

THE HARVEY GRAMMAR SCHOOL



Founded 1674

ATTENDANCE POLICY

Adopted March 2016

Statement of Intent

The Harvey Grammar School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of awards to promote good attendance and punctuality.

School Attendance Targets

Years 7-13 – 97%

Parental Responsibility

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe. Parents should regularly update the school and inform on when their son is returning.

Pupils are expected to arrive by 8.45am. All pupils' that arrive late must report to the school office where the reason for lateness is recorded.

The Role of the School Staff

At The Harvey Grammar School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

Mr Neil Bristow has overall responsibility for monitoring attendance issues.

Class teachers complete a register at the beginning of **ALL** lessons. Marking the attendance registers twice daily is a legal requirement The Education (Pupil Registration) (England) Regulations 2006). See Appendix J. Teachers mark pupils present, absent or late. The Learning Support Manager notifies Neil Bristow of children whose attendance is causing concern.

It is the responsibility of the Administration Assistants - to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone call.
- Where there has been no communication, letters are sent to parents requesting reasons for absence
- The appropriate attendance code is entered into the register (National Attendance Codes)
- Parents informed termly of child's attendance figure
- Attendance issues with 6th Form pupils are to be dealt with by the Sixth Form Learning Support Manager

Timeline of School Action for Low Attendance

- 95 - 100% attendance - tutor to investigate and notify Head of House / LSM (Learning Support Managers) of concerns
- 90 - 95% attendance - monitored by LSM - school intervention letters/meeting with parents – consider Penalty Notice or Early Help Notification.
- Below 90% - recorded by Learning Support Manager and school intervention letters on SEF Form 4 Termly - Where the absences have not been authorised consult with the Local Authority School Liaison Officer and a referral to PRU, Inclusion and Attendance Service may be considered.
- 10 unauthorised absences (O) or 10 late marks after registers have closed (u) within 100 sessions - consider Attendance Service referral or Penalty Notice referral

Children Missing Education

No child should be removed from the school roll without consultation between the Head Teacher and the PRU, Inclusion and Attendance Service when appropriate. Please see circumstances below:

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school

Rewarding Attendance

At The Harvey Grammar School we believe it to be important to reward pupils with excellent attendance. The following is guidance for house teams to reward 100% attendance:

- End of terms 2 – Postcard sent home by LSM
- End of terms 4 – Letter from HoH (continued 100% attendance)
- End of terms 6 – Certificate from Headteacher (continued 100% attendance)

Lateness

At The Harvey Grammar School the register is taken at 8.50am and 1.25pm. Pupils arriving after these times must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.20am and 1.45pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016.

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions for a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period, Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

Pupils are recorded late at the school office at am registration and must provide a reason. This information is collated by Learning Support Managers. Lateness to school is a serious matter at The Harvey Grammar School therefore a strict policy is in place to ensure prompt attendance to school.

- If a pupil is late to school **three times** without good reason, the Head of House (Assistant Headteacher) will write to parents of the pupil. On each occasion he is late after this he will serve a **detention making-up the missed time**.
- If a pupil reaches **six late** arrivals without good reason the Head of House will write a **second letter** to parents of the pupil; **with a further detention making-up the missed time**.
- If a pupil reaches **ten late arrivals**, the Head of House will issue a **final warning letter**.
- If there is limited improvement with lateness to school this should be **referred to the school's Louise Warburton** (Early Intervention Officer).

- Should the situation not be remedied the school will be forced to inform the **Attendance Service / Education Welfare Officer** and a **referral notice** may then be issued. If there is no further improvement a **penalty notice** of **£50** may then be issued.

Authorising Absence

Only the relevant Head of House can authorise absence for approved reasons. Where there is doubt, the Head of House will liaise with the Assistant Headteacher responsible for attendance (Neil Bristow), on behalf of the governing body, to ensure consistent approach. The absence must be unavoidable. The Head of House on behalf of the Headteacher, is not obliged to accept a parent's explanation and if the absence is not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

All requests for exceptional leave of absence should be considered by house team (as they know the pupil) and make a recommendation to Neil Bristow for final approval and recording on the pastoral log.

Authorised absence codes will only be used after there has been some communication between the parent and school.

The following reasons are examples of the kinds of absence that will not be authorised:

- Persistent non specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family holidays

Persistent unauthorised absence may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings **MUST** be attached to the completed AS1 referral form with any other relevant information.

Local Authority Action may include:

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

Penalty Notices Proceedings for Poor Attendance - Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016

- A Penalty Notice can only be issued in cases of persistent unauthorised absence or where an excluded child is found in a public place during school hours.
- Absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions – these do not need to be consecutive.
- The PRU, Inclusion and Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Head Teachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Leave of Absence/Holiday

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Head Teacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head Teacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the PRU, Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Appendix A - Request for leave of absence in term time letter

Appendix B - Late letter (L) – 3 x L

Appendix C – late letter (U) 3 x U – not for Sixth Form Pupils

Appendix D - Second late letter (U) – penalty notice warning

Appendix E - First low attendance letter

Appendix F - Second low attendance letter

Appendix G – Final low attendance letter

Appendix H - Unauthorised Absences letter (Penalty Notice Warning Letter) – 6 x O

Appendix I - Penalty Notice request letter to parents

Appendix J – Leave of absence confirmation of penalty notice request

Appendix K – Response to Leave without Request

Appendix L - Attendance registers

Appendix M - School based intervention flow chart

Appendix N - Kent School Referral Pathway

**THE HARVEY GRAMMAR SCHOOL
APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE**

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Headteacher's ability to authorise leave of absence for the purpose of a family holiday. Requests for holidays in term time will not be authorised.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who will issue a Penalty Notice to each parent for each child taken out of school of £120 to be paid within 28 days, reduced to £60 if paid within 21 days. If the penalty is not paid within the time scale, the Attendance Service will institute legal proceedings against you in the Magistrates' Court under Section 444(1) of the Education Act 1996 for failing to ensure your child/children attend(s) school regularly.

The Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher. Each case will be judged on its merits and the Headteacher's decision is final.

Parents who consider that their particular circumstances are genuinely exceptional, and who wish to apply for Leave, should complete Section A below.

Section A

Pupil's Name:	Form:
First date of proposed Leave of Absence:	
Last date of proposed Leave of Absence:	
Number of school days to be missed:	
Details of proposed holiday (venue, accompanying adults in party, etc):	
Reasons why the proposed holiday cannot be taken in the school holidays <i>(please continue overleaf if necessary):</i>	
In submitting this application, I understand that the school's decision is final and that I will abide by it.	
Signed:	(Parent/Guardian) Date:

Section B *(this section will be completed by the school and returned to the parent/guardian within 7 days of the school receiving the application)*

Pupil's Name:
Period of Leave of Absence applied for:
Number of school days of proposed Leave of Absence:
Decision: <input checked="" type="checkbox"/> The application has been approved <input checked="" type="checkbox"/> The application has been refused because
Headteacher

Appendix B

Date

Dear.....

Re: (Pupil's Name)

I am writing to express my concern over the number of occasions that your son has been arriving late at school. I attach for your information a summary of attendance indicating the days your son was late. (Code L)

At The Harvey Grammar School, the register is taken at 8.50am and at 1.25pm.

Our lateness policy is:

- As is the case with your son, if he is late to school a further **three times** without good reason from receipt of this letter he will serve a **detention of one hour**.
- If your son reaches a further **six late** arrivals without good reason from receipt of this letter we will proceed with **further detentions** to make-up the time that has been lost.

As I am sure you are aware, arriving at school on-time and ready to learn is a key characteristic of our most successful pupils. Can I ask then that you support me in ensuring your son now arrives promptly at school. Persistent lateness will adversely affect the academic progress he is making and I hope that we can now work together to ensure this stops.

Should there be mitigating circumstances of which I am not aware affecting your son's arrival at school, please contact your son's Learning Support Manager, via the school office.

Yours sincerely

Assistant Headteacher
Head of House

Appendix B FOR SIXTH FORM PUPILS

Date

Dear.....

Re: (Pupil's Name)

I am writing to express my concern over the number of occasions that your son has been arriving late at school. I attach for your information a summary of attendance indicating the days your son was late. (Code L)

At The Harvey Grammar School, the register is taken at 8.50am and at 1.25pm.

Our lateness policy is:

- As is the case with your son, if he is late to school a further **three times** without good reason from receipt of this letter he will serve a **detention of one hour**.
- Should the situation not be remedied and your son reaches a further **six** late arrivals without good reason from receipt of this letter I will be forced to remove all study privileges and he must attend school from 8.50am to 3.25pm (or later with lessons).

As I am sure you are aware, arriving at school on-time and ready to learn is a key characteristic of our most successful pupils. Can I ask then that you support me in ensuring your son now arrives promptly at school. Persistent lateness will adversely affect the academic progress he is making and I hope that we can now work together to ensure this stops.

Should there be mitigating circumstances of which I am not aware affecting your son's arrival at school, please contact your son's Learning Support Manager, via the school office.

Yours sincerely

Assistant Headteacher
Head of House

Appendix C

Date:

Dear.....

Re: (Pupil's Name)

I am writing to express my concern over the number of occasions that your son has arrived after the register has been closed. I attach for your information a summary of attendance indicating the days your son was late. (Code U)

At The Harvey Grammar School the register is taken at 8.50am and is closed at 9.20am for the morning session and taken again at 1.25pm and closed at 1.55pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If your son continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Should there be mitigating circumstances of which I am not aware affecting your son's arrival at school, please contact your son's Learning Support Manager through the school office.

Yours sincerely

Assistant Headteacher
Head of House

Head of House

Appendix D

Date:

Dear.....

Re: (Pupil's Name)

At The Harvey Grammar School we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that your son has been late to school (U Code) on a total of «Number» occasions. The register is taken at 8.50am and is closed at 9.20am for the morning session and taken again at 1.25pm and closed at 1.55pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session. I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached during any 100 possible school sessions – equivalent to 50 school days.

As a result, I am inviting you to attend a School Attendance Meeting. The time and date have been set for at It is imperative that you attend this meeting for us to explore the issues around poor attendance. The meeting will be led by <<LSM name>>, Learning Support manager.

If this appointment is inconvenient, I would be grateful if you could contact <<LSM name>> at school so that a mutually convenient time can be arranged.

Yours sincerely

Assistant Headteacher
Head of House

Appendix E

Dear

Re: (Pupil's Name)

Our records show that your son's attendance has fallen to <<current attendance %>>. We would normally expect his attendance to be 95% or above as falling below this level will in the long term significantly affect his academic progress. Could I ask that you assist us by ensuring that your son attends school on a more regular basis. If there are any mitigating circumstances of which we are unaware or there are any other issues that you would like to discuss, please contact <<Learning Support Manager Name>> , Learning Support Manager.

Yours sincerely

Assistant Headteacher
Head of House

CAN BE USED FOR SIXTH FORM PUPILS

Appendix F

Dear

Re: (Pupil's Name)

Despite previous correspondence, I note with concern that your son's attendance at school has made no significant improvement. <<pupil's name>>'s attendance at school is currently (%). This will have an impact on your child's education which we cannot ignore. The Government stipulates that persistent absence to be below 90%.

As there has been no improvement in <<pupil's name>>'s attendance, I must advise you that further absences from school as a result of illness will require medical evidence to authorise the absence. If medical evidence is not provided, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for at It is imperative that you attend this meeting for us to explore the issues around poor attendance. The meeting will be led by <<LSM name>>, Learning Support manager.

If this appointment is inconvenient, I would be grateful if you could contact <<LSM name>> at school so that a mutually convenient time can be arranged.

If you do not attend this meeting and your son's absence continues to deteriorate, a referral may be made to the PRU, Inclusion and Attendance Service. *(please delete for Sixth Form pupils)*

Thank you for your co-operation.

Yours sincerely

Assistant Headteacher
Head of House

Appendix G

Dear

Re: (Pupil's Name)

Since your meeting with <<LSM name>>, Learning Support Manager, I note that your son's attendance at school has still made no significant improvement. <<Pupil's name>>'s attendance at school is currently (%), below the 90% attendance rate stipulated by the government and as a result having such an impact on your son's education which we can no longer ignore.

As there has been no improvement in <<pupil's name>>'s attendance, I must advise you that I will be referring this case to the Attendance Service. They will then proceed with an investigation and will be in contact with you directly.

Yours sincerely

Assistant Headteacher
Head of House

FOR SIXTH FORM PUPILS

Dear

Re: (Pupil's Name)

Since your meeting with <<LSM name>>, Learning Support Manager, I note that your son's attendance at school has still made no significant improvement. <<Pupil's name>>'s attendance at school is currently (%), below the 90% attendance rate stipulated by the school and as a result having such an impact on your son's education which we can no longer ignore.

As there has been no improvement in <<pupil's name>>'s attendance, I must advise you that we will be reconsidering his place in the 6th form and whether he will be eligible for continuing in to Year 13 (if currently year 12) and this will have an adverse effect on any university or employment references.

Yours sincerely

Assistant Headteacher
Head of House

Appendix H

Dear

Re (Child's Name)

At The Harvey Grammar School we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that <<Child's name>> has been absent from school for a total of () unauthorised sessions (days) on the following dates:

-

In this regard I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) .' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached within 100 sessions (50 school days). As a result, it is expected that <<Child's name>> will significantly improve his attendance and it will be maintained.

Should you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Assistant Headteacher
Head of House

Appendix I

Dear

Re: (Pupil's Name)

With reference to our letter dated (date), (child's name) has now reached a total of (number) sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice from the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

I would also like to take this opportunity to remind you of the legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) .' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Yours sincerely

Head Teacher

Appendix J

Dear

Re: (Pupil's Name & Date of Birth)

With reference to your application for exceptional leave of absence dated **(date)**, the leave of absence taken between **(dates)** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

I would also like to take this opportunity to remind you of the legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) .' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Yours sincerely

Head Teacher

Appendix K

***Information you may wish to use in a letter to parents if you believe they have taken their children on holiday during term time but haven't requested it**
Please always write to all parents/carers

Dear

Re: (Pupil's Name)

You failed to apply in advance for permission for «Name» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. (State why you are treating this absence as a family holiday)

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

The penalty notice gives you the opportunity to pay a penalty instead of being prosecuted for the offence given above. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £60 per parent, per child. If you pay this penalty within the time limits set out below, no further action will be taken against you in connection with the offence as set out in this notice, i.e. your liability for the offence will be discharged.

Yours sincerely

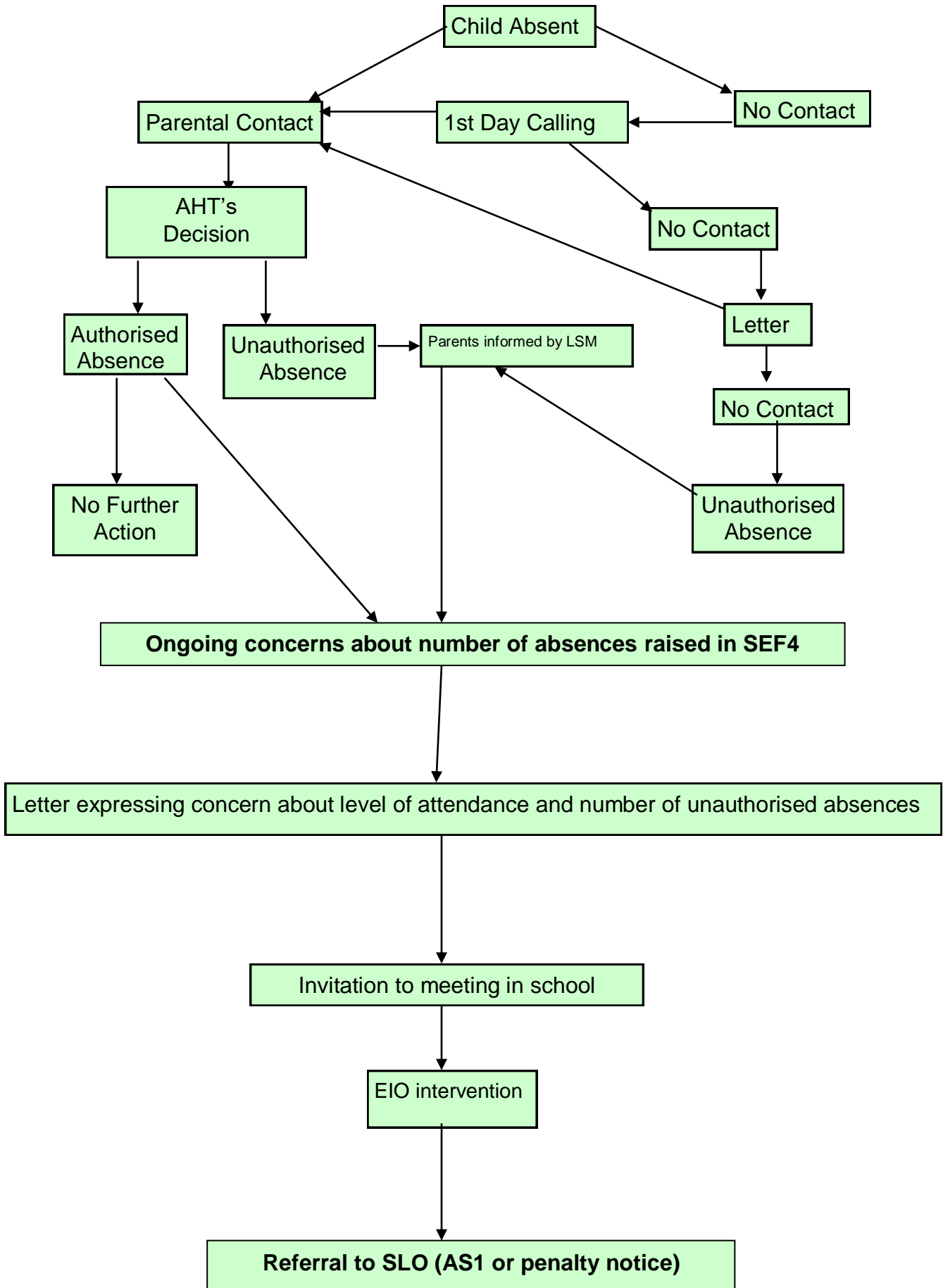
Head Teacher

ATTENDANCE REGISTERS

In order to ensure that we meet our statutory duties in respect of recording pupil attendance data accurately, all members of staff will need to implement the following procedures as conscientiously as possible:

- Electronic registers must be completed in TALISMAN for each lesson, including Tutor periods
- On the rare occasion that TALISMAN is unavailable, a list of absentees should be written down and sent to the School Office asap
- The register should be taken at the beginning of the lesson, with an accurate entry (**Here** or **Absent**) made for each pupil in the class
- Having submitted the data, the completion summary should be checked, supplemented with a simple head-count
- If a pupil arrives after the register has been taken for the first period of the day, the register must be re-submitted with him marked as **Late** if he has a **yellow** Late Slip issued by the Office or if he does not have any Late Slip. If he has a **green** Late Slip, he should be marked as **Here**, as the Office have accepted that he had a genuine reason for not being on time
- Pupils should **not** be sent to the Office if they turn up late without a Late Slip – the Office will pick up his late arrival from the TALISMAN data
- If a pupil arrives after the register has been taken for any other lesson, the register must be re-submitted with him marked as **Late**
- It is recommended that members of staff minimise the TALISMAN window rather than closing it so that re-submitting the register is straightforward
- Any member of staff who regularly fails to record pupil attendance accurately will be considered as failing to meet the core professional standards

School based absence intervention



Kent School Referral Pathway – Pupil Attendance

