Mike Cunliffe/Mr Richard Brook
Chair of Governors:	Mr Mike Cunliffe
Key Attendance Staff in School:	Miss Danielle Elliott Miss Victoria Chialton

This Attendance & Punctuality Policy is part of a broader suite of Safeguarding Policies, including the School's Child Protection/Safeguarding Policy.

This policy will be reviewed annually by the Local Governing Body.

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1 Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Hillside High School fully recognises its responsibilities to ensure pupils are in school and on time, therefore, having access to learning for the maximum number of days and hours.

For the purpose of this policy, the term ‘parent’ includes adults who are in a parenting role, for example, step-parents, foster-parents, adoptive parents, guardians and carers. Also, the terms ‘child/pupil’ and ‘children/pupils’ are interchangeable’.

Our Policy applies to all pupils registered at this school and this Policy is made available on our school website to all parents/guardians of pupils who are registered at our school.

The DfE has produced guidance for maintained schools, academies, independent schools, and local authorities: **Working together to improve school attendance.**

www.gov.uk/government/publications/working-together-to-improve-school-attendance

Our Attendance & Punctuality Policy reflects the key principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- Promote pupil’s welfare and safeguarding.
- Ensure every pupil has access to the full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school

Although parents/guardians have the legal responsibility for ensuring their child’s good attendance, the Principal and Governors at our school are committed to:

- Building strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Working closely with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

***Definition of parent: Section 576 of the Education Act 1996** - A parent in relation to any child or young person, includes any person: -

- All-natural parents, whether they are married or not.
- Who is not a parent but who has parental responsibility for a child; or
- Who has care of a child i.e. lives with and looks after the child.

This also includes all parents who are absent. Parental partners can be included whether they are married or the natural parent of the child as they have ‘care’ of the child. If a pupil lives with a grandparent or older sibling as their main guardian, they can also be included as they are the main care provider. It is also important to note that even though a parent may not live in the same home as the pupil, that parent is still responsible for ensuring their child attends school every day.

At Hillside High School we understand the law requires:

- Our school to have an admission register and an attendance register.

- Our governors to have regard to the statutory guidance ‘Keeping Children Safe in Education’.
- Our school to put in place appropriate safeguarding responses for children who go missing from school.
- Our school to notify the Local Authority (LA) when a pupil’s name is to be deleted from the admission register.
- Our school to inform the LA 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.

2 Principles of the Attendance Policy

The Governing Body of Hillside High School places a high priority on pupils achieving high standards and believes that excellent pupil attendance and punctuality are essential for this. They undertake this role by

- Nominating a named Governor for Attendance.
- Monitoring what strategies the school has put into place to improve attendance and reduce persistent absence and take appropriate action should attendance levels impact significantly on attainment.
- Regularly reviewing attendance data and helping school leaders focus support on the pupils who need it, including patterns of attendance, pupil premium, SEND support.
- Taking an active role in attendance improvement, supporting the school to prioritise attendance, and working together with leaders to set whole school cultures.
- Ensuring school staff receive training on attendance.
- Ensuring school leaders fulfil expectations and statutory duties.

In order for children to achieve their potential, pupils must be highly motivated to learn and keen and eager to attend school. Regular, punctual attendance will establish good habits that will support them throughout their lives. To achieve this, the Governors and staff are committed to working in partnership with parents to ensure that the school achieves a MINIMUM of 96% attendance throughout the school.

The Government expects us to:

- Promote good attendance and reduce absence, including persistent absence (defined as below 90%).
- Ensure every pupil has access to a suitable education to which they are entitled.
- Act early to address patterns of absence.

This table illustrates the impact of attendance that is 95% or below

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9.5 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

3 National Context

The 1996 Education Act, (section 444) states that parents (including non-related adult guardians in the child’s household) have a **legal responsibility** to ensure that those of compulsory school age are educated,

either by ‘regular’ attendance at school or ‘otherwise’. The 2008 Education and Skills Act, (section 155) specifies the same requirement regarding regular attendance at alternative provision.

The duty on parents is to ensure that their children are educated, either at school or ‘otherwise’.

Education is therefore compulsory. In terms of ‘otherwise’, children may be educated by their parents at home, by a private tutor or in establishments other than schools, ie – FE colleges from the age of 14, special units, hospitals or in alternative educational programmes or work experience.

The law allows parents to choose the alternative options, provided they can demonstrate to the Local Authority that the education is full-time and ‘suitable’ to the child’s education needs, up until the relevant leaving-date for all young people.

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

For most pupils, the expected first day of attendance is the first day of the school year. Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

4 Daily Procedures

Under the 2006 Education Regulations, the school is legally required to register pupils twice daily. Registers are marked in the morning between 8.30am and 9.00am and in the afternoon between 12.15 and 13.15 allowing for our split lunch. It is essential that all pupils are registered on both occasions.

School starts at 8.30am when all pupils should be in their form room, in preparation for the register being taken. At this time, they should collect items for the day and make sure that they are aware of any changes/arrangements to the day’s activities. It is a legal requirement that a register is taken at the start of the day. Not only does the process allow us to monitor attendance but also to act as a pupil checklist in respect of health and safety issues – e.g. Fire Drill. Each year a school calendar is sent out and is also on the website which clearly indicates the days when a child is expected to be in school.

5 Absence from School

First Day Response / Communication between home and school – daily procedures

If a pupil is unable to attend school the parent/guardian will need to ring the school office on 0151 525 2630 between 7.30am -8.30am. The call will be received by one of our admin team who will discuss the reason for the child’s absence.

* Dependant on the reason and the pupil’s current attendance there will be some challenge as to why the pupil is not able to come to school.

Each day at 9.15 am the pastoral team will meet and establish who is absent and the reason why. The appropriate action will be considered dependant on the pupil’s current attendance.

Dependant again on the pupil’s attendance and the reason for absence the most likely outcome will be a member of the pastoral team visiting the home of pupils who are absent to discuss how we can get the pupil back into school with as limited time absent as possible.

For those pupils on an Alternative Provision or educated off site either on a managed move or accessing complementary education, the provider will contact school on a daily basis to inform us if the pupil is present.

Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.

The school will only authorise a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent rings the school to confirm the pupil is unwell. This may include: a medical appointment card with one appointment entered, slip with date, pupil's name and surgery stamp, signed by GP Receptionist, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Principal may not authorise medical absence without this evidence.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should inform the school in advance so a decision can be made whether to authorise the absence or not.

The school may authorise absence under certain specific circumstances. However, the parent must contact the Principal in advance to secure authorisation. This may include work related interviews and meetings with external agencies. The Principal may also authorise events where pupils are involved in any supervised sporting events or trials, theatre performances and participation in acts of religious worship.

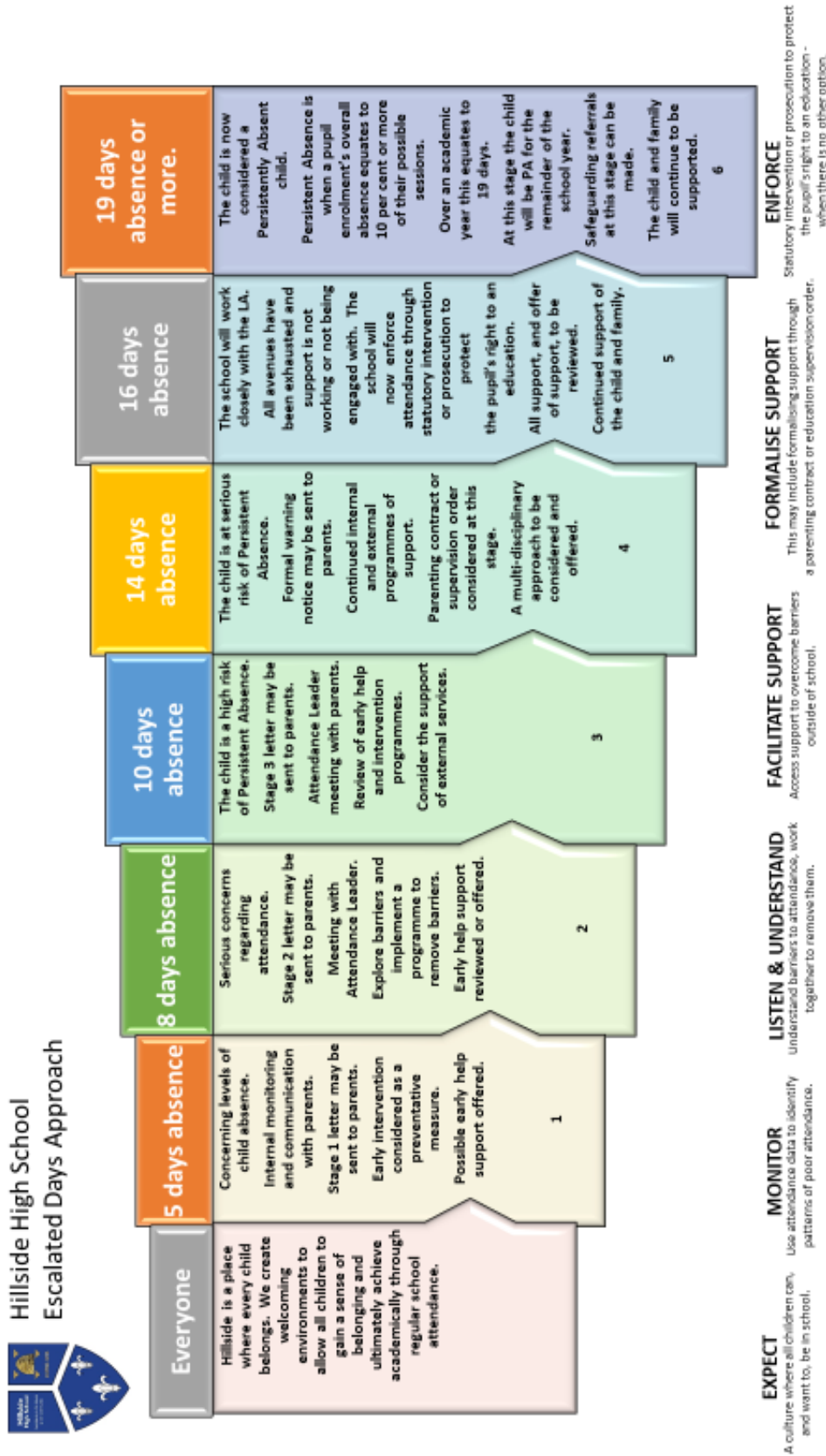
The decision on whether an absence is authorised or unauthorised is the Principals NOT the parents/guardians.

6 Children with a Social Worker – First Day Response

If children who have a social worker are absent from school, we will contact the Local Authority. We may request a home visit as part of the first day response. We will also contact the child's social worker and the Virtual School Head where appropriate.

7 Persistent Absence – Escalated days Approach

This sets out the approach the school has to working together with parents to manage absence.



The school has a responsibility to reduce the number of pupils whose attendance is below 90% over the school year. **Pupils with attendance below 90% fall into the 'Persistent Absentee' category.**

Using the Escalated Days Approach, we will:

- Invite the parent/guardian into school to discuss the situation with the pupil's Progress Leader, Senior Link, and Principal if absences persist.
- Create a personalised /support /action plan to address any barriers to attendance, **Appendix 1.**
- Set a target with timescales to secure improvement in attendance.
- Offer support by signposting to other agencies or services if appropriate. This may involve undertaking an early help assessment.
- Consider any interventions that have worked previously to bring about improvements in attendance.
- Consider any school age siblings in our school or other schools and work in partnership to deliver a joint approach.
- Refer the matter to the Local Authority for relevant sanctions if attendance deteriorates following the above actions, **Appendix 2.**
- Consult with our Local Authority point of contact from the School Support Services.

If parents in our school fail to comply with the support plan and there is no improvement in their child's attendance a referral may be made to the Local Authority requesting legal intervention through the issuing of a penalty notice or the School Attendance Panel.

8 Reluctance to go to School

Sometimes pupils seem anxious about leaving home to go to school. They may tell you that they feel unwell or give another reason to not attend. You may notice that they are worried from things that they say e.g. that they do not want to do a particular subject, feel that they have no friends or are being bullied. If this is the case, please contact the school as soon as possible to speak to your child's Progress Leader.

9 Leave of Absence in Term Time

The Principal will not grant leave of absence during term time unless there are 'exceptional circumstances'. They will also determine the number of school days a child can be away from school if the leave is granted. From this perspective, leave of absence in term time is not a parental right and will only be authorised at the Principal's discretion. Under DFE guidelines the school will notify the Local Authority if a child takes leave of absence without the Principal's permission. In these cases, the G code will be used on the register to show this absence is unauthorised.

Under these circumstances, the school will apply to the Local Authority for a Penalty Charge Notice Fine (£60-£120) to be issued by the Local Authority. The £60 Penalty Charge Notice will need to be paid in full separately by both parents within 21 days and will rise to £120 if paid between 22 and 28 days. If the Penalty Charge Notice is not paid within 28 days, parents can be prosecuted under section 444, of the Education Act 1996.

Children attending Sefton schools, including Hillside High School, are not allowed absence for term time holidays. Any absence, other than for illness or emergency medical attention, will be coded as Unauthorised, (G) – Family holiday not agreed or (O) Unauthorised absence.

It is important for parents/guardians to note that the school will not authorise ANY leave of absence unless the school feels the circumstances are unavoidable.

The school reserves the right to either contact the parents/guardians directly or make an immediate referral to social care or the police if the school feels a pupil is potentially at-risk while being taken out of school during term time.

The school will seek advice from the Local Authority if a pupil fails to return from an extended family holiday during term time and the school has made reasonable enquiries but cannot locate the pupil or their family. This applies to leave of absence that are both authorised and unauthorised by the school. As a result, school will invoke Child Missing in Education (CME) procedures. The school may remove the pupil from roll under such circumstances, in consultation with the Local Authority. This will result in pupils losing their place in school. With the majority of our year groups now full, they are unlikely to gain a place back at Hillside.

10 Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Such circumstances may include:

- A pupil not attending school to go shopping.
- A pupil not attending school as it is their birthday or the birthday of a family member.
- A pupil not attending school as the family have gone to the airport to meet a visiting relative.
- A pupil not attending school due to attending a hospital appointment for another family member.
- A pupil not attending school due to the fact the family returned late in the previous evening from a family holiday.
- A pupil not attending school as they are looking after younger siblings.
- A pupil attends a medical appointment in the morning but then fails to return to school for afternoon lessons.

Our school will always try to bring about an improvement in attendance through a support plan. However, we may request penalty charge notices to address unauthorised absence. A minimum evidential requirement of ten (10) school sessions lost to unauthorised absence by any pupil in the current term and/or eighteen (18) sessions lost to unauthorised absence over two consecutive terms will be required to trigger the process.

The Local Authority will:

- Issue a formal written warning to the parent/guardian of the possibility of a penalty.
- Notice being issued.
- In the same letter, set a period of 15 school days within which the pupil must have no unauthorised absence.
- Issue a penalty charge notice through the post at the end of the period if the required level of improvement has not been achieved.

11 Local Authority School Attendance Panel

Our school may refer pupils who have 15% unauthorised absence to the School Attendance Panel when there has been no improvement in attendance through interventions that we have put into place, including an attendance support/action plan/early help plan.

What is the purpose of the School Attendance Panel Meeting?

The purpose of the School Attendance Panel meeting is for the parent/guardian and the child to meet with representatives from the Local Authority to identify the reasons for absence and to work together to improve attendance.

What will happen at the School Attendance Panel Meeting?

The reasons for absence will be identified and different strategies to improve attendance will be considered:

- A parenting contract will be agreed.
- An attendance target date for improvement will be set.
- The pupil's attendance will then be closely monitored for a period of 8 school weeks.

If the parent/guardian fails to attend without reasonable justification this could result in a Penalty Charge Notice being issued to parents/guardians or court proceedings under the 'Single Justice' process. Under section 444, a Penalty Charge Notice of £60 will be issued to both parents/guardians even if one does not live with the pupil. Each parent will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority. There is no right of appeal by parents/guardians against the penalty charge notice. Failure to pay the Penalty Charge Notice Fine will result in further legal action being taken by the courts, with the maximum fine currently £2,500 or three months imprisonment.

What happens next?

Whilst the intention of the School Attendance Panel meeting is that the attendance will improve, if the attendance deteriorates by the target review date the Local Authority may recommend legal action is taken. This could include a fixed penalty notice being issued, prosecution in the Magistrates' Court, Education Supervision Orders or Parenting Orders.

Issuing Penalty Charge Notices: Each parent receives a penalty charge notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay the penalty charge notices in Sefton may result in prosecution.

Taking parents to court for unauthorised absence: Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.

Taking parents to court for persistent unauthorised absence: Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Under the 1989 Children Act the Local Authority has the power to issue an **Education Supervision Order (ESO)** and place a child under their supervision on the grounds that the child is not being 'properly educated' and is in danger of 'significant harm'. The Local Authority can issue an order if the child is persistently absent from school. The Local Authority appointed 'Supervisor' can give 'directions' to the parents on how the child should be educated and work with the parent to ensure the child attends school regularly.

Under the 2003 Anti-Social Behaviour Act, if a pupil continues to have attendance issues after a parent has been convicted, the courts can also issue a **Parenting Order**. This legally requires the

parents to participate in a programme of parenting support and counselling. If the unauthorised absence continues, a new case will be brought against the parent/s but previous parental failure to engage with the school and Local Authority can be cited.

12 Punctuality

The law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival to school is not resolved.

Poor punctuality can lead to your child:

- Feeling embarrassed in front of their friends.
- Missing the beginning of vital lessons.
- Having a detrimental effect on the learning of others as the flow of the lesson is paused as 'late comers' arrive.
- Missing important instructions for the rest of the school day.
- Learning bad habits which could affect their employability in the future.

Minutes late per day during the school year	Equal days' worth of teaching lost in a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

Late Procedures

Pupils who arrive late must enter school through the main entrance. **Late is arriving after 8.30am.**

A member of the admin team will be there to greet the child, enquire the reason for the lateness and update SIMS with their late mark.

- Children arriving late will receive a break detention on that day.
- If children fail to attend the late detention they will receive a 1-hour detention on the Friday of that week.
- Children who frequently arrive late will be monitored; parents will be contacted and a referral to the Vice Principal will be considered.
- Children who arrive late after the registers have closed due to a medical appointment will be marked M

Any child arriving after 9:30am for any reason other than medical will be marked U (late after registers closed).

Children who must leave for any reason throughout the day should be signed out at the main office by their parent/guardian or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments outside of school hours.

13 Roles and Responsibilities

Improving Attendance – What parents/guardians can do:

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- Provide two emergency contact numbers to the school.
- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child must be unexpectedly absent (e.g., sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible. Obviously, this is not always possible but, in such cases, try to minimise the disruption to the day by arranging an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that he/she can complete most of their timetable before leaving.
- Work with the school and local authority to help them understand their child's barrier to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary early help plan to prevent the need for legal intervention.
- Encourage your child to take responsibility for being on time for school, ensuring they have a realistic bedtime and will not be too tired to get up in the morning for school. Equipment should be prepared the night before. Regularly checking your child's attendance on Class Charts.
- Discourage your child from staying overnight with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
- Leave of absence during term time is not a parental right. If there are special or exceptional circumstances, please contact the Principal. A decision will then be made on whether or not the absence can be authorised.
- Talk positively about going to school.
- Monitor your child's internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
- Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out.
- Contact school before the concerns escalate.

Improving Attendance – What school does:

- Have a dedicated senior leader with overall responsibility for championing and improving attendance – the Vice Principal.
- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and communicate with all stakeholders the Whole School ‘Be Here’ Attendance Strategy.



- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Support for pupils with medical conditions or SEND who have poor attendance.
- Maintain our unrelenting ambition for good attendance and work with pupils and parents to maximise attendance.
- Ensure join up with pastoral support. Where required, put in place additional support and adjustments, such as an individual healthcare plan and, if applicable, ensure that the provision outlined in the pupil’s EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals.
- Regularly monitor data for such groups, including at governing body meetings and with local authorities.
- Agree a joint approach for all persistently/severely absent pupils with the local authority.
- Mark the registers in accordance with the law twice a day.
- Inform any parents/guardians who have not contacted the school, of the absence of their child on a particular day.
- Maintain records and monitor attendance of pupils on a regular basis.

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- Authorise absences in accordance with the government guidelines. Only the Principal can authorise absence, not parents/guardians.
- Contact parents/guardians when the attendance falls below acceptable levels and/or when patterns of absence are causing concerns.
- Undertake Early Help Assessment where it is deemed appropriate.
- Monitor pupils who are supported by the In Year Fair Access Panel and those who attend alternative provision, including Complimentary Education – daily checks by attendance team.
- Proactively use data to identify pupils at risk of poor attendance.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Work with external agencies to maintain good attendance and to support the pupil/family with any issues that may affect attendance and punctuality to school.
- Provide re – integration support for pupils returning from absence, including use of the Hillside Emotional Based School Avoidance toolkit.
- Maintain a range of strategies to encourage good attendance by means of rewards.
- Inform parents of individual pupil’s attendance record each term at Parents’ Evening.
- Work with relevant external agencies if a pupils’ attendance becomes a concern, ie – Social Care, Early Help Services, Police, YOT, SEND.
- Make referrals to the Local Authority School Attendance Panel where pupils’ attendance levels are becoming a cause for concern.
- Make referrals to the School Nurse team where appropriate to seek advice to support the pupil.
- Work in partnership with the Local Authority to improve school attendance and reduce persistent absenteeism, sometimes utilising legal interventions.
- Continued support for pupils at risk of becoming persistently absent and:
 - Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.
 - Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.
 - Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.
 - Where there are safeguarding concerns, intensify support through statutory children’s social care.

Improving Attendance – Role of the Local Authority.

- Hold a termly conversation with our school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.
- Identified point of contact for our school who will assist us in signposting families for support including early help where appropriate.

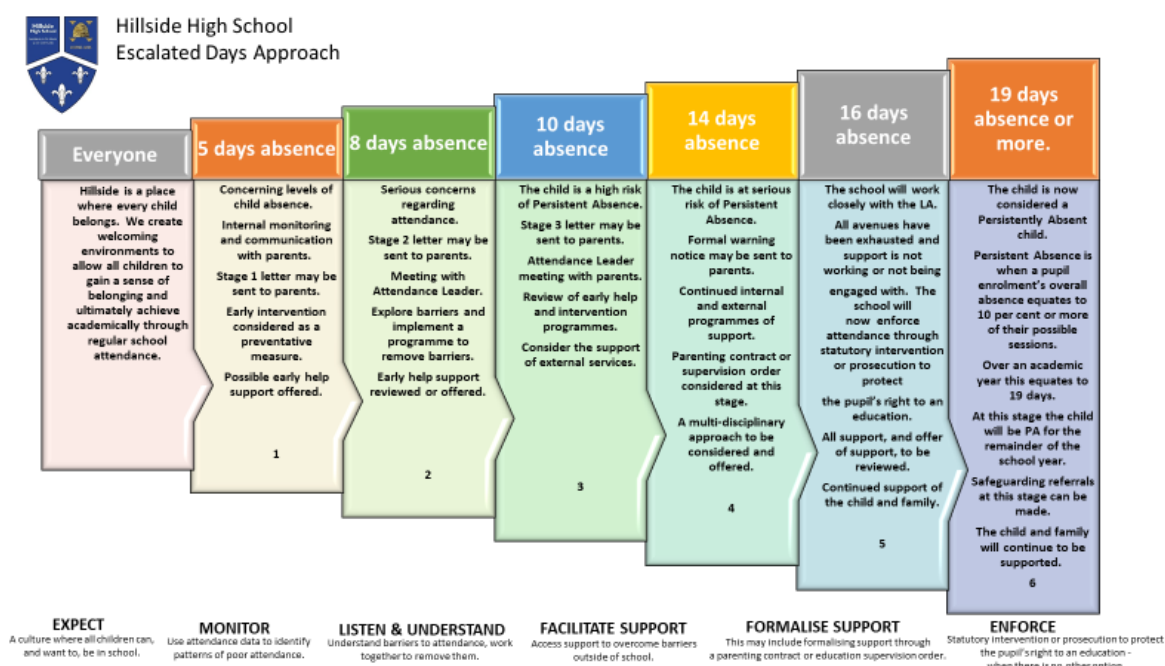
- Provide a school attendance panel meeting for our pupils who have 15% unauthorised absence.
- Work jointly with our school to provide formal support options including parenting contracts and Education Supervision Orders.
- Where there are safeguarding concerns, ensure joint working between the school, children’s social care services and other statutory safeguarding partners.
- Ensure improving school attendance and reducing persistent absence is a priority in all multi agency plans, including child protection, child in need, cared for children (CLA) and Early Help.
- Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).
- Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.
- Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.
- Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.
- Regularly monitor the attendance of children with a social worker by providing a first day response system.
- Prioritise attendance in personal education plans for Looked-After children.
- Secure regular attendance of Looked-After children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.

14 Communication with Parents/Guardians

Give parents details on attendance in our newsletters and targeted escalated day letters.

Reports containing attendance certificates, text home and use of Parent App / Class Charts.

Use and communicate the Escalated Days Approach to parents – to support them in supporting their child’s attendance.



15 Rewards and Incentive

- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Weekly Attendance League – with whole form rewards.
- Weekly Hillside 100 rewards in Progress Leader assembly – celebrating pupils who have had 100% attendance in the previous week. Includes games such as ‘What’s in the box?’, ‘The Vault’, ‘Spin the Wheel’.
- Half termly and termly celebrations of 100% attendance – including access to attendance breakfasts and school ‘extravaganzas’ at the end of each term.
- Long term rewards for good attendance – access to end of year school trips / Year 11 School Prom.

16 School Attendance, Safeguarding and Children Missing in Education (CME)

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school’s procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Notifying the Local Authority

Our school will notify the Local Authority of any pupil who fails to attend school regularly after making reasonable enquiries or who has been absent without the school’s permission for a continuous period of 10 days or more. (Pupil Registration) (England) Regulations 2006 regulation 12.

The school (regardless of designation) must also notify the Local Authority of any pupil who is to be deleted from the admission register.

Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered ‘missing’.

Where a child leaves our school without a destination or another school is not identified, our school follow Sefton Council Children Missing Education Procedures. These can be found at [www.sefton.gov.uk/schools-learning/attendance-and-welfare/children-missing-education-\(cme\).aspx](http://www.sefton.gov.uk/schools-learning/attendance-and-welfare/children-missing-education-(cme).aspx). The school will liaise with the Children Missing Education Co-ordinator who can be contacted on 0151 935 3181 or CME@sefton.gov.uk

17 Attendance Data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve through the Escalated Days strategy. Persistently Absent pupils are tracked and monitored carefully. We also combine this with academic tracking as increased absence affects attainment.

The school has a legal duty to publish its absence figures to parents and to promote attendance.

18 Absence Codes

<p>Code I: Illness Schools can request medical evidence from parents/guardians if they feel the authenticity of an illness is in doubt.</p>
<p>Code M: Medical or dental appointments Parents/Guardians are encouraged to arrange appointments out of school hours, but the school will authorise if confirmation of the appointment is provided.</p>
<p>Code C: Other circumstances This code will be used for any authorised non-medical reasons for a child's absence from school, i.e. – family funeral.</p>
<p>Code B: Off-site educational activity This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing schoolwork. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by/of individual pupils. The school should record the pupil's absence using the relevant absence code.</p>
<p>Code D: Dual Registered - at another educational establishment. This code will be used if a pupil is registered at two schools.</p>
<p>Code J: Interview This code will be used when it has been agreed that the pupil can miss school to attend an interview or entrance exam.</p>
<p>Code P: Approved sporting activity This code will be used in times of approved sporting activities in school times, i.e. – training sessions, trials and sporting events.</p>
<p>Code R: Religious Observation This code is used to cover major religious festivals during term-time. The school will only authorise one day of absence for religious events.</p>
<p>Code V: Educational visits and trips</p>
<p>Code W: Work Experience According to the DFE guidance the following codes are to be used for unauthorised absences on the register:</p>
<p>Code G: Family holiday not authorised by the school or in excess of agreed period If a school does not authorise a leave of absence and the parents still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absence in advance, the absence must be recorded as unauthorised.</p>
<p>Code N: Reason for absence not yet provided Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence.</p>
<p>Code O: Absent from school without authorisation If the school is not satisfied with the reason given for absence, they should record it as unauthorised.</p>
<p>Code U: Arrived late to school after 9.30am If a pupil arrives after 9.30am without any written or verbal confirmation from parents/guardians to explain their lateness, the school will mark the pupil with the U code. This means that, although in school, the pupil is marked absent for the entire morning. This will be marked as an authorised absence and could result in prosecution for parents/guardians if the pupil is persistently late. According to the DFE guidance 'If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them, the parents may be</p>

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guilty of an offence and can be prosecuted by the Local Authority'. In addition, 'Local Authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996).

Appendices

Appendix 1 – Attendance Support Plan

Hillside High School

10% or more of sessions missed (Based on each pupil's possible sessions)

Date of meeting:		
Pupil Name:		
DOB:	School:	Year Group:
Address:		
Overall Attendance %	Authorised Abs%	Unauthorised Abs%
Persistent Absence %		

Details of Parents/Guardians (including Absent Parent(s), Private Fostering Arrangement (Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a guardian, for 28 days or more).	
Forename:	Surname:
Relationship to child:	
Address:	
Contact No.:	
Present at meeting:	
Forename:	Surname:
Relationship to child:	
Address:	
Contact No.:	
Present at meeting:	
Discussion: - Reason for absence	

What is going well?

Views of Parent/Guardian:

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Views of the Child:
Views of the School:

What are we worried about?

Views of Parent/Guardian:
Views of the Child:
Views of the School:

What needs to happen?

Action Plan		
Action	By Whom	Date to be completed

Date attendance will be reviewed:

Appendix 2

Attendance Panel Referral Form – this form can only be used if the child has over 15% unauthorised absence and who have had an attendance support plan put in place that has not resulted in improved attendance.

<p>School:</p> <p>Phone No:</p> <p>Name of Pupil:</p> <p>M/F:</p> <p>First Name:</p> <p>Surname:</p> <p>Address:</p> <p>Post Code:</p> <p>Name of Parent(s)/Guardian(s):</p> <p>Others with Parental Responsibility:</p> <p>Has the child got more than 15% Unauthorised absence? YES/NO</p> <p>Is the pupil on an EHC Plan? YES/NO</p> <p>Is pupil on SEN Register? YES/NO</p> <p>If yes, enter Code:</p> <p><u>IS THIS CHILD SUBJECT TO A PENALTY NOTICE? YES/NO</u></p> <p><u>IF YES, THE CHILD CANNOT BE REFERRED TO THE ATTENDANCE PANEL</u></p>	<p>DOB:</p> <p>Contact Numbers:</p> <p>Home:</p> <p>Work:</p> <p>Mobile:</p> <p>Yr. & Tutor Group:</p> <p>Ethnicity:</p> <p>Parental Language/Literacy Difficulty</p> <p>Is the pupil a Child in Care? (LAC) YES/NO</p> <p>Is the pupil eligible for Pupil Premium? YES/NO</p>
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<p>Reasons provided for absence (please attach a current attendance print out)</p>
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Other agencies involved: e.g. Early Help, Children's Social Care, Police, CAMHS, YOT, School Health - Any other relevant information

Reason for referral – Please attach school support and attendance plan any other relevant information

Signed:

Date:

Print Name:

Status:

Date Received by School Support Services: