

# Attendance and Punctuality Policy 2023

Ratified by the Governors Personnel Committee: September 2023
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This Policy is due for review September 2026 (Every 3 years)
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‘To inspire our students to be **confident** and **open-minded** through **exceptional teaching** in a **caring school community**.’

**Everyone Matters, Everyone Achieves**

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## **Introduction**

At HWS, our shared and common purpose is to work together in a caring and considered way to ensure that every child, whatever their background, receives a high-quality education. We have a shared belief that excellent school attendance is a critical factor in your child's achievement at school and we are committed to helping every child and their family to achieve this.

Excellent attendance is the responsibility of the whole school community. For your child to gain the greatest benefit from their education they should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

We appreciate that the barriers to accessing education can be wide and complex, both within and beyond the school gates, and are often specific to individual students and families. Improving attendance is everyone's business: effective communication and joined-up working are paramount.

This policy considers our obligations under the equality act 2010 and the UN Convention for the Rights of the Child.

**The roles and responsibilities of our school, parents and students can be found in Appendix C, and how we manage absences in Appendix D.**

## **Our HWS Commitment**

Our School strives for 100% attendance for all students, however we appreciate that children can be ill or have rare unavoidable absences for other reasons. Therefore, our overall school target is at least 95% attendance.

All staff are made aware of how each of their roles impacts on attendance and punctuality and that every member of staff, regardless of their role, can make a difference (See Appendix C for 'Roles and Responsibilities'). All staff will receive training commensurate with their roles.

The school will listen to and support students and parents/carers to achieve good attendance and punctuality and will work closely with them where absence is a cause for concern.

We will report to you regularly on how your son/daughter is performing in school, including what their attendance and punctuality rate is and how this relates to their attainment.

We will celebrate and reward good and improving attendance by displaying individual, tutor group and year group achievements and through tutor group competitions, certificates and other events.

## **Our Expectations of Parents/Carers**

**In line with government guidelines, we expect parents and carers to:**

- Ensure your child attends on time every day the school is open except when a statutory reason applies.
- Notify us on the first day when your child has to be unexpectedly absent (eg: sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.

- Take responsibility to inform the school of any changes to their contact details, including mobile phone numbers to which absence alerts may be sent.

**Further information on understanding attendance can be found in appendix A**

## **Absence Procedures**

The school day starts at 8.35am and ends at 2.55pm. We expect all students to be within our school site by 8:30am.

An attendance register will be taken each school day at the start of the first session and once during the second session. Students will be recorded as:

- present
- attending an approved educational activity
- absent
- unable to attend due to exceptional circumstances

Registers will be recorded according to the Department for Education Attendance and Absence codes and HWS agreed operating procedures for coding and register management.

### **If your child is absent you must:**

- Contact us before 8.30 am on the first day of absence and every further day of absence until they return by phoning our absent line number 0208 342 7970.
- Provide medical evidence such as a doctor / consultant note if your son/daughter's attendance is below 96% and you have received a letter informing you that their attendance is a cause for concern.

### **If your child is absent we will:**

- Contact you on the day of absence if we have not heard from you.
- Contact you if your child has an attendance of less than 96% to inform you that documentation will be required to authorise any absence due to illness. This can be a doctor's note, hospital letter, appointment card, copy of prescription or packaging from prescribed medication.
- Check ongoing medical issues and these will be authorised, as long as medical evidence has been provided.
- Invite you in to discuss the situation with a member of staff if absences persist.

## **Who to contact and where**

Reporting an absence on the day: Deborah King

Medical evidence explaining the absence should be sent to: [dki@hws.haringey.sch.uk](mailto:dki@hws.haringey.sch.uk)

The senior leader responsible for the strategic approach to attendance is: Dean Mansfield

**For more information on types of absence please see Appendix A**

**For information on how we track and monitor attendance see Appendix D**

## **Persistent Absence (PA)**

In accordance with DFE guidance, your child becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. This means 19 or more days of absence over the whole year. We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and Parents/Carers will be informed of this immediately.

### **In these circumstances we expect parents and carers to:**

- Work with us and other agencies to help us understand your child's barriers to attendance.
- Proactively engage with the support offered which may include more formal support such as a parenting contract and / or a voluntary early help plan.

### **We will:**

- Put additional targeted support in place to remove any barriers, including working with other partners where necessary.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Hold more formal conversations with parents and be clear about possible future legal interventions where there is a lack of engagement.
- Intensify support through statutory children's social care if we have safeguarding concerns.

## **Severe Absence (SA)**

In accordance with DFE guidance, your child is considered to be a 'severe absentee' if they are absent for more than 50% of their current attendance. This would mean over 95 days of absence over the whole year. Any student who is at this level of attendance is deemed to be at serious risk of harm.

### **In these circumstances we expect parents / carers to:**

- Work with us and other agencies to help us understand your child's barriers to attendance.
- Proactively engage with the support offered which will include more formal support such as a parenting contract and / or a voluntary early help plan.

### **We will:**

- Continue support as for persistently absent students.
- Agree a joint approach with the local authority and consider a whole family plan, EHCP, or alternative form of education provision.
- Consider, through the local authority, conducting a full children's social care assessment and build attendance into children in need and child protection plans where they exist.

## **Term Time Leave of Absence and Holidays**

The school will only consider a formal application (**See Appendix E**) for a leave of absence at least one month in advance of the dates requested. Only exceptional circumstances will warrant a leave of absence. We will consider each application individually and take into account exceptional circumstances. Our policy is **not to authorise any family holiday during term-time unless there are exceptional circumstances.**

**The following factors will be considered:**

- Can this event take place in the school holidays?
- What the current level of attendance is and unauthorised absence over the year to date.
- Any leave of absence taken previously.
- The time requested is linked to the examination / assessment period.
- Age and year group of the student.

**The school will not consider:**

- The availability of cheaper holidays.
- The availability of the desired location.
- An overlap at the beginning or end of school term.
- The working pattern or availability of parental holiday entitlement.

Any period of leave taken without the authorisation of the school, or in excess of that agreed, will be classed as unauthorised and will be referred to the Local Authority to issue a Fixed Penalty Notice fine.

A child's name can be removed from the register if the student has been granted a leave of absence and:

- s/he has not returned by the agreed date
- the Headteacher is not satisfied that this is because s/he is ill or the absence is unavoidable.

**Vulnerable Children**

It is recognised widely that some groups of students are more vulnerable to poor attendance than others. Students with medical needs, SEN, Disabilities, Young Carers, Looked After Children, Students with a social worker or in receipt of the pupil premium are likely to require more targeted support. These groups will be carefully monitored and intervention targeted appropriately. In exceptional cases, we will gain advice from the Educational Welfare Service.

The school recognises that "all schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more", (DfE guidance, October 2016)

**Long Term Absence and Reintegration to School****Students with medical conditions, special educational needs and disabilities**

If a student with a diagnosed medical condition has a period of long-term absence, parents/carers need to contact the SENDCO, who will work alongside the attendance staff to ensure a designated key worker is identified. The key worker will be responsible for collecting work, or checking it has been set on Google Classroom and arranging for it to be collected and returned.

If a student is off school for more than two weeks, the key worker will arrange regular contact with the parents/carers to go through work that has been set and to discuss the next phase of support. If meetings are conducted in school, it is advised that the student should attend so that they can ask any questions about the work and so that they can maintain their contact with the school. In exceptional circumstances, where a

student is unable to attend these meetings in school, virtual meetings will be conducted or home visits may be carried out by the key worker.

Following a period of long-term absence due to health problems, reintegration will be supported to enable students to re-engage with their learning as smoothly as possible. Meetings will be held with the SENDCO, a member of the pastoral team, medical professionals (as appropriate) and the parents/carers and student to ensure that the reintegration is structured to facilitate a smooth transition. Where appropriate, personalised timetables and supported lessons will be arranged, to allow for a phased return to school. Social time is also supported so that students who have been absent for prolonged periods can feel confident as they reconnect with their peers.

### **Part-time Timetables**

A part-time timetable will only be in place for the shortest time necessary (six weeks maximum) and will not be treated as a long-term solution. It will be time limited with regular two weekly review meetings conducted by the Head of Year and/or SENDCO with a view to the student attending full-time. If the student is unable to attend full time after this period, then an alternative provision must be considered.

In agreeing to a part-time timetable, the absence will be recorded as authorised by the school.

### **Managed moves**

Students from HWS who are on managed moves to other schools will be listed as 'Dual roll – main' on the Admissions Register. The relevant Head of Year and Deputy Headteacher responsible for managed moves are required to ensure the accuracy of the registration. During their period of time at the host school they will be coded as D in the daily register.

Students who are attending HWS on managed moves will be listed at 'Dual roll – subsidiary' on the main Admissions Register as notified by the relevant Head of Year and Deputy Headteacher responsible for managed moves. During their period of time at HWS they will be coded in accordance with the school policy.

### **Alternative Provision (inc Tuition in the Community)**

Students from HWS who are attending Alternative Provision, including Tuition in the Community, Haringey Learning Partnership, college placements etc. will be listed as 'Dual roll – main' on the Admissions Register. The relevant Head of Year, Deputy Headteacher responsible for managed moves, in collaboration with the Head of Academic Intervention and Progress, are required to ensure the accuracy of the registration. During their period of time at the host provider they will be coded as D in the daily register.

### **Roll**

It is essential that advance written confirmation is provided to the school by parents regarding a student going off roll. This information should include, where possible, the name and address of the new school that the student will be attending. This will allow the school to confirm starting dates. The Headteacher's PA will take the student off roll only after confirmation by the Key Stage Pastoral Support Officer and the Attendance Officer. All students taken off roll should be communicated to teaching staff via the Pastoral Bulletin.

Where a parent has declared their intention to Electively Home Educate they will be advised to formally

inform the Headteacher. The Head of Year will always refer these cases to the EWO for follow up by the Haringey Home Education Officer.

## Legal Interventions

At all times HWS will try and support parents/carers without the use of legal intervention. However, if parents/carers are not supporting good attendance, the school, via the local authority, may exercise its legal powers to address poor attendance in school with all parents/carers who have the day to day responsibility for the child. These interventions include:

- **Parenting Contract** - A parenting contract is a formal written agreement between a parent and the school to address poor attendance. It is intended to provide support and offer an alternative to prosecution. If there is non-compliance then an alternative course of action will be taken which may lead to fines and prosecution.
- **Education Supervision Order (ESO)** - This can be used when a formal parenting contract has failed. It is an action plan that would be overseen by the high or Family Court. Non-compliance with the directions given in an ESO can lead to a fine of up to £1000.
- **Penalty Notices** - Section 23 of the Anti-Social Behaviour Act 2003 allows penalty notices (fines) to be issued to parents/carers. They are an alternative measure to the prosecution of parents/carers who fail to ensure that their child attends school. A penalty notice will be issued by the local authority in line with its code of conduct when a child's absence has not been authorised by the school. This is issued to any adult with parental responsibility for each child. The penalty is £60 per parent/carer per child if paid within 21 days, increasing to £120 per parent/carer per child if paid between 21 and 28 days. If one or both parents/carers fail to pay the penalty notice in full, then the local authority may decide to prosecute the parents/carers.
- **Prosecution:** If a child fails to attend school regularly at which they are registered then the parents/carers may be guilty of an offence and may be prosecuted by the local authority. They have the power to prosecute parents/carers who fail to comply with a school attendance order under section 443 of the Education Act 1996 or fail to ensure their child's regular attendance at a school under section 444 of the Education Act 1996. The fines available to the courts if the parents/carers are found guilty could be between £1000 and £2500. The courts can also sentence parents/carers for imprisonment for up to 3 months.
- **Parenting Order** - The order requires a parent to comply with the arrangements specified in the order by the Court which can include a requirement for parents to attend counselling or guidance sessions (e.g. parenting education or parenting support classes) where they will receive help and support to enable them to improve their child's attendance for up to 3 months. Any breach of the order can lead to a fine of up to £1000.

## Legal Duties

Section 7 of the 1996 Education Act places a duty on Parents and Carers to ensure that children of compulsory school age receive efficient full-time education suitable to the child's age, ability, aptitude and to any special needs that the child may have. Parents and Carers have a legal duty to ensure their child's regular attendance at the school where they are registered.



A Parent or Carer who fails to ensure that their child attends school regularly is guilty of an offence under section 444(1) of the Education Act.

The school has a legal duty to publish its absence figures to parents/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend.

### **Post 16 Attendance Arrangements:**

- All students are expected to go straight to registration by 8.30am.
- If a student is absent from school for any reason, a parent is expected to call the Post 16 Attendance number in the morning before 8.30am. They also need to contact the Post 16 Team on subsequent days of absence.
- Unreported absences will need to be followed in writing by a parent, legal guardian or doctor. All absence notes should be handed in at the Post 16 office.
- Appointments that are not urgent should be arranged outside school hours. This includes driving lessons.
- If absent, students have a responsibility to catch up on any class work missed and check Satchel One for homework set.
- We expect student attendance over the year to be at least 96%, although consideration is given to authorised long-term medical problems.
- If a student's attendance drops below 96%, they will be on report to their tutor.
- If a student's attendance drops below 90%, they will have a meeting with the Head of Year and will be placed on report.
- If a student's attendance drops below 85%, they will be called to have a meeting with the parents and Director of Post 16. They will be placed on a contract and may lose their place in the Sixth Form if there is no immediate improvement.
- **It is essential that teachers take the register within the first 10 minutes of the lesson.** Teachers should email the Post 16 Team with a list of students absent or a screen shot of the register so that they can send a text message home to the parent(s).
- We also expect subject teachers to contact home if, for example, a student has missed a test, you suspect they are deliberately missing your lesson or a pattern of non-attendance emerges. The teacher should also inform the tutor of this.
- Year 12 students are expected to be in school until the end of period 4. From January, students who are on target in terms of attendance and progress will be allowed to go home to study earlier if they have no lessons.
- From October half term, Year 13 students may be allowed to go home earlier to study when they have no lessons, provided they attend their timetabled study sessions and tutorial sessions, have excellent attendance and are on target in all of their subjects.

## Appendix A Understanding attendance types

Schools are required to take an attendance register twice a day. 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 has to be classified by the school as either authorised or unauthorised.

If an absence is authorised then this means the school has given approval in advance for a student of compulsory school age to be absent or has accepted an explanation offered afterwards as the reason for absence.

An unauthorised absence is where the school is not satisfied with the reasons given for absence or no reason is given. It may also be unauthorised if attendance level is below target and no medical evidence has been given.

This Attendance Policy includes procedural referral agreements that are designed to promote and safeguard the welfare of students. HWS has a duty to refer to the Local Authority any child of compulsory school age who is:

- continuously absent from school for 20 sessions (2 weeks) without explanation
- has irregular attendance
- is persistently late to attend school
- has an unauthorised leave of absence

### Definitions

**Session** - is a term related to the recording of absence data. Each school day has two sessions, morning and afternoon registration and attendance must be recorded for each.

**Authorised absence** - This means the school has given approval in advance or has accepted an explanation for absence.

**Unauthorised absence** - This is where the school is not satisfied with the reasons given for absence or no reason has been given.

**Persistent absentee (PA)** - The government threshold for Persistent Absence is 90% or lower. This includes ALL absence regardless of whether it is authorised or not. Absence at this level is doing considerable damage to any child's educational prospects and we need parents and carers' support and cooperation to tackle this.

**Severe absentee (SA)** - The government threshold for severe absence is 50% or lower. This includes ALL absence regardless of whether it is authorised or not. Any student who is at this level of attendance is at serious risk of harm and we need parents and carers' fullest support and cooperation to tackle this.

## Appendix B Lateness

Students are considered late for school if they arrive after 8:30am without a reason which is accepted by the school. As a result of this they are required to attend the following school day at 8:15am in the Main Hall and serve a reflection lasting 15 minutes. If the student fails to attend the Before School 15-minute Reflection, a 1-hour Reflection is served that same day.

Students arriving after 09:00 will serve a 1-hour Reflection on that same day. Students arriving after 09:30 are coded U – (after closure of the register) and serve a 1-hour Reflection on that same day.

A very small number of students will be issued with a Late Pass by their Year Team for a specific reason and for a limited time frame (maximum six weeks) and clearly stating their latest expected time of arrival. Details will be noted in the ‘Welfare Notes’ in Satchel One, and shared with teachers in the Pastoral Bulletin.

## Persistent Lateness

Students are considered persistently late if they arrive to school on five or more occasions without a reason that is accepted by the school. As a result of this they will receive sanctions commensurate with the number of times they are late to school.

Level	No. of Lates	Sanction	Pastoral Action
1	5	60-minute Reflection	Tutor to call parent/carer to discuss concern, identify barriers and agree strategies
2	10	60-minute Reflection plus Break Time with Behaviour Team	HOY to arrange meeting to discuss concern, identify barriers and agree strategies
3	15	60-minute Reflection plus Lunch Time with Behaviour Team	Key Stage AHT to arrange meeting to discuss concern, identify barriers and agree strategies
4	20	60-minute Reflection plus Break and Lunch Time with Behaviour Team	Key Stage AHT and EWO to arrange meeting to discuss concern, identify barriers and agree strategies
5	25+	One Day Isolation	DHT and EWO to arrange meeting to discuss concern, identify barriers and agree strategies

Our Pastoral Teams will work with parents/carers to overcome any barriers to students arriving to school on time by expecting parents to implement the strategies listed below to improve their child’s punctuality to school. This is not an exhaustive list:

- Attend our breakfast club in the Main Canteen to get into school early
- Parent to purchase an alarm clock for either themselves and/or their child
- Put in place an earlier bedtime agreement
- Remove electronic devices after a specific time before bedtime and do not allow access to them in their bedroom
- Consider an alternative travel arrangement to avoid any issues with traffic etc
- If all of the above have occurred, for a set period of time e.g. two weeks, either walk to school with their child to school or support them in getting on to their mode of transport by accompanying them to the stop or station in the mornings

## **Appendix C Attendance Roles and Responsibilities**

### **The school Governing Body will:**

- Ensure that strategies are in place to promote and implement the Attendance and Punctuality Policy throughout the school and are understood by Parents/Carers
- Delegate the monitoring and review of the Attendance and Punctuality Policy to the Governors' Student Support Committee
- Review the effectiveness of the implementation of the policy in light of the school's termly reports.

### **The Headteacher will:**

- Set, in collaboration with the senior leader responsible for attendance, targets for attendance and punctuality as part of HWS's annual school development plan and target setting process.
- Develop and maintain a whole school culture that promotes and celebrates good attendance and punctuality.
- Ensure strategies are in place to promote and implement the Attendance and Punctuality Policy throughout the school.
- Monitor data on attendance and punctuality via reports from the senior leader responsible for attendance.
- Determine, in collaboration with the senior leader responsible for attendance, whether to authorise any proposed absences requested on the school's official request form.
- Issue fixed penalty notice to parents who fail to ensure the regular attendance of their children (where this is deemed appropriate)
- Provide the governing body with termly reviews on attendance and punctuality, including data about students who are persistently absent (90% or below) or severely absent (50% or below).
- Set attendance targets during the appraisal process for the Deputy Headteacher, heads of year or other relevant members of staff directly associated with attendance performance measures.

### **The Senior Leader responsible for attendance will:**

- Set, in collaboration with the Headteacher, targets for attendance and punctuality as part of HWS's annual school development plan and target setting process.
- Be a role model in promoting attendance and punctuality, encouraging excellent attendance and punctuality routines.
- Lead initiatives to promote the profile of attendance throughout the school including a package of rewards that is valued by students responding to student voice.
- With the support of the attendance staff, analyse data on attendance and punctuality on a weekly, half termly and termly basis and prepare reports to share with relevant stakeholders.
- Quality assure action plans for attendance improvement devised based on the data analysis outcomes.
- Be the person who authorises or non-authorise requests for student absence.
- Comply with the DFE Statutory Guidance on Children Missing in Education (CME) by adhering to the Local Authority's guidance, including for children missing from school following a leave of absence and prior to removing a child from the roll of a school.
- Comply with the requirement set out in the Local Authority's code of conduct when requesting a legal intervention.

**Heads of Department and Senior Leaders will:**

- Be a role model in promoting attendance and punctuality.
- Encourage excellent attendance routines in their subject areas / Line management areas.
- Monitor the register taking in your areas of work in order to ensure that all registers are taken in the lesson and appropriate measures are taken if there are issues such as incorporating into performance management practices or contacting the IT support team.
- Ensure that feedback is provided to parents on the correlation between attendance and performance, where necessary for identified students, in times such as parents' evenings.
- Adopt a subject specific strategy and policy for 'welcoming students back' and teaching for the 'empty chair' to allow students who are absent to access the curriculum.

**Heads of Year will:**

- Achieve targets set for students and the year group
- Be a role model in promoting attendance and punctuality, encouraging excellent attendance routines.
- Ensure assemblies and tutor time activities support and celebrate attendance.
- In collaboration with the Attendance Officer, manage the rewards and sanctions for good and improving attendance and punctuality including organising and running incentive schemes at an individual and tutor group level.
- Monitor attendance on a weekly, half-termly, termly and annual basis, contacting parents / carers of students who have been identified as at-risk, to challenge absences and encourage an early return to school.
- Have a clear vision of the strategies necessary to ensure that appropriate interventions are put in place to promote good attendance.
- Lead / support the year team and Form tutors in interventions with attendance and ensuring all processes are followed.
- Oversee the strategies for the attendance of students 95% or below including monitoring and mentoring students and working with parents/carers and external agencies where appropriate.
- Work with key staff both internal and external as well as parents/carers to lower the Persistent Absence rates by early and targeted intervention.
- Take responsibility for documenting home contact, which should include phone calls and letters or emails home that formally address attendance concerns, formulating a Pastoral Support Plan, and referring persistent non-attendees to the Educational Welfare Officer (using referral form). This must be done where attendance falls below 90%, where the student goes missing unexpectedly, if the student has failed to return to school after a holiday, or if the student misses school for 10 consecutive days
- Ensure a regular timetabled meeting with Attendance Officer and EWO takes place once every three weeks to confirm appropriate school and external actions, to establish students of concern and to receive feedback about previous actions and referrals.
- Within the scheduled meetings, report to the Deputy Headteacher on the effectiveness of strategies undertaken.
- Attend a 15-minute virtual 'HOY/SLT, Attendance Officer and EWO Meeting with Parent', when required
- Keep copies of all information on student's file
- discuss attendance in line management meetings on a regular basis across a half term
- seek advice/support from their line manager as appropriate

**Tutors will:**

- Be a role model in promoting attendance and punctuality.
- Ensure that the statutory attendance register using Satchel One is taken at the start of each am session (registration). Tutors should only code / L or N.
- Register lateness with an 'L' every day and challenge students regarding punctuality.
- Direct student to give their absence notes or verbal messages to the Attendance Officer.
- Fully support form time activities regarding attendance utilising the fortnightly attendance data with students.
- Educate students in their tutor group, at least every fortnight, in the importance of having good attendance and using attendance data provided
- Have an understanding of how any attendance issues within their form group might affect the academic progress of their tutees and set and monitor targets for tutees in this area if a student has lower than target attendance
- As a part of their pastoral care of students in their tutor group, discuss reasons for absence with their tutees and challenge them when they think a student is not making every effort to come to school
- Use a range of formal and informal communication strategies, including phoning and emailing home, to build relationships with parents, to support attendance, punctuality and therefore the well-being of their students.
- ask the attendance officer to contact home if they have a concern and a student's attendance needs further investigating
- Inform the Head of Year and Attendance Officer of any patterns or trends with absence which are a cause for concern.
- Attend a 15-minute virtual 'Attendance Officer and Tutor Meeting with Parent', when required
- Reward good and improving attendance, in line with the Head of Year and Attendance Officer's reward system.
- Place the student on report if appropriate.

**Class Teachers will:**

- Be a role model in promoting attendance and punctuality.
- Take the register within the first five minutes of the start of the lesson, every lesson, using Satchel One.
- Encourage excellent attendance and punctuality routines
- Register lateness with an 'L' every lesson, enter the number of minutes late and a demerit in Satchel One, and challenge students regarding punctuality.
- If electronic registration is not working during the recording of the register, send a written copy of absentees to the Attendance officer.
- Support whole school attendance by reporting to the Attendance Officer, Tutor and Head of Year for any noticeable patterns or changes in attendance.
- Welcome back students who have not been attending but due to the actions of the school have returned to class.
- Plan for students who have missed lessons to 'catch up' or be able to access learning, whilst considering each child's context and needs.

- If a student is not in class, having been previously marked in, use the On-Call Alert system immediately to inform the Windrush Office and the On Call Team that a student has not arrived to the lesson.
- Communicate with Parents / Carers how poor attendance may affect progress in a subject area.

**The Attendance Officer will:**

- Achieve targets set for students and the year group
- Be a role model in promoting attendance and punctuality, encouraging excellent attendance routines.
- Monitor and update attendance data in SIMS
- Ensure that all codes in the register are correct at the end of the day.
- Communicates with parents regarding absences via telephone calls, texts and letters
- Build relationships with parents and students to improve attendance
- Provide regular attendance data to form tutors, Heads of Year, EWO and the Deputy Headteacher to ensure a shared knowledge of students' attendance and required actions are implemented
- Report serious concerns of repeated issues with Head of Year and ensure a strategy is in place to support attendance.
- Work with Form Tutors, Heads of Year, Assistant Headteachers and Deputy Headteachers in charge of Pastoral and Educational Welfare Officer to monitor and pursue non-attendance.
- In collaboration with the Heads of Year, manage the rewards and sanctions for good an improving attendance and punctuality including organising and running incentive schemes at an individual, tutor group and Year group level.
- Monitor attendance data on a daily, weekly, half-termly, termly and annual basis, contacting parents / carers of students who have been identified as at-risk, to challenge absences and encourage an early return to school.
- Have a clear vision of the strategies necessary to ensure that appropriate interventions are put in place to promote good attendance.
- Arrange and lead attendance meetings with parents and tutors, or parents and Heads of Year/SLT member and the Educational Welfare Officer, when required
- Lead / support the Heads of Year and Form tutors in interventions with attendance and ensuring all processes are followed.
- Work with key staff both internal and external as well and parents/carers to lower the Persistent Absence and Severe Absence rates by early and targeted intervention.
- Ensure a regular timetabled meeting with the Deputy Headteacher, Head of Year and EWO takes place once every three weeks to confirm appropriate school and external actions, to establish students of concern and to receive feedback about previous actions and referrals.
- Discuss attendance in line management meetings with Deputy Headteacher

**The Deputy Designated Safeguarding Lead and Family Engagement Officer will:**

- Contact parents when a student has failed to return to school or no contact has been made by parents with regards to their child's absence after attempts by the Attendance Officer
- Conduct home visits to check on the welfare of children who we have not been informed about the reasons for their absence
- Support the Attendance Officer and Head of Year in working with families to uncover any barriers preventing students with Persistent Absence (PA) or Severe Absence (SA) from returning to school.



**The Educational Welfare Officer will:**

- Build on the early intervention work undertaken by the school and to secure the long-term attendance of students
- Have a clear vision of the strategies necessary to ensure that appropriate interventions are put in place to promote good attendance.
- Accept referrals from the Heads of Year for students with Persistent Absence (PA) who have failed to improve in spite of work done by Form Tutors and themselves
- Monitor the consequent progress of Persistent Absence referrals
- Attend regular timetabled meetings with the Deputy Headteacher, Head of Year and the Attendance Officer every three weeks to confirm appropriate school and external actions, to establish students of concern and to receive feedback about previous actions and referrals.
- Provide written updates on all referrals, with copies for Heads of Year to go on student file
- Communicate regularly with Heads of Year, Attendance Office and Deputy Headteacher for Attendance.
- Make agreed home visits to check on the welfare of children who we have not been informed about the reasons for their absence
- Take formal action, where necessary, to ensure parents fulfil their statutory duties to ensure their children attend school.
- In cases when all interventions and support fail, actively pursue prosecution of parents. The decision will be made whether the case should proceed through the normal casework route or as a fast track referral to the LA following unsuccessful school intervention.

**All staff will:**

- Staff members wishing to arrange a trip/event must first seek to gain permission by completing a request in EVOLVE. The submission of the form must be accompanied by a list of students who will be missing from lessons so that registers can be updated accordingly by the Attendance Officer.
- In the event that students are withdrawn from the curriculum for any other purpose i.e mentoring or literacy intervention, the Attendance Officer must be notified in advance so that attendance records can be amended.

**Parents / Carers will:**

- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Be aware that only the school can determine if an absence from school is 'authorised'.
- Ensure their child arrives at school on time, dressed in full uniform, ready and equipped to learn.
- Inform the school if their child is unable to attend, including the reason for absence and the expected date of return.
- Ensure that all appointments, where possible, are arranged after school.
- Avoid arranging holidays/leave during term time except in exceptional circumstances.
- Ensure that all requests for leave during term time are made by completing the 'Leave of Absence During Term Time Request Form' (see Appendix E), where possible at least one month in advance.
- Be aware that for unauthorised absences, the Headteacher reserves the right to apply to the local authority to issue a penalty notice (fine) or remove a child from the roll of the school.
- Ensure their child attends all intervention programmes agreed by the school.

**Students will:**



- Aim to achieve 100% attendance and punctuality by arriving to school on time every day.
- Come to school well prepared, arriving at school on time, dressed in full uniform, ready and equipped to learn, and with the right attitude; to demonstrate the Highgate Wood Way encompassed in the 4Cs.
- Be proud of achieving excellent attendance and punctuality.
- Be punctual to all lessons by moving swiftly to lessons.
- Ensure they are registered for all timetabled lessons and inform the relevant member of staff if they are not able to be registered.
- Ensure all notes/appointment cards are passed to the relevant member of staff.
- Speak to the appropriate member of staff if there are any problems that may affect attendance, punctuality and/or learning.

## Appendix D Managing Absence and Lateness

### Daily monitoring

#### Administrative staff / Attendance Officer will:

- Sign late students in at the main office.
- Update the attendance register with details of students who arrive late including students being marked as an unauthorised late if they arrive late after 9:30am without an acceptable reason. An unauthorised late can be used to support a legal intervention.
- Ensure details of students and the reasons for the late arrival are communicated to the relevant members of staff responsible for attendance.
- Ensure accurate details are noted in the register of parents/carers contacting the school about their child's absence – including the reason for the absence and the likely length of absence.
- Contact parents/carers by text message who fail to notify the school of their child's absence no later than 90 minutes after the start of the school day on the 1st day of absence, ensuring that any follow up action required as a result of the contact with the parent/carer is flagged up to the attendance officer/head of year and senior leader responsible for attendance.
- Send a text to all parents/carers of students arriving late to school, informing them of their child's failure to arrive on time, and their arrival time.
- Ensure no student is allowed to leave school for an appointment without a written or verbal message from a parent/carer and appropriate school authorisation.
- Send a daily email to the senior leader responsible for attendance providing the punctuality each day.

#### The attendance officer will:

- Make follow-up phone calls to parents/carers of absent students who have been identified as at risk, to challenge absences and encourage early return to school.
- Authorise appointments.
- Escalate any absences causing concern to the senior leader responsible for attendance.

### Fortnightly monitoring

#### Administrative staff / Attendance Officer will:

- Produce weekly attendance and punctuality data for form tutors, head of year, Assistant Headteacher for the Key Stage and the senior leader responsible for attendance on attendance by tutor group and by student using a SIMS tracking marksheet.
- Display fortnightly data on attendance and punctuality in prominent place visible to students in the form of league table to engender a spirit of friendly competition amongst staff and students.

#### The attendance officer/head of year will:

- Review the fortnightly attendance and punctuality data.
- Issue an appropriate sanction to a student who has been late (e.g., a reflection) and inform parents/carers if appropriate.

- Contact parents/carers by telephone to inform them of the school's concern regarding attendance or punctuality, particularly if there are patterns to absences or lateness.
- Contact parents/carers by text or phone if their child's aggregated attendance for the year to date falls below 96% for the first time. This excludes students who have an attendance below 96% for an authorised reason.

**The senior leader responsible for attendance will:**

- Keep an overview of fortnightly attendance across the school.
- Agree appropriate intervention strategies with the attendance officer/head of year.
- Provide an update to the senior leadership team.

**Half-termly (Every Three weeks) monitoring**

**The Attendance Officer will:**

- Produce half-termly attendance and punctuality data for a range of staff including form tutors, the head of year, Assistant Headteacher for the Key Stage, the senior leader responsible for attendance and the EWO on attendance by tutor group and by student.

**The attendance officer/head of year, in liaison with the senior leader responsible for attendance, will:**

- Update the Attendance Risk Register and raise at the Student Support Panel List and take the appropriate actions as agreed.

**The senior leader responsible for attendance will:**

- Keep an overview of Attendance Risk Register across the school.
- Agree appropriate intervention strategies with the Attendance officer/head of year.
- Agree list of students requiring Attendance Review meetings.
- Provide the Headteacher with half-termly data on attendance and punctuality, including data about students who are persistent/severe absentees and leave of absence requests and their outcomes.

**Termly monitoring**

**The Attendance Officer will:**

- Produce termly attendance and punctuality data for a range of staff including form tutors, the head of year, Assistant Headteacher for the Key Stage, the senior leader responsible for attendance and the EWO on attendance by tutor group and by student.
- Display termly data on attendance and punctuality in a prominent place visible to students.
- Issue letters of concern to parents/carers of students with attendance below 96%.
- Issue letters/praise cards and celebration to parents/carers of students who achieve 100% attendance and punctuality/significantly improved attendance/attendance above school target.

**The attendance officer/head of year will:**

- Recognise, celebrate and reward students who achieve 100% attendance/significantly improved attendance/attendance above the school target each term in assemblies.

**The senior leader responsible for attendance will:**

- Keep an overview of Attendance Risk Register across the school.
- Agree appropriate intervention strategies with the Attendance officer/head of year.
- Agree list of students requiring Attendance Review meetings.
- Provide the governing body with termly data on attendance and punctuality, including data about students who are persistent/severe absentees and leave of absence requests and their outcomes.

## **Appendix E - Using Attendance in Satchel One**

### **Guidance for teachers/tutors when using Satchel One.**

1. Take and submit your register in the first 10 minutes of each lesson / tutortime.
2. If you are covering a lesson, the same expectations apply.
3. Do not over-write a code that has previously been input on Satchel One.
4. If a student has a lesson apart from normal timetabled lesson (for instance a music lesson or an intervention sessions in the Learning Support Department) or is with an Engagement Mentor, the member of staff with the student for the first 10 minutes of the lesson has the responsibility to register them.
5. For any absence from a lesson (excepting referral) that lasts longer than 10 minutes a 'Q' code must be recorded in Satchel One by the person who has removed them from the lesson.
6. If a student arrives five minutes or more late to your lesson, mark them as late (L) in Satchel One, input the number of minutes late, and award them in Satchel One a demerit for Lack of Cooperation – arrived to lesson late.

**Appendix F – Attendance Codes**

Mark	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (not Dual Registration)	Approved Education Activity (Counts as present)
C	Only exceptional circumstances warrant authorised leave of absence. Only the Head teacher can grant exceptional leave.	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity (Counts as present)
E	Excluded (Suspended) (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity (Counts as present)
L	Late (before registers closed)	Present
M	Medical / Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity (Counts as present)
Q	An internal code used following the withdrawal of a student from a mainstream class – only used for individual periods on the timetable.	Not counted in possible attendances
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence	Authorised absence
U	Late (after registration closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity (Counts as present)
W	Work experience	Approved Education Activity (Counts as present)
X	Untimetabled sessions for non-compulsory school- age students	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

The code ‘Q’ will be used for lesson attendance to indicate that a student is in school, but withdrawn from class to attend intervention session, music lessons, mentoring or counselling programmes, special projects or similar activities

**D code**

If a student is in attendance at another educational establishment but remains on the school roll, they must be enrolled as ‘Main – Dual registration’ and coded as ‘D’ on the register. The establishment where the student is in attendance will record and officially report the students’ daily attendance. Regular attendance reports from the host school are required. The student remains the responsibility of HWS. If attendance and punctuality concerns emerge the school must respond as it would for a student attending HWS, and in accordance with the attendance policy.

## Appendix G: Attendance Targets

### Targets for Year Groups

The following is our target for individual year groups at Highgate Wood School.

Year Group	Target Attendance
Year 7	96%
Year 8	96%
Year 9	96%
Year 10	96%
Year 11	96%
Post 16	96%

### Whole school attendance targets (excluding Post 16)

Year	Target Attendance	Persistent absence target
2023-2024	95%	
2024-2025	95%	
2025-2026	96%	

**Appendix H – Exceptional Leave of Absence during Term Time Request Form**

**Guidance Notes:**

- Please ensure this form is completed at least 1 month prior to requesting leave.
- Completing this form does not mean your request has been approved. – The Education (Pupil Registration) Regulations 2013 state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (see below).
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as ‘unauthorised’ on the attendance register.
- For such ‘unauthorised’ absence, you may be liable to be issued with a penalty notice (fine). The fine is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

Under education law (2013) parents may request leave for students from school due to exceptional circumstances. The Headteacher will consider if the reasons are rare, significant, unavoidable and short and will also take into consideration the following factors:

- Can this event take place in the school holidays?
- What the current level of attendance is and unauthorised absence over the year to date.
- Any leave of absence taken previously.
- The time requested is linked to the examination / assessment period.
- Age and year group of the student.

**The school will not consider:**

- The availability of cheaper holidays.
- The availability of the desired location.
- An overlap at the beginning or end of school term.
- The working pattern or availability of parental holiday entitlement.

If you wish to request leave from school due to exceptional circumstances, please read the above and fill in the form below. Return both halves to school as soon as possible.

Full name \_\_\_\_\_ Tutor group \_\_\_\_\_

First day of absence (day and date): \_\_\_\_\_

Last day of absence (day and date): \_\_\_\_\_



Brief reason for leave during school time \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

**Please provide photocopies of travel tickets as proof of travel dates.**

Now return this form to the Headteacher

Office Use Only
Exceptional leave or circumstances
Anticipated date of return: ..... granted / refused
Signed: ..... Headteacher                      Date: .....

**Appendix I: FIXED PENALTY NOTICE ADVICE TO PARENTS**

Dear

There is a very clear and demonstrable link between good attendance at school and good educational outcomes. Also, when a child is absent or late to school, this causes disruption to the rest of the class and causes your child to fall behind. In order to ensure that our students attend school every day, I am writing to you to let you know that we are working in partnership with Haringey Council, who will be issuing Fixed Penalty Notices to parents whose children are absent from school for unauthorised reasons.

It is a parent's responsibility to ensure that their children receive a full-time education. This is stated in Section 7 of the 1996 Education Act:

*"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude, and to any special educational needs he may have, either by regular attendance at school or otherwise".*

Regular attendance has been defined in law as meaning that a child must attend school every day. Unless your child cannot attend school due to an unavoidable cause or is too unwell to come to school, we expect your child to attend school every day, on time, on days when the school is open.

Schools can only authorise a student's absence in exceptional circumstances, and being absent from school due to a family holiday will not be considered as an exceptional circumstance. We understand that family circumstances differ however, and we will consider every request for leave when the school is open on an individual basis. Please put your request in writing and address it to the Head Teacher for consideration. Further details are available from the school office.

All headteachers must follow Department for Education guidance in relation to taking leave when schools are open, but it is the headteacher's decision whether to accept any parental explanation for absence, and to mark an absence as authorised or unauthorised in registers. Please be aware that students arriving to school after the official close of registers will be marked as being 'unauthorised absent' unless there are legitimate reasons for your child's late arrival.

Should your child be absent for unauthorised reasons, you may be issued with a Fixed Penalty Notice by Haringey Council. This is a penalty of £120, payable for each of your children that have been absent from school for unauthorised reasons. **The penalty is payable by each parent.** This means that both you and your partner will have to pay the penalty. If the penalty notice is paid within 21 days, there is a 50% discount, so the amount payable is £60 per penalty notice. Late or part payments are not accepted.

**Every day in school counts towards ...Child's... future, and I thank you in advance for supporting ..... in ensuring excellent school attendance.**

**This letter acts as a warning that any unauthorised absence may result in a penalty notice being issued to you.**

Yours sincerely

**EWC**  
**Education Welfare Officer**  
Education Welfare Service

Cc. **School**

**APPENDIX J: Highgate Wood School Attendance Intervention Continuum**

**Please note: Students with attendance below 96% from the previous academic year will be monitored from the beginning of the autumn academic term.**

**Level 1: (95.9% to 90%) Led by the Attendance Officer with support from Form Tutor**

- Informal discussion with student re attendance by form tutor
- Letter sent to parents/carer re two-week review of attendance with expectation of improvement
- Not authorising absences without medical information
- Unsuccessful – Level 2

**Level 2: (95.9% to 90% - no improvement) Led by Attendance Officer with support from Form tutor**

- Formal virtual 15-minute meeting – recorded in SIMS by Attendance Officer
- Confirm barriers causing unauthorised absence
- Confirm agreed strategies
- Complete Parent and School Contract
- Offer a referral to school nurse if appropriate, if necessary
- Not authorising absences without medical information
- Confirm two-week review of attendance with expectation of improvement
- Successful improvement - Merits, praise card
- Unsuccessful - Level 3

**Level 3: (95.9% to 90% - no improvement) Led by Attendance Officer with support from Head of Year or AHT for the Key Stage, and the Educational Welfare Officer**

- Formal virtual 15-minute meeting – recorded in SIMS by Attendance Officer
- Review agreed strategies
- Review Parent and School Contract
- Confirm barriers causing unauthorised absence
- Complete a Medical Enquiry Consent Form, if necessary
- Offer referral to school nurse, if appropriate
- Referral to Early Help, if necessary
- Not authorising absences without medical information
- Confirm two-week review of attendance with expectation of improvement
- Successful improvement - Merits, praise card
- Unsuccessful - Level 4

**Level 4: (89.9% and Below - no improvement) Referral to the Educational Welfare Officer**

- Letter One sent by EWO and contact made with parent
- Phone call and/or visit to family
- Review agreed strategies with the school
- Investigating reasons for unauthorised absence
- Confirm four-week review of attendance with expectation of improvement
- Not authorising absences without medical information
- Successful improvement - Merits, praise card
- Unsuccessful – Level 5

**Level 5: Education Welfare Officer and Deputy Headteacher/AHT for Key Stage – less than 80% and Below (if level 2, 3 and 4 are unsuccessful)**

- Letter Two sent by EWO
- Formal meeting with parent in school with support from Attendance Officer and AHT for the Key Stage
- Parent to be cautioned at the formal meeting
- Complete a Medical Enquiry Consent Form, if necessary, during the formal meeting
- Follow up on the referral to school nurse, if appropriate
- MASH referral, if necessary
- Early Help referral, if necessary
- Not authorising absences without medical information
- Four-week review of attendance with expectation of improvement
- Successful improvement - Merits, praise card
- Letter Three – may be prosecuted

## Off Roll Form

Date of effect		UPN	
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Full name:			
Date of Birth		Tutor Group	

Reason for Removal from Admission Register: (please tick appropriate)

Summary	Evidence provided	
Another school/provision named on child's school attendance order.	Attendance order.	
On roll at another school.	Confirmation of new school. (correspondence from school or evidence of CTF transfer)	
Previously dual rolled, but now solely attending the other school.	Communication with student's 'home school' following failure of managed move.	
Electively Home Educated - parent has notified the school in writing.	Signed letter from parent/carer. Copy of communication with EWO and referral to EHE Team	
No longer attending and has moved out of the area.	Copy of communication with EWO confirming that Haringey LA and receiving LA have been notified. For students who move abroad: Copy of communication with parent, evidence of travel (eg: flight ticket), contact with receiving school. Copy of communication with EWO confirming that Haringey LA/CME team has been notified	
Granted a leave of absence, but has not returned after 10 school days, is not unwell etc, and cannot be found by either school or LA.	Copy of communication with EWO confirming that LA has been notified.	
Not in a fit state of health to attend school before ceasing to be of compulsory school age.	Letter from medical officer.	
Unauthorised absence for 20 school days, is not unwell etc, and cannot be found by either school or LA	Copy of communication with EWO confirming that LA has been notified.	
Imprisoned for at least 4 months - and will not return to the school.	Any suitable evidence.	
Student has died.	Any suitable evidence.	
Permanent Exclusion.	Exclusion appeal letter - 15 school days after hearing.	

Destination institution:	Additional notes:
Confirmed by:	

Authorised:

Head of Year		PCO	
Date		Date	

**APPENDIX L: Attendance Rewards**

**Short term**

Fortnightly	100% attendance and punctuality (for the fortnight)	Automatic merits	Awarded electronically
At the end of each half term	100% attendance (for that half term)	Award certificates	Handed out in assembly & Insight
At the end of each term	Best tutor group KS3	Award certificate to tutor group for display in Tutor Room & reward	Given to tutor in first assembly back of the next term – and celebrated handed out in registration
At the end of each term	Best tutor group KS4	Award certificate to tutor group for display in Tutor Room & reward	Given to tutor in first assembly back of the next term – and celebrated handed out in registration
Ongoing	Tutor group leader board		Plasma screen and display board outside the HoY offices.

**Long term**

End of Year	Best Tutor Group per Year	Certificates & Hosted lunch (ordered from school caterers) and Year Attendance Cup	Announced at celebrations assembly – celebrated/delivered in last tutor time of year. Insight Magazine Year 9 Celebrations Event
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**Improving attendance**

End of year	3-4% increase on previous year	Bronze Certificate	Celebration assembly
End of year	5-6% increase on previous year	Silver Certificate	Celebration assembly
End of year	7%+ increase on previous year	Gold Certificate	Celebration assembly

**Annual awards**

Year Group	Target Attendance	Award
Year 7	96%	Certificate for all students who meet or surpass year target awarded in celebrations assembly
Year 8	96%	Certificate for all students who meet or surpass year target awarded in celebrations assembly
Year 9	96%	Certificate for all students who meet or surpass year target awarded in end of KS3 celebration event.
Year 10	96%	Certificate for all students who meet or surpass year target awarded in celebrations assembly.
Year 11	96%	Certificate for all students who meet or surpass year target awarded in celebrations assembly.

**Students with 100% for the whole year**

Certificate and significant merit bonus points. Letter sent home from Headteacher.

**Students with 100% for whole key stage**

Certificate and special award. Letter sent home from Headteacher.

**Students with 100% for entire school career**

Certificate and special award. Letter sent home from Headteacher.