

School Policy for:	Attendance Policy		
Date:	November 2021		
Policy Lead(s):	Laura Goodhead		
Approved by (X):	<i>Full Governing Body</i>		<i>Business Management Committee</i>
	<i>Pay Committee</i>		<i>Pupil and Resources Committee</i>
	<i>Curriculum and Students' Progress Committee</i>		
Approval signature and/or date:	17/11/2021 Chair of Governors	<i>Michael Walsh</i>	
Next review date:	November 2022		



**CHILWELL
SCHOOL**

Attendance Policy

SCHOOL ATTENDANCE POLICY

1. Introduction

This attendance policy is intended to inform parents and carers of their rights and responsibilities concerning attendance and punctuality and to guide members of staff who are empowered to deal with matters of attendance within Chilwell School.

The Staff and Governing Body at Chilwell School and 6th Form College give a high priority to its students' educational achievement and believe that maximum student attendance and punctuality are essential in order for all young people to achieve their full potential. Underpinning this commitment is a belief that only if children attend school regularly and punctually will they be able to take full advantage of the opportunities available to them. This policy has been introduced in order to help achieve this aim and the staff and governors are committed to working in partnership with parents and carers to ensure that it is effectively and appropriately implemented.

2. Background

There are strong and proven links between student attendance and educational achievement. Attendance of less than 95% (i.e. absences of 9.5 days or more out of the 190 student days in the school year) has been shown to compromise student attainment. At 90% attendance students miss the equivalent of almost 4 weeks education (19 days) and only 10% of students who are persistently absent from school achieve 5 9-4 grades at GCSE.



3. Principles

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community. The school will promote positive behaviour and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is

Share • Care • Believe • Achieve

unavoidable. All absence leave is at the discretion of the Head teacher and is not an entitlement

4. Legal Framework

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

5. The Registration System

The school registers students using SIMs electronic registration during AM registration, and thereafter in every lesson. All students must be marked as either present or absent on all registers. Staff must take care to record the mark on SIMs carefully so that missing marks do not occur. All registers must be completed for both safeguarding and for data purposes. Form Tutors and Teachers are asked to ensure that the register is completed within ten minutes of the session starting, and that lateness after the register is taken is recorded on SIMs so that persistent lateness to lessons can be dealt with by department teams. National codes as issued by the DfE are used to record attendance information (see appendix 2). The registers are kept for 3 years after a cohort have left the school.

6. Absence Procedures

School attendance staff are responsible for the day to day running of the school's attendance system including first day absence contact. The school applies the following procedures in deciding how to deal with individual absences:

- Parents/Carers should contact the school before the start of the school day and state why the child is absent and where possible for how long the absence will last.
- The school operates a first day contact for all pupils/students, however, it is the responsibility of the parent/carer to make the school aware of the absence and the reason for it.

Share • Care • Believe • Achieve

- If your child is absent and you have not contacted the school we will aim to telephone or text you on each day of absence.
- Medical evidence may be requested to authorise any absences and will be needed if a your child has attendance below 95% or has 3 days of unauthorised absence in a 6 week period. This can be in the form of a medical note, appointment slip, doctors letters etc.
- If you are unable to contact the school on your child's first day of absence you must send a note on the first day of your child's return to school with an explanation for their absence.
- If absence persists, you will be asked to discuss the situation with the Year Leader or Senior Staff.
- If the situation does not improve and the school has exhausted all efforts at addressing the matter, it will be referred to the Targeted Support Service.

Student services monitor daily attendance registers and contact parents regarding absences. The school attendance office will action any attendance concerns.

Please see Appendix 1 and Appendix 2 for procedures including COVID attendance procedures.

7. Lateness

Poor punctuality is not acceptable. Students must attend on time to morning registration to get important information for the day. Late arrival to lessons disrupts teaching and learning

If your child is persistently late, you will be contacted by the Year Co-ordinator or Senior Staff.

8. How we manage lateness

The school day starts at 8.50am and that is when we expect to see your child in class. At 9.30am the registers will be closed. If your child arrives after this time they will receive a mark that shows them as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Afternoon registration will take place at 13.30pm during lesson 5 and registers will be closed at 2.00pm.

- Pupils who arrive to registration after 8:50am will be given a same day after school C3 late detention.
- Pupils who miss the C3 late detention will receive a C4 SLT detention the following day.

Lateness to lessons is dealt with by the subject department and sanctions will be imposed where appropriate.

Share • Care • Believe • Achieve

If you are having problems getting your child to school on time, for whatever reason, please contact the school.

9. Persistent Absence

A pupil becomes a persistent absentee when their attendance drops to 90% or less **for whatever reason**. In one year, this is the equivalent of 28 half days or five and a half school weeks of missed education. Absence at this level does considerable damage to a child's education prospects and the school need the parents' full support and co-operation to tackle this.

If a child's absence drops below 90% or if they have been absent for more than 3 days (6 sessions) unauthorised absence within a 6 week period, then a letter will be issued advising parents that their attendance will be monitored. The monitoring period will last 30 days and should the child's absence reach 3 days (6 sessions) within a 6 week rolling period then a 'Penalty Issue Notice' request will be issued to the Local Authority (see appendix 3). Both parents will be liable to receive a Penalty Notice. A pupil who is reaching the PA mark is referred to Targeted Support. Parents will be informed of this.

The school provides parents with a Attendance leaflet to help them understand the attendance procedure (Appendix 1).

10. Leave of absence during term time

We ask parents/carers to book their family holidays during the school holidays. Parents do not have any entitlement to take their children on holiday during term time. The Education (Pupil Registration)(English)(Amendment) Regulations 2013, which became law on 1 September 2013, states that head teachers may not grant any Leave of Absence during term time unless there are exceptional circumstances. Applications for Leave of Absence must be made in writing to the Head teacher at least 4 weeks in advance of the intended holiday. The Headteacher should determine the number of school days a child can be away from school if leave is granted. In accordance with the above Regulations, requests for leave of absence are treated sympathetically but only in exceptional circumstances can they be approved. The policy of Nottinghamshire County Council, to which this school has agreed, states that parents who take their child out of school, without the authority of the Headteacher, will each be liable to receive a Penalty Notice. A Penalty Notice will be requested if the unauthorised absence exceeds 3 days (6 sessions) over a 6 week rolling period. Parents will be notified of this request (see appendix 3).

11. Penalty Notices

Penalty Notices will be issued by the Local Authority. Each parent is liable to receive a penalty notice for each child. A Penalty Notice may be issued to parents/carers who are:

Share • Care • Believe • Achieve

- Failing to secure their child's regular school attendance and are failing to engage with supportive measures to improve attendance proposed by the school.
- Taking their child out of school for a holiday during term time for five days or more without the authority of the Headteacher.

As of the 1st September 2013, the rate per parent per child will be £60.00 if paid within 28 days rising to £120.00 if paid after this time. If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, under Section 444 Education Act 1996 and if proved, may receive a criminal conviction/prison sentence and/or fine to the maximum of £2500.00 plus costs.

There is no right of appeal against an Education Penalty Notice once it has been issued correctly and in line with the Nottinghamshire Code of Conduct.

If a parent believes that the reason for their child's unauthorised leave of absence from school in term time was not properly understood and that it should have been considered as exceptional by the Head Teacher then the parent needs to have that discussion directly with the school.

The local authority cannot overturn a Head Teacher's decision to unauthorise a pupil's absence from school during term time

11. Responsibilities

The headteacher and assistant headteacher – pastoral, are responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

12. Summary of Responsibilities

The headteacher will:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

The assistant headteacher will:

- Oversee the Attendance policy.
- Set annual targets for attendance.
- Inform governors of attendance data through Governor reports.

Students will:

Share • Care • Believe • Achieve

- Attend school regularly.
- Arrive on time and be appropriately prepared for the school day.
- Tell a member of staff about any problem which is making it hard for them to attend school regularly.

Parents/carers will:

- Encourage their children to attend school every day and on time in accordance with the signed home/school agreement.
- Ensure that they contact the school before the start of the school day whenever their child is unable to attend school.
- Ensure that their child arrives in school fully prepared for the school day.
- Provide the school with up to date home, work and emergency contact numbers.
- Send a letter stating the reasons for and duration of all unauthorised absence upon the child's return.
- Send a letter requesting absence in exceptional circumstances (see appendix 2) which must be submitted at least 4 weeks in advance to the Head Teacher who will then inform you of the decision.
- NOT request term time absences during periods where there are public examinations and assessments.
- Make arrangements to complete course-work or curriculum work if a period of absence has been agreed.

Form/subject teachers will:

- Ensure that registers are completed accurately and on time at the start of each session.
- Report any concerns relating to attendance to their Year Leader/School Attendance Assistant.
- Contact parents where concerns are identified.

The year leader will:

- Monitor attendance and punctuality and where concerns are identified, parents contacted.
- Promote and reward excellent attendance by students.
- Use appropriate sanctions to address unexplained absence. For example curriculum detention, referral to curriculum leader, or contact home.
- Generate unexplained absence/punctuality letters to parents/carers.
- When an individual pupil's attendance level falls below 90% in any term without good reason, contact parents/carers and prepare the relevant fine documentation.

The attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the assistant headteacher

Share • Care • Believe • Achieve

- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

Student services will:

- Input attendance data on a daily basis.
- Monitor lesson by lesson attendance.

The assistant headteacher will:

- Oversee the Attendance policy.
- Set annual targets for attendance.
- Inform governors of attendance data through Governor reports.

The Governing Body will:

- Ensure that the school has a whole school attendance policy in place.
- Receive annual reports from the Assistant Headteacher and Headteacher in respect of attendance data and trends.
- Monitor the effectiveness of the whole school policy.

12. Review

This policy will be subject to review and evaluation annually.

Signed _____ [Name]
(Headteacher)

Date _____

Signed _____ [Name]
(Governor)

Date _____

Appendix 1 – Parent Leaflet main school (including COVID arrangements)

Chilwell School Attendance

FAQ

COVID-19 Procedures

Pupils who have symptoms should self-isolate and get a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school.

If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone.

If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the member of the household tests negative, the pupil can stop self-isolating and can return to school.

If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms.

Share • Care • Believe • Achieve

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The [NHS test and trace](#) guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious.

What if my child develops COVID-19 symptoms whilst at school?

We will contact you immediately and your child will be hosted in a separate area of the school until you are able to collect them. Please then follow NHS guidance

Does my child have to attend if we are living with someone who is classed as vulnerable?

Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of COVID-19. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their

health professional before returning to school in September (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health.

Where children do not attend school as parents are following clinical and/or public health advice, absence will not be penalised.

My child has health complications and I am worried about them returning to school, do they have to attend?

Please see above

I do not feel happy about my child returning to school, can I choose to not to send them?

The government has been very clear that education is not optional, and you therefore cannot choose whether your child attends. Failure to attend, unless in circumstances outlined above may result in unauthorised absences and consequently a local authority fine.

What is an 'unauthorised absence'?

Regular attendance at school gives your child the best chance at academic success and the opportunity to participate in wider school life.

Share • Care • Believe • Achieve

As a parent you are legally required to ensure your child is in school and report to the school when and why if they aren't. This leaflet will cover the most common scenarios of absence and what to do in those cases.

If the procedures laid out are not followed or we haven't been given a reason for the absence this could result in an 'unauthorised absence'.

The Local Authority states that in excess of 3 days or 6 sessions (AM/PM) of unauthorised absences in a term we are able to enforce a penalty notice and refer to the Early Help Unit. The fine is £120. It is reduced to £60 for payment within 21 days.

Where a fine remains unpaid the matter may be enforced at the Magistrates Court where the cost could rise to £1000 per parent, per child.

The Local Authority issue one fine per 6 weeks for unauthorised absences however, they will not issue more than two in a rolling 12 months. Any person taking more than two periods of unauthorised absence may be dealt with directly by the court.

How does Chilwell School deal with attendance?

Day one of unauthorised absence:

If your child has been absent and we haven't yet had a reason you will be contacted via text message to ring the school and let us know why your child is off school.

Share • Care • Believe • Achieve

Day two of unauthorised absence:

We will send home a letter letting you know that we are monitoring your child's attendance for the next 6 weeks and further incidences may result in a referral and a penalty notice. Our Attendance Officer will also call home to try and ascertain a reason for the absences to see if we can resolve the issue

Day three of unauthorised absence:

Home visit by our attendance officer and a letter inviting parents/carers to a consultation to discuss possible issues resulting in poor attendance

Day four- eleven of unauthorised absence:

Our Attendance Officer will continue to work holistically with you and your child to help increase attendance by setting an action plan. Continued unauthorised absences mean you will be issued a final warning and we may seek to enforce a penalty notice and refer to the Early Help Unit. We will write to let you know we have done so.

NB. Failure to respond to the consultation letter or engage with the action plan may result in a quicker escalation to a penalty notice

What if....

My child is ill?

If your child's attendance is above 95% you can contact the school and we can authorise this as an illness for the first and second day. If the illness exceeds

Share • Care • Believe • Achieve

two days we must have evidence confirming they are not well. This could be an appointment card, prescription or doctor's note.

If your child's attendance is below 95% or having the time off results in attendance falling below 95% we must also have evidence confirming they are not well. This could be an appointment card, prescription or doctor's note.

We want to go on holiday?

Holidays during term-time are not permitted by law except in exceptional circumstances. If you would like to request a holiday under exceptional circumstances please put your request in writing to Head Teacher David Phillips you will then be notified on the outcome of your request.

Unauthorised holidays automatically result in a penalty notice. For further details contact our Attendance Officer.

There are exceptional circumstances?

If your child is not able to attend school for a reason such as a funeral you can contact our Attendance Officer to have this authorised.

My child has an appointment?

If your child has an appointment please provide evidence of the appointment and we are able to authorise this. Whole days off for appointments are not permitted.

My child is late?

Arriving after 8:55am and before 9:30am will result in a 30 minute detention after school. Arriving after 09:30am is classed as an unauthorised absence and the attendance strategy will be followed.

Contact Us

Any questions or queries do not hesitate to contact our attendance officer K

John-Baptise on:

Chilwell School
Queens Road West
Chilwell
Nottingham
NG9 5AL

Tel: 0115 9252698 Ext: 155

Email: [K. John-Baptise@chilwellschool.co.uk](mailto:K.John-Baptise@chilwellschool.co.uk)

Share • Care • Believe • Achieve

Appendix 2 – Absence in Exceptional Circumstances

Family emergencies need careful consideration. It is not always in the best interests of the child nor wholly appropriate for them to miss school for family emergencies that are being dealt with by adult family members. School and school friendships and relationships can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background to life during times of upheaval. However, where the Head Teacher judges there to be genuine and pressing reasons for a student to be absent during term-time, they may agree up to a maximum of 10 consecutive days absence in any one school year in exceptional circumstances.

Holidays should NOT be taken during term time. However, there may be exceptional/unavoidable circumstances in which case an application should be made in writing to the Headteacher requesting permission for a pupils' leave of absence from school at least four weeks before the holiday.

Acceptable reasons for absence:

- Medical when appointments cannot be obtained before/after school or in the holidays
- Illness (a doctor's certificate/letter is required)
- Bereavement – the death of a close family member
- The observance of religious holidays

Unacceptable reasons for absence:

- Shopping trips
- Day trips
- 'Treats'
- Booking holidays because it is cheaper in term time
- Birthdays

Share • Care • Believe • Achieve

Appendix 3 – Absence codes

Cod e	Statistical Meaning	Physical Meaning
-	No mark recorded	All should attend/No mark recorded
/	Present	Present am
\	Present	Present pm
B	Approved Educational Activity	Educated off site
C	Authorised absence	Other authorised circumstances
D	Approved Educational Activity	Dual registration (ie pupil at another educational establishment)
E	Authorised absence	Excluded
F	Authorised absence	Extended family holiday (agreed)
G	Unauthorised absence	Family Holiday (not agreed)
H	Authorised absence	Family Holiday (agreed)
I	Authorised absence	Illness
J	Approved Education Activity	Interview
L	Present	Late
M	Authorised absence	Medical/dental (not illness)
N	Unauthorised absence	No reason yet provided
O	Unauthorised absence	Unauthorised circumstances
P	Approved Educational Activity	Approved sporting activity
R	Authorised absence	Religious observance
S	Authorised absence	Study Leave
T	Authorised absence	Traveller absence
U	Unauthorised absence	Late (after registers close)
V	Approved Educational Activity	Educational visit
W	Approved educational activity	Work Experience
Y	Approved absence	Enforced school closure
#	No mark recorded	School closed to pupils

Appendix 4 – Sample Letters

Example letter warning of Penalty Notice for unauthorised absence

Our Ref:

Mr xxxxxxxx & Ms xxxxxxxx
XX Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

The registers at X School show that, to date, your child has missed 3 days (6 sessions) of school due to unauthorised absences over the last 3 weeks. This means that your child's absence from school now meets the persistent absence threshold. You, as parent, have legal responsibility under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly. As such unless your child's attendance improves you will be referred to the local authority for a Penalty Notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

From (insert date). (Insert name) attendance will be monitored for 30 days and should it reach 3 days (6 sessions) over a 6 week rolling period we will request that the local authority issue a penalty notice. The notice can be issued to both parents/carers for each child whose absence is persistent.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

Yours sincerely

Mr D Phillips
Head Teacher

Example letter warning of Penalty Notice for Holidays taken in term time

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

I note your application to take out of education for days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

If you do remove from school for the period stated in your application I will request that the local authority issues a penalty notice.

Yours sincerely

Mr D Phillips

Head Teacher

Example letter advising parent that school have requested Penalty Notice to be issued for unauthorised absence

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX Meadow Lane
Nottingham
NG7 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

Further to our letter dated 5 April 2012 notifying you that a 30 day period of formal monitoring would commence on 16 April 2012 for Child xx. We are now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely

Mr D Phillips
Head Teacher

Example letter advising parent that school have requested Penalty Notice to be issued for holiday in term time

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX Meadow Lane
Nottingham
NG7 5HP

Dear Mr xxxxxl & Ms xxxxxxx

Child X (dob XX/XX/XXXX)

On (Date) we wrote to you to explain that theSchool would not authorise(child name) absence from school for days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly. Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely

Mr D Phillips

Head Teacher

Example letter to Local Authority requesting Penalty Notice to be issued

Our Ref:

Family Service
Home Brewery Building
Sir John Robinson Way
Arnold
Nottingham
NG5 6DA

For the Attention of Enforcement Lead

Dear.....

Penalty Notice Request – Chilwell School

I am requesting that Mr xxxxxxxx and Ms xxxxxx are issued with a Penalty Notice for failure to ensure that xxxx(child) (date of birth xx/xx/xx) attends school regularly. I enclose a copy of the letters sent to Mr xxxxxxxx and Ms xxxxx, a copy of child's attendance certificate, showing the unauthorised absences and a copy of the case notes.

I look forward to hearing how the case has progressed.

Yours sincerely

Mr D Phillips

Head teacher

Share • Care • Believe • Achieve