



# Attendance and Punctuality Policy

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Audience:	Parents and students

Here at The Orme Academy we are committed to working together to ensure all children receive the best education possible. Empowering learners for life, we want our students to achieve their best, rise to challenges and to enjoy their education. For this to happen children clearly need to be in school. This policy aims to make sure that everyone supporting our children realises that attendance matters, that being in school all day, every day is what is expected of children and that parents have assurance that we will work positively with them if issues arise.

### **Responsibilities**

The Principal has overall responsibility for attendance at the Academy.

The Assistant Principal and Designated Safeguarding Lead, coordinates and quality assures attendance and punctuality across the Academy.

The Attendance Officer, works alongside Heads of Year and Pastoral Support Officers to take responsibility for the day to day running of the Academy's attendance system. Last, but by no means least, Form Tutors/teachers are legally required to complete attendance registers accurately and on time, liaise with parents where attendance is not regular and to inform their tutor group as to their performance in attendance league tables.

### **Key information about the impact of good attendance**

Examination of national data and information from the Department for Education shows a strong link between average absence levels in schools and a child's attainment:

- 90% of children gain five or more good GCSE grades at schools with an average absence of 7.5 days or less per child
- Only 31.3% of children gain five or more good GCSE grades with an average absence of more than 20 days per child
- 5% of children with the highest attendance rates are 1.2 times more likely to achieve 5 or more GCSEs or equivalent at grades 4-9 including English and mathematics and around 1.7 times more likely to achieve the English Baccalaureate than children with average attendance. (source; The link between absence and attainment at KS2 and KS4 2013/14 academic year, DfE, 2014)

Further research shows that young people who are absent from school without permission are **most vulnerable** to being drawn into crime and anti-social behaviour and **more likely to be unemployed** after leaving school.

- A Youth Crime Survey in the last few years showed that 45% of young people in mainstream education who have committed an offence say they have been absent from school without their school's approval
- The survey also showed that 62% of 10-16 year olds who have committed criminal or anti-social behaviour have also had periods of unauthorised absence

Obviously, children who do not attend school regularly are **less likely to achieve** their target levels and/or GCSE grades.

90% attendance might sound impressive, but actually ...

- If a child has 90% attendance over a school year, this means that 4 whole weeks' worth of lessons have been missed
- If 90% attendance is maintained over 5 years, half a school year will have been missed overall
- Research suggests that 17 missed school days in a year = 1 GCSE grade DROP in achievement

90% attendance is not impressive, we use this Attendance Ladder in school to make sure children realise that in Attendance terms, 90% represents a significant, persistent problem that needs to be avoided by staged interventions by the Pastoral Teams in each year.



### Rationale for promoting good attendance

Promoting excellence in attendance and encouraging positive behaviours is the responsibility of the whole Academy community. The Orme Academy will promote the importance of positive behaviour and excellent attendance through the curriculum, PSHCE and enrichment opportunities. Excellent attendance will be recognised appropriately. All children should be at school, on time, every day the Academy is open, unless the reason for the absence is unavoidable. We will ensure that parents are aware of attendance matters as they relate to their child and work with them to ensure good attendance and punctuality.

All children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the Academy, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent.

This Attendance Policy includes procedural referral agreements that are designed to promote and safeguard the welfare of pupils.

## **Registration**

Schools are required by law to take an attendance register twice a day and this shows whether the student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory school age is absent, every half-day absence from school has to be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required.

**Authorised absences** are mornings or afternoons away from school for a good reason like illness, medical appointments or other unavoidable cause.

**Unauthorised absences** are those which the school does not consider reasonable and for which no “leave” has been given. This includes:

- parents keeping children off from school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive to school after the close of the register
- school refusal
- holidays taken during term time that have not been authorised by the Head Teacher

When completing the register, school follow the DFE school attendance guidance to determine which relevant code to use; <https://www.gov.uk/government/publications/school-attendance>

The register will be taken twice a day, at the start of the morning and the afternoon.

### **Morning registration;**

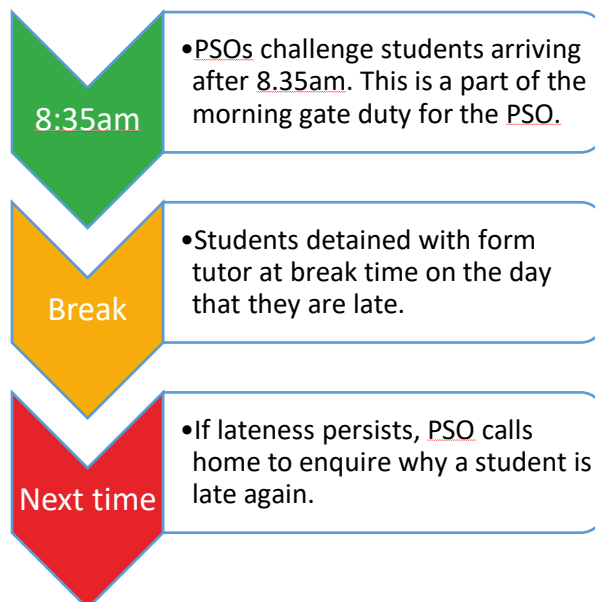
The morning register is taken at the start of Period 1. Children arriving after the register has been taken but before 8.50am are recorded as late – L.

### **Afternoon registration;**

The afternoon register is taken at the start of Period 4

If lateness is a cause for concern, the following procedures will be followed;

1. Children who are late in the morning, before registration, will be kept behind after Tutor Time by their Form Tutor. These children will have already been identified by the Pastoral Support Officer as late on arrival in school.
2. If a child is late for a second time in the space of a half term then the Pastoral Support Officer will keep the pupil back after form time to enquire about the reasons for being late.



3. Parents will receive a phone call, from the PSO at this stage, informing of the concern.
4. Parents will receive a letter if lateness still persists.
5. The Education Welfare Officer (EWO) from Visionary Individual Pathways Ltd ([vipeducation.co.uk](http://vipeducation.co.uk)) will contact Parents to further discuss and offer support and advice to improve persistently poor punctuality. "Persistently" means at least 10 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.
6. Parents will be invited to a meeting with the EWO. This discussion held will be documented by the EWO and an action plan to improve school attendance will be devised with parents and the student during the meeting. A review date will be set if needed.
7. If no improvement is evidenced, The Orme Academy will follow Staffordshire County Councils Code of Conduct for issuing penalty notices for persistent lateness. More information can be found at; <https://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

## Absence

Parents whose children are experiencing difficulties should contact the Academy at an early stage and work together with the staff in resolving any problems. This is nearly always successful.

Alternatively, parents or students may wish to contact the Education Welfare Officer (EWO) from Visionary Individual Pathways Ltd. themselves to ask for help or information. They are independent of the Academy and will give impartial advice. Their telephone number is available from the Academy.

If a child is absent from school, we ask parents to:

- Contact the Academy by 8.40am on the first morning of absence either by telephone (Child Absence Line – 01782 742902 or access Insight and submit an absence form. Parents/Carers should advise us at this point as to the reasons for absence and also how long they expect the child to be absent from school. If this unclear, keep in regular contact with us to update us on the situation.
- Information needs to be shared with the Academy to explain the reason for absence. This evidence can be in the form of a phone call, e-mail or letter in the first instance, along with any supporting medical evidence (appointment letter, copy of medication/prescription).
- Reply promptly to any request or inquiry concerning an absence

If parents do not contact the Academy on the morning of the first day of absence, a member of the administration staff will try to contact them to find out the reason for absence. This ensures that the parent is aware their child is not in school enabling the parent, where necessary, to establish that their child is safe. If a reason for absence is not known by 10.00am, the Academy will request the EWO from VIP Education establishes contact either by telephone, text message or a home visit may be completed.

If a child is expected to be absent from school for a period of more than a week, parent/carers should contact the Academy to arrange for work to be sent home (if the child is physically well enough).

A reason for a period of absence is always required. The Academy will contact parents who have not offered a reason and after a two week period, will mark the absence as unauthorised if no suitable reason is provided.

### **Children Missing in Education**

Schools have a duty by law to refer any absence of 20 days or more to Staffordshire County Council's Children Missing in Education department where they have been unable to make contact with the parent/child or have general concerns about the absence.

In order to avoid any referrals, parents are requested to inform the Academy if they are moving house/area or country and to provide a forwarding address, contact number and the name of new school if known.

### **Medical Absence**

Schools have the responsibility to decide whether an absence can be authorised on medical grounds. In a few cases parents may be asked to provide evidence that their child is too unwell to attend school by providing a note from a medical professional. If the Academy has concerns about the level of medical absence that a student has incurred they will contact the parents/carers to discuss it further and to find out whether their GP or other health professional has been contacted.

If attendance does not improve the Academy may request parents seek a note of explanation from the relevant health professional or may involve the school nurse. If despite the request for the note of explanation, no note is forthcoming, the Academy may not be able to authorise absences unless satisfactory medical evidence is provided to support the pupil's inability to attend school.

### **Long term medical absence**

The Academy follows the procedures set out by Staffordshire County Council "Children who are missing Education due to Health/Medical Needs" More information can be found at;  
<https://search3.openobjects.com/mediamanager/staffordshire/hub/>

### **Medical and Dental Appointments**

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays whenever possible. If this is not possible then confirmation of the appointment will be required prior to authorising the absence. Children are expected to attend the Academy prior to the appointment and parents expected to return their children to the Academy following the appointment whenever possible.

## Requests for leave of absence

Leave of absence requests, including holiday leave requests, may only be granted in exceptional circumstances. If a parent wishes to request leave for their child for any reason they must apply in advance and in writing using the leave of absence request form which can be obtained from the Attendance Office. Where a child does not reside with both parents, it is the responsibility of the parent making the request to inform the other parent. The Academy will send a reply to both parents.

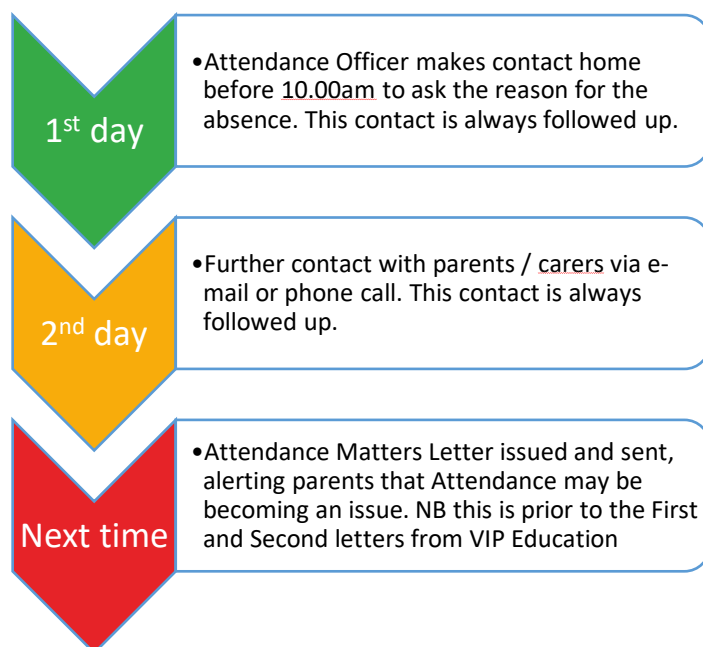
If a request for leave has not been received and we have reason to believe a student is on holiday, a letter will be sent to Parents requesting medical evidence. If no medical evidence can be provided the absence may be coded as unauthorised and a penalty notice request sent to the Local Authority. Parents will also be requested to attend a meeting with the Education Welfare Officer.

## Rewarding good school attendance

At The Orme Academy we value rewards above sanctions and with that in mind attempt to recognise achievement of strong attendance and punctuality as appropriate.

- ✓ Good attendance is recognised on a weekly basis by the pastoral team
- ✓ Best attenders receive merits, praise and recognition.
- ✓ Attendance postcards and letters are issued
- ✓ Attendance Assemblies see students rewarded with praise, treats and rewards.
- ✓ Strong attendance over a longer period of time is rewarded with rewards trips.
- ✓ Sustained good attendance over time is rewarded on a Gold, Silver, Bronze badge scheme in recognition of upholding high standards.

As with everything we do, reward and recognition are crucial to maintain high levels of motivation. In summary we do however need to alert students, teachers and parents to the negative impact upon education that high levels of absence can have. This flow chart, designed to accompany the one earlier in the policy intends to keep us all aware of the procedures and people involved in promoting good attendance.



## Monitoring attendance and lateness in order to achieve Good Attendance

The Academy aims to achieve at least 96% attendance each year. To help with this, we monitor attendance regularly. The Academy has established a system for monitoring attendance and lateness, the purpose and aims of which are as follows:

- Improving the overall percentage of attendance and improve students' punctuality at school.
- Making attendance and punctuality a high priority for all those associated with the Academy including students, parents, staff and members of the Academy Council. Attendance matters!
- Students with attendance above 95% will have their attendance monitored by their form tutor
- Students with attendance between 90% and 95% will have interventions from the Pastoral Support Officer and Attendance officer.
- Students who have attendance that falls below 90% will be considered as persistent absentees and their attendance will be tracked by their Head of Year and the Designated Safeguarding Lead as attendance as low as this is a major cause for concern.
- Providing support, advice and guidance to parents and students
- Developing a systematic approach to gathering and analysing attendance and punctuality related data.
- Developing and implementing an effective system of communication between school and home.
- Rewarding good attendance and punctuality.
- Working effectively with the Local Authority and other agencies that support attendance and punctuality.
- Promoting excellent attendance for any students who are from disadvantaged backgrounds, children in care and children who are themselves carers.
- Responding to the mental health needs that present as non-attendance.
- Reacting to the consequences of the COVID-19 crisis and its impact on attendance.
- Ensuring attendance matters are explained to students with SEND so that their need is not a barrier to accessing their education.

Our Independent Education Welfare Officer from VIP education regularly monitors children's attendance that fall below the Academy's annual attendance target. Where there appears to be a particular problem with attendance, the following procedures are applied;

- A letter is sent to parents informing them of a decline in school attendance and the need for this to improve due to the impact on the student's education
- If school attendance continues to decline, a further concern letter is sent to parents
- If still no improvement seen, parents and students will be invited into a meeting with the Education Welfare Officer to discuss the concerns and to offer support around any possible barriers or problems at home or at school which may be contributing to poor school attendance. The discussion held will be documented by the EWO and an action plan to improve school attendance will be devised with parents and students during the meeting and a review date set if needed.
- If school attendance does not improve, the Academy may follow Staffordshire County Councils Code of Conduct for issuing penalty notice. More information can be found at;  
<https://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

## Circumstances where a Penalty Notice may be issued

Parents/carers have the legal responsibility to ensure that their children attend school regularly and on time, properly dressed, with the correct equipment and ready to learn. Parents may be prosecuted if a child does not attend school regularly and punctually. This will be done under the 1996 Education Act, Section 444. It aims to



ensure that parents carry out their duty to secure suitable education for their children. If a child is in the care of foster carers or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the Academy, education welfare services and social services where such a child's attendance is irregular.

Penalty Notices may be considered appropriate if one of the following criteria is met:

- There is unauthorised persistent absence. "Persistent" means at least 20 sessions of unauthorised absence over a period of twelve school weeks, excluding holidays. These absences do not need to be consecutive.
- There is a period of absence not authorised by the Principal or in excess of the period authorised by the Principal.(e.g. family holiday)
- Persistent late arrival at school, i.e. after the register has closed. "Persistent" means at least 10 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.
- The presence of an excluded child in a public place at any time during Academy hours in that child's first five days of exclusion. An "excluded child" is one who has been excluded from the Academy for a given period under the Education and Inspections Act 2006.
- A Penalty Notice will not be issued in respect of children in the care of the LA with whom other interventions will be used.

A session is equivalent to half a day in school.

#### **Other conditions**

- There will be no limit on the times a Penalty Notice for unauthorised leave of absence can be used in an academic year.
- In cases where there is more than one child in a family with unauthorised absences, Penalty Notices may be issued for more than one child
- Use of a Penalty Notice or formal warning of a Penalty Notice for unauthorised persistent absence / lateness will be restricted to one notice/ warning per parent of a student per academic year.

As part of this process the parent(s) will first be issued with a 20-day notice period, clearly advising that if unauthorised absence / lateness occurs in this 20 day period, a Penalty Notice may be issued. This is to allow the parents a further period to address their child's irregular attendance by working with the Academy or other agencies. It is part of a scaled approach and affords the parents an opportunity to avoid receiving a penalty notice. This is seen as good practice and integral to a proportionate response.

Therefore, the process is as follows:

- The Academy completes and signs a penalty notice request form.
- The Academy provides the students attendance registration certificate signed by the Principal – or their nominated Vice-Principal or Assistant Principal – confirming that non-attendance / lateness during the period was unauthorised.
- The Academy provides an assessment and plan which demonstrates that the use of a Penalty Notice is now the appropriate action to improve the child's school attendance / punctuality.
- The local authority issues a 20-day Warning Notice to the parent(s) advising them of the possibility of a Penalty Notice being issued and that the child must have no unauthorised absence / lateness during the set period.
- If there are unauthorised absences / lateness in the period and after due consideration of the facts of the case with the Academy, issue a Penalty Notice through the post.

Please note:

Where the Penalty Notice is requested from a school in response to a leave of absence (holiday) related unauthorised absence or is in relation to an offence under section 103 of the Education and Inspections Act 2006, the formal warning letter and 20-day improvement period will not apply.

All Penalty Notices are entered onto a database maintained by Families First to ensure that no duplicate Penalty Notices are issued.

Use of a Penalty Notice or formal warning of a Penalty Notice for unauthorised persistent absence / lateness will be restricted to one notice/ warning per parent of a student per academic year.

### **Payment of Penalty Notices:**

Arrangements for payment will be detailed on the Penalty Notice.

The penalty notice fine would be:

- £60 per parent per child if paid within 21 days, rising to £120 per parent per child if paid between 21 – 28 days.
- If the fine is not paid within 28 days you may be prosecuted under section 444 (1) of the Education Act 1996.

If prosecution takes place under section 444(1) of the Education Act 1996 the maximum fine is £1000 per parent per child. This reflects the seriousness of unauthorised absence from school.

The County Council retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment).

### **Non-payment of Penalty Notices:**

Non-payment of a Penalty Notice will result in the withdrawal of the Penalty Notice and will trigger the fasttrack prosecution process under the provisions of section 444(1) of the Education Act 1996.

### **Elective Home Education**

If the Academy receives written notification from parents that they wish to home educate their child then we will inform the Local Authority of the decision to remove the child's name from the admissions register. Whilst the Academy will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record. Prior to making a decision to Elective Home Educate, Parents are requested to contact Staffordshire County Councils Elective Home Education department;

<https://www.staffordshire.gov.uk/education/Elective-Home-Education/Elective-Home-Education.aspx>

### **Summary**

It is vital to a child's progress that they attend school as often as possible and that they are on time. There are strong and proven links between attendance and educational achievement. Attendance of less than 95%

(equivalent to 9.5 days or more absence in a school year) has been shown to compromise a child's attainment. An attendance of 90% is equivalent to missing 19 days or nearly 4 weeks from school in a year. Only 10% of students who are persistently absent from school achieve 5 A\*-C grades at GCSE.

**Impact of absence:**

90% attendance = 19 days off school

85% attendance = 29 days off school (a whole half term!)

80% attendance = 38 days off school

70% attendance = 57 days off school (a whole term!)

**Impact of lateness:**

Over a school year –

5 minutes late every day = 3 days absent

15 minutes late every day = 10 days absent

30 minutes late every day = 19 days absent

If parents have any concerns relating to attendance or lateness that they wish to discuss, they should contact the Attendance Officer in the first instance. Academy staff are committed to working with parents as the best way to ensure as high a level of attendance as possible. Equally, parents have a duty to make sure that their children attend.

## Appendix 1: Absence Codes – Reference guide

The following codes may be useful to you as parents if we do send you a copy of your child's registration certificate for you to verify or when accessing Insight:

NB: Each day is divided into two sessions (am and pm) so two marks are recorded for each day (one for the morning and one for the afternoon). Different codes are used on Insight for the PARS lesson registration system. These are explained on Insight.

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site	Approved educational activity (absent)
C	Other authorised circumstances	Authorised absence (absent)
D	Dual registration	Approved educational activity (absent)
E	Excluded	Authorised absence (absent)
F	Extended leave of absence (agreed)	Authorised absence (absent)
G	Extended leave of absence (not agreed)	Unauthorised absence (absent)
H	Leave of absence (agreed)	Authorised absence (absent)
I	Illness	Authorised absence (absent)
J	Interview	Approved educational activity (absent)
K	Present in school but elsewhere (exams, in sick room, etc)	Present
L	Late (before register closes)	Present
M	Medical/dental appointments	Authorised absence (absent)
N	No reason yet provided for absence	Unauthorised absence (absent)
O	Unauthorised absence	Unauthorised absence (absent)
P	Approved sporting activity	Approved educational activity (absent)
Q	Lesson cancelled (particularly applies to sixth form students)	Authorised absence (absent)
R	Religious observance	Authorised absence (absent)
S	Study leave (particularly applies to sixth form students)	Authorised absence (absent)
T	Traveller absence	Authorised absence (absent)
U	Late (after register closed)	Unauthorised absence (absent)
V	Educational visit or trip	Authorised absence (absent)
W	Work experience	Authorised absence (absent)
X	Non-compulsory school age absence	Attendance not required (absent)
Y	Enforced school closure	Attendance not required
Z	Child not on roll	Attendance not required
-	All should attend/no mark recorded	No mark
#	School closed to children and staff	Attendance not required

## Summary

The Academy has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. Academy staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

**Appendix 2: Attendance Matters Letter**

The following letter is automatically issued to parents on the third consecutive day of absence, or the third day in any half term to ensure parents are aware of the incremental impact on projected progress of just 3 days absence.

Dear «salutation»

**Re: «chosen forename» «chosen surname» «year reg»**

Good attendance at school is the key to unlocking your future. Students who attend school every day, all the time are proven to have brighter futures, enjoy school more and ultimately achieve better outcomes. Attendance matters, we must all do everything we can to make sure that children don't miss out on their education, it's so important! How can we aspire to be our best and miss out on any precious time at school?

Please take a look at the diagram below to illustrate the impact of just a few days off school on overall attendance for the year.



Our records show that «chosen\_forename» has missed \_\_\_\_\_ sessions this year. This means that «chosen\_forename»'s attendance for this academic year can now only reach a maximum of \_\_\_\_\_ %. Please be aware of this when making decisions about attendance matters.

If you have any queries about «chosen\_forename»'s attendance please contact «his\_her» form tutor, «tutor» or Mrs Downs, Attendance Officer on 01782 742900.

**Appendix 3: Initial letter to parents from EWO. Letter 1**

We regularly monitor attendance and are concerned that your child has achieved *percentage attendance*% whilst the school expects 96% or above.

Whilst we realise that there may have been genuine reasons for the low attendance, we are now concerned that *child's name* will be falling behind with *his/her* work. It is now important that we start to see an improvement.

I hope you will support the school in its commitment to ensuring to good attendance. It is not only essential for students if they are to succeed at school but, additionally, for their future working life.

If you have any queries please do not hesitate to contact Mrs L Downs the attendance officer on 01782 742902.

#### **Appendix 4: Second letter to parents from EWO. Letter 2**

As you are aware we are concerned about your *son/daughter's* attendance and we have not yet seen an improvement.

*Child's name* attendance is currently *percentage attendance*%.

Our Education Welfare Consultants, come into school regularly to monitor attendance and are now monitoring *child's name*. It is now urgent that we start to see an improvement.

If there are any concerns, please do not hesitate to contact Mrs L Downs, Attendance Officer on 01782 742902.

I hope you will support the school in its commitment to ensuring good attendance. It is not only essential for students at school if they are to succeed but, additionally, for their future working life.