



# BYRCHALL HIGH SCHOOL

## Whole School Attendance Policy

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Byrchall High School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all students feel valued and welcome.

For a student to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum, valuable learning time is lost when students are absent or late.

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

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Wigan attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy will contain within it the procedures that the school will use to meet its attendance targets.

### **Byrchall High School Procedures**

Any student who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### **Lateness**

Morning registration will take place at the start of school at 8.30am. The registers will remain open for 1 hour. Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In addition students who arrive late for school after registration has closed will be recorded as a 'U'. In some cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorized absence code will be entered.

The afternoon registration will be at 12.10 PM.

The registers will close at 2.55 PM.

Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

Persistent lateness is also tracked and monitored via the Attendance Office.

### **First Day Absence**

Parents are expected to contact school by telephone on the first day of absence, followed with a letter of confirmation. The school operates a first day of absence call system – “Truancy Call” where the parents/carers of any absent student is contacted via an automated system on the first day of absence. This assists school in stressing to parents the importance school places on regular attendance.

Unexplained absences are passed to Form Tutors and Progressed Leaders weekly who explore directly with students the reasons for missed sessions. A RAG (red, amber, and green) attendance report is printed off weekly and shared with Progress Leaders and Progressed Co-ordinators. An action plan will be implemented during each stage by school for individual pupils with attendance concerns as part of school’s early intervention strategies (see flowchart)

In addition red, amber and green letters are sent out to parents/carers when students meet the criteria.

### **Continued (or sporadic) ongoing Absences**

It is the responsibility of the parent(s) to keep the school up-to-date with on-going absences. The school may send truancy call to parents at any point of an absence if it is deemed appropriate. Unexplained absences are passed to Form Tutors and Progress Leaders weekly who explore directly with students the reasons for missed sessions. A RAG (red, amber, and green) attendance report is printed off weekly and shared with Progress Leaders and Progressed Co-coordinators. In addition red, amber and green letters are sent out to parents/carers when students meet the criteria.

### **Frequent Absence**

The red stage initiates an invite for parents/carer to attend a meeting in school with the Education Welfare Consultant to offer support and to discuss ways to improve attendance as an early intervention. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers. If this is unsuccessful the school may refer to the School Health Advisor / School Nurse etc, if the problem appears to be a medical one. In other cases the school will seek advice from the school’s Link at Gateway.

### **Onward referral to support services (Gateway etc.)**

Students who have dropped below 80% attendance despite the numerous interventions are referred to the local Authority via Gateway. The school will include details of the action that they have taken with regard to a student becoming a persistent absent (Defined in legislation as 15% or more absences). Additional support to improve attendance is provided by an independent Education Welfare Consultant one day a week which includes one to one sessions and home visits as appropriate.

### **A Welcome Back**

It is important that on return from an absence that all students are made to feel welcome. This should include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to the other students, this is the responsibility of the class teacher. HODs should oversee this and Progress Leaders assist where necessary.

### **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

### **Promoting attendance**

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their full education. The Attendance Team will promote attendance via assemblies, group work and via flyers/leaflets etc. The school also makes use of the Educational Penalty Notice Warnings.

## **Holidays in term time**

Time off school for family holidays cannot be authorised. The headteacher has the discretion; in exceptional circumstances to authorise short periods off school.

Applications for Leave of Absence where dates can be known ahead, **MUST** be made at least 4 weeks in advance of the requested date.

Consideration is given to each request before a decision is reached by the headteacher on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Enforcement team who may issue a Penalty Notice for £120 (or £60 if paid within 28 days).

## **Attendance Awards**

The school will use the following system to reward students who have good or improving attendance.

Students are rewarded half-termly for good attendance via individual and form prizes. Attendance is also a category for reward within Byrchall High School House system

## **Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

**2009/2010**

## **The registration system**

The School will use a computerised system for keeping the school attendance records.

**Reviewed by:** Mrs. A. Hudson & Mrs S. Astley Nov 2014

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

Registers by law must be kept for at least 3 years.

Computer registers are printed out and issued to parents with the students report a copy is stored in the Attendance office. Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years.

### ***Register Security***

The registers are only able to be accessed by authorised persons.

## **Appendices**

### **1 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 full-time 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

Further to this, the Anti-Social Behaviour Act 2003 can impose a parenting order which can specify steps parents must take to control children's attendance.

### **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.

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

This would include:

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

## **Flowchart for Attendance**

No session absences.  
No action – praise certificates/  
prizes

Reviewed by

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>1 session absence

Weekly unexplained absence report