

# Attendance Policy 2019

Ratified by the Governors Personnel Committee: 17 September 2019
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This Policy is due for review September 2022 (Every 3 years)
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'**Making a positive difference** to students' achievements and experiences, maintaining the **highest expectations** and inspiring **self-belief**'

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**STATEMENT**

Students should attend regularly so that they take full advantage of the educational opportunities provided. Excellent attendance is a high priority for all students at Highgate Wood School. Research clearly shows the links between truancy, exclusion, and crime and between good attendance and good academic/examination outcomes.

The school has the responsibility to provide an education which comprises all the conditions for effective learning to take place, notably a protected, disciplined, stimulating, challenging, and happy learning environment, as clearly stated in the school aims.

**PRINCIPLES**

- At the heart of the Attendance Policy is the school's determination and dedication to provide a high standard of education for all its students, so that student attainment and social development is fulfilled.
- An electronic registration system (SIMS Lesson Monitor) is used to generate live data which enables staff to take speedy and appropriate action.
- The pastoral support system has an important role to play in improving attendance, punctuality, and attainment. All staff work together to provide a stimulating environment where students are given the opportunity to reach their potential.
- The Form Tutors, Deputy Heads of House, Heads of House, school Attendance Officer and Early Intervention and Welfare Officer all have a key role in promoting good attendance and punctuality to school and lessons.
- We ensure that Parents/ are informed regularly about attendance and punctuality if there is a cause for concern.
- To encourage improving attendance, and to maintain high standards, we set attendance targets for all students. All can gain rewards for both high and improving attendance such as specific school attendance certificates and merits.
- Improving attendance is closely linked with the schools drive to improve attainment so all students are achieving their potential.

**IMPLEMENTATION****Highgate Wood School will ensure that:**

- students are registered accurately and efficiently
- attendance targets are set for students, tutor groups, year groups and houses
- parents are contacted when reasons for absence are unknown or unauthorised
- student attendance and punctuality is monitored regularly
- school attendance and unauthorised absence statistics are maintained and reported
- students are encouraged to attend school regularly and punctually
- students are rewarded or sanctioned accordingly.

**Parents have:**

- in law, the primary responsibility for ensuring those children of compulsory school age receive a suitable education, either by compulsory attendance at school or otherwise (sections 7 and 444 of Education Act 1996). Where parents fail to carry out this responsibility, the LA has a duty to take action against those parents, either by prosecution in the Magistrates Court or by an application for an Education Supervision Order (ESO) under the Children Act 1989 in the Family Proceedings Court. Haringey has a Fast Track Attendance Management Process (Appendix 8)
- a right to know when their child's attendance and/or punctuality is a concern
- a responsibility to ensure high attendance and punctuality from their children

- a responsibility to inform the school on the first day of any non-attendance
- to ask the school well in advance of any exceptional leave or circumstances requiring absence
- no parental right to take children on holiday during term time
- a responsibility to inform the school of any changes to their contact details, including mobile phone numbers to which absence alerts may be sent.

**Students**

- must attend school regularly, punctually and inform school staff if there is a problem that may lead to absence
- must co-operate fully with the schools' attempts to encourage and ensure good attendance and punctuality.

**The Police**

- have powers (under the Crime and Disorder Act 1998) to remove truants found in the community, and to return them either to school or a place designated by the local authority. It is therefore imperative that students only ever leave the site with written permission from the school office. This will normally be for appointments, or for students who are returning home (in which case home will always be telephoned first).

**ATTENDANCE PROCEDURES****1. Electronic Registration**

Every member of staff at Highgate Wood has access to the SIMS system and must register students that they have responsibility for. This is used for recording attendance for the morning session (as recorded in period 1), the afternoon session (as recorded in period 5) and lesson registration.

The register is taken immediately the class are settled and if a student arrives after this they will be marked late. The code L is used (and amount of lateness specified in minutes) for lateness during registration and the code U for lateness beyond registration. The school register is closed at 09:30 and 14:10. The U code is used nationally, and means that the student was absent for the session. This may result in further action by the school and Education Welfare Service.

**2. Absence and Lateness**

When students are absent an absence note or telephone call from the parent will enable the Attendance Officer or Form Tutor to authorise the absence if appropriate. Where parents do not report an absence on a daily basis, the school Attendance Officer sends a text home. If there is no contact from a parent, a letter is sent home by the end of the school week by the Attendance Officer. The absence remains unauthorised if the school do not hear from a parent or if attendance is below 95%. Should the student's attendance continue to be a concern then the matter will be pursued as outlined in this policy.

Even if parents contact the school, the Attendance Officer always checks level of attendance before authorising absences. If a student's overall attendance is below 95%, a text is sent to their parent informing them that the absence will not be authorised unless medical evidence is submitted. Ongoing medical issues will also be checked and will be authorised.

For clinic or hospital appointments:

- students must also show their appointment card to the teacher of the lesson from which they wish to be excused early, they must sign out and then sign in on their return with the Attendance Officer

- if arriving late from an appointment the student must sign in with the Attendance Officer.

## **Authorising absences:**

- parents inform school of reason for absence
- if attendance is generally good (95% or above in most cases) then Attendance Officer authorises absences
- if attendance is below expectation then medical evidence for absences (doctor's note/hospital appointment) is needed to ensure absence is authorised
- if a child has a health issue that will mean their attendance is likely to be below expectation, they will be required to bring a medical note to the Attendance Officer who will then make a special adjustment to their attendance expectation. In order to more effectively support students with medical conditions, medical evidence or professional medical opinion will be requested to inform a health care plan. This plan will be regularly reviewed, and will assist the school to ensure that appropriate support is in place to enable your child to attend school and to access the curriculum more effectively.
- no student may leave the school for any reason without permission from the Deputy Head of House, Head of House or senior member of staff and they must sign out with the Attendance Officer
- parents making a request for exceptional leave or circumstances must contact the Head Teacher directly. See Appendix 6 for the form which can be obtained from the Admin or Wren Offices and is also available on the school website
- if a student arrives late during period 1, without a medical reason, they are sent to the late room. If they have a medical reason but they arrive after the first 25 minutes they must first sign in with the Attendance Officer and will be permitted to go to their lesson
- if a student arrives late any other time for any other reason they must sign in with the Attendance Officer before going to lessons, action will be taken as appropriate by the Deputy Head of House or Head of House.

## **Lateness:**

Students are considered late for school if they arrive after 08:32 without a reason which is accepted by the school. As a result of this they are required to spend period 1 in the Late Room and serve a detention lasting 25 minutes at lunchtime. If the student fails to attend the lunchtime detention, a 1 hour Same Day Detention is served.

Students arriving after 09:00 also spend period 1 in the Late Room. Their sanction is to serve a 1 hour Same Day Detention. Students arriving after 09:30 are coded U – late (after closure of the register) and serve a 1 hour Same Day Detention.

A very small number of students will be issued with a Late Pass by their House Team for a specific reason and for a limited time frame (maximum one term) and clearly stating their latest expected time of arrival. Details will be noted in the 'quick note' in SIMS.

## **3. Exceptional Leave**

Students should not take any leave during term time. The school may however exercise discretion when responding to parental requests.

There is no automatic right to any leave in term time. Leave of absence must be requested from and agreed by the school in advance of any absence. If approved, the absence is registered as authorised and if not

approved but still taken, as unauthorised. The school works in partnership with Haringey Education Welfare Service to improve student attendance and will use enforcement measures in this regard. In cases where a parental request for leave during term time is refused, parents will be advised of the potential consequences should they remove their children from school during term time. (See appendix 6)

Parents are advised that headteachers are no longer able to authorise discretionary holiday or leave during term time unless there are exceptional circumstances. A family holiday would usually not be regarded as an exceptional circumstance, but all requests will be considered on a case-by-case basis.

In deciding whether or not to grant the request for exceptional leave the following will be taken into account:

- overall pattern of attendance
- age of child(ren)
- phase of education
- time of the year and examinations
- length, destination and purpose of the holiday and whether it is likely to be a rare event in the life of the child
- family circumstances and the parent/carer's reasons for wanting to take their annual holiday during term time

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.

#### **4. Records**

All attendance records are held on SIMS and updated regularly. Fortnightly summaries of attendance, absence, and unauthorised absence are published by the Attendance Officer to Form Tutors, Heads of House, Deputy Heads of House and Early Intervention and Welfare Officer, the Assistant Heads with line management responsibility for specific houses and the SLT member with responsibility for attendance. There is an attendance notice board in the Admin building where data for the whole school is published.

#### **5. Trips & Events (or any other withdrawal from the curriculum)**

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, the Attendance Officer must be notified so that attendance records can be amended.

#### **6. Emergency evacuation**

In case of fire or other emergency resulting in no access to SIMS, students and staff will assemble in tutor groups at the appropriate location.

Fire wardens ensure the building is clear of people – a register is not taken in these circumstances.

#### **7. Truancy Checks**

Throughout the day SIMS is checked for post registration truancy. Parents of students truanting during the day are contacted by text or phone call so that immediate action may be taken. If there is no satisfactory reason for the truancy then following pastoral work by the Deputy Head of House or Form Tutor the student will be referred to the Early Intervention and Welfare Officer.

## **8. Roll**

It is essential that advance written confirmation is obtained 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 Attendance Officer will take the student off roll only after confirmation by the Head of House. All students taken off roll should be communicated to teaching staff via the Staff Bulletin. (See Appendix 7)

Where a parent has declared their intention to Electively Home Educate they will be advised to formally inform the Head teacher. The HoH will always refer these cases to the EWO for follow up by the Haringey Home Education Officer.

## **9. 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 HoH is 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. See use of D code - Appendix 2.

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 HoH. During their period of time at HWS they will be coded in accordance with the school policy.

## **10. Alternative Provision (inc Medical Needs in the Community)**

Students from HWS who are attending Alternative Provision, including Medical Needs in the Community, Haringey Tuition Service, college placements etc will be listed as 'Dual roll – main' on the Admissions Register. The relevant HoH is 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. See use of D code - Appendix 2.

## **11. Part Time Timetables**

As a rule, part-time timetables should not be put in place for a student. All students of compulsory school age are entitled to a full-time education. However, in very exceptional circumstances there may be need for a temporary part-time timetable to meet a student's individual needs. Such circumstances may include a medical condition that prevents a student from attending full time, or when a student is being reintegrated back into school.

If a part-time timetable is agreed, then it must be time limited (6 weeks maximum) and an agreement must be made as to when the student will begin to attend on a full time basis. If the student is unable to attend full time after this period, then an alternative provision must be considered.

An absence from School which has been agreed as part of the part time timetable should be authorised by the school.

## **12. Post 16 Registration arrangements**

- All students are expected to go straight to their first lesson or swipe in with their card by 8.30am.
- Year 12 students are expected to be in school all day for the first half-term. From October Half Term, 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. During periods 5 and 6.
- 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.
- We expect student attendance over the year to be at least 95% although we can make allowances for long-term medical problems. 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 SMHW for homework set.
- If a student is absent from school for any reason, a parent is expected to call the Post 16 Pastoral Officer in the morning before 9 am. They also need to contact the Post 16 Pastoral Officer on subsequent days of absence.
- Unreported absences will need to be followed up with a note signed by a parent, legal guardian or doctor. All absence notes should be handed in at the Post 16 office.
- If a student's attendance drops below 95%, they will be on report to their tutor.
- If a student's attendance drops below 90%, they will have a meeting with a member of the Post 16 team and be on report.
- If a student's attendance drops below 85%, they will be called to have a meeting with the parents and Head 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 Pastoral Officer with a list of students absent or a screen shot of the register so that she 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 and inform tutors of this

## **STAFFING**

### **Roles and responsibilities**

#### **1. Teachers, tutors and other supervising staff:**

- use SIMS to take the register every period and tutor time (Appendix 1). In the event of a problem they must use a paper register and send it to the Attendance Officer. The person responsible for taking a register (or informing the Attendance Officer) is the member of staff who sees a student in the first 10 minutes of a lesson.

#### **2. Tutors:**

- 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, tutors should discuss reasons for absence with their tutees and challenge them when they think a student is not making every effort to come to school



- ask the attendance officer to contact home if they have a concern and a student's attendance needs investigating
- place the student on report if appropriate.

### **3. Head of House:**

- raise awareness of the importance of excellent attendance and punctuality to tutors and house team members
- encourage excellent and improving attendance and punctuality via a system of praise and rewards
- achieve targets set for students and the year group
- support Form Tutors and work with the Attendance Officer and Early Intervention and Welfare Officer to reduce absence by early intervention
- take responsibility for documenting home contact, which should include phone calls and letters home that formally address attendance concerns, meeting with parents, formulating a Pastoral Support Plan, and referring persistent non-attendees to the Early Intervention and Welfare Officer (using referral form). This must be done where attendance falls below 90%, where the student goes missing unexpectedly, or if the student misses school for 10 consecutive days
- communicate fortnightly with the Early Intervention and Welfare Officer to make referrals and receive feedback about previous referrals.
- keep copies of all information on student's file
- seek advice/support from their line manager as appropriate

### **4. Attendance Officer:**

- monitors and enters data in SIMS
- communicates with parents regarding absences via telephone calls, texts and letters
- work with Form Tutors, Deputy Heads of House, Assistant Heads in charge of Pastoral and Early Intervention and Welfare Officer to monitor and pursue non-attendance.

### **5. Early Intervention and Welfare Officer**

It is the aim of the EIWO to build on the early intervention work undertaken by the school and to secure the long- term attendance of students by:

- accepting referrals from the Heads of House for students with poor attendance who have failed to improve in spite of work done by Form Tutors and themselves
- monitoring the consequent progress of these referrals
- meeting fortnightly with the Attendance Lead and Heads of House
- provide written updates on all referrals, with copies for Heads of House to go on student file communicate regularly with Heads of House, Attendance Office and Attendance Lead.
- taking 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. (see Appendix 8 for Fast Track Management Process)
- the Education Welfare Service regularly work with the Police, Youth Offending Team, and other partner agencies on truancy sweeps to return students to school when they are found in the community.

### **6. SLT member with responsibility for attendance and punctuality**

- Set attendance targets for the school
- Regularly monitor and analyse school attendance data and produce analysed data for school governors.
- Line-manage the Early Intervention and Welfare Officer.

- Liaise with Heads of House, SENCO and Attendance Officer regarding attendance matters.

**7. Headteacher**

- Take overall responsibility for the implementation of the Attendance Policy
- Take responsibility for granting or declining requests for exceptional leave or circumstances requested by parents
- Issue fixed penalty notice to parents who fail to ensure the regular attendance of their children (where this is deemed appropriate)

**8. Governing body**

- Delegate the monitoring and review of the Attendance Policy to the Governors' Personnel Committee

## Appendix 1 - Using Lesson Monitor

Here are some notes you may find useful when using SIMS.

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 SIMS.
4. If a student has a lesson apart from normal timetabled lesson (for instance music or the ILC) 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 SIMS by the person who has removed them from the lesson.
6. If a student arrives late for period 1 without a note from a member of staff, send them to the late room.
7. If a student arrives late any other time mark them as late (L) in SIMS, right click on the L and input the number of minutes late.

## Appendix 2 – 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 (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 3 - Main Responsibilities of the Attendance Officer

- Ensures that all attendance data is correctly input in SIMs and is accurate
- Works closely with the Early Intervention and Welfare Officer and other staff to maximise attendance at school
- Following up members of staff where there are concerns about the accuracy or promptness of their lesson registers
- Maintaining all student attendance information in SIMS.net
- Contacting parents by telephone, text messaging, e-mail (or any other appropriate technology) as appropriate on matters related to their attendance or punctuality
- Send out the 'low attendance letter' sent to parents as soon as attendance officer notes student absence has fallen below the 95% level
- Holding meetings with parents to discuss attendance concerns in liaison with the relevant Head of House (where appropriate)
- Producing and sending letters to parents as directed by the Assistant Headteacher in charge of Behaviour for Learning and Attendance, using the 'housestyle' where appropriate
- Producing student lists and reports where required for a variety of in school uses in relation to their attendance
- Producing statistical data to be analysed by the Assistant Head in charge of Behaviour for Learning and Attendance and other staff as required
- Using 'ParentMail' to send texts to groups of parents as necessary
- Developing personal skill set within the operation of SIMS.net in order to take on any appropriate developments within the school requiring the support of the attendance officer
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) as required
- Liaising with the local authority to ensure that statutory registration codes are understood and adhered to – informing and training staff as appropriate
- Liaising with the local authority to produce standard letters as is necessary where further action against poor attendees is being pursued
- Advise the Headteacher on the attendance record of students requesting special holiday leave or requesting time off for other activities, e.g. performance or sporting
- To assist Highgate Wood School in developing, implementing and monitoring policies and practice to secure improved attendance at school and to support the agenda for raising the achievement of Highgate Wood School students.
- To work with families, schools and other agencies within the framework of Highgate Wood School and to promote the welfare and safety of Highgate Wood School's students.
- To support the Assistant Head with respect to welfare & attendance of Highgate Wood School students.
- To advise the Heads of Learning with respect to welfare and attendance of Highgate Wood School students.

#### Other

- Provide general advice and guidance to staff, students and others as appropriate
- Provide general clerical/admin support, e.g. photocopying, filing, faxing, e-mailing, completing standard forms, responding to routine correspondence as required
- Building positive working relationships with all staff to enable all to work at best capacity.
- Performing any other duties commensurate with the grade as and when required by the line-manager or Headteacher

## Appendix 4 - SIMS Tasks and Targets

Task	Action	Notes
Attendance officer		
Check all registers taken	Produce a list of missing registers	Attendance Officer produces list and follows up
Persistent absentees	Head of House maintain individual intervention record. SENCo maintains individual intervention record for all students on EHCPs	For EIWO referral
Post registration truancy	Text parents of targeted students, inform tutors, and HoH	
Keep registers up to date, add any morning lates/absences phoned in.	Attendance Officer signs in students who arrive late	
Admissions procedures	Update SIMS	Detail from LMRT group
Transfer procedures	Update SIMS	Detail from LMRT group
SIMS information changed or incorrect-formalise as an annual information gathering and checking exercise (Data Protection Act )	Update immediately from Attendance Officers list or HoH	Absolutely vital that SIMS is 100% accurate

### 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	95%
Year 10	95%
Year 11	95%
Post 16	95%

### Targets for Houses 2019-20

House	Target Attendance
Da Vinci	
Seacole	
Edison	

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

Year	Target Attendance	Persistent absence target
2019-2020		
2020-2021		
2021-2022		

## Appendix 5 - Exceptional leave or exceptional circumstances

Under education law (2013) parents may request leave for students from school due to exceptional circumstances. In considering any request for this, the school will look at individual circumstances and take account of:

- the age of the student
- the time of year
- the overall attendance pattern of the student
- the student's current educational progress
- the length, destination and purpose of the leave
- family circumstances and parents' reasons for wanting to take their children out of school during term time
- The effect the absence will have on his/her education and ability to achieve.

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: \_\_\_\_\_

Now return this form to the Headteacher

Office Use Only

Exceptional leave or circumstances

Anticipated date of return: ..... granted / refused

Signed: ..... Headteacher Date: .....

**OFFICE USE ONLY****HIGHGATE WOOD SCHOOL****Exceptional leave or exceptional circumstances**

Date: \_\_\_\_\_

Dear Parent/Carer,

I refer to your application for leave of absence for:

Student name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

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

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

This application is approved/refused.

If the application is refused the absence will be unauthorised and the school may follow the sanctions outlined below.

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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

SECTION 444 OF THE 1996 EDUCATION ACT

**Failure to return by the agreed return date may result in the issue of a fixed penalty notice, prosecution in accordance with section 444 of the 1996 Education Act or the child losing their school place.**



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

**EWO**

**Education Welfare Officer**  
Education Welfare Service

Cc. **School**

## Appendix 6 - Highgate Wood School Attendance Intervention Continuum

### **Level 1: This is likely to be led by form tutors of students with attendance of between 90-95%**

- Informal discussion, phone call home to parent/carer - recorded onSIMs
- Attendance report - 4 weeks
- Not authorising absences without medical information
- Successful report and improvement - Merits, certificate
- Unsuccessful - Level 2

### **Level 2: This is likely to be led by Deputy Heads of House or Heads of House of students with attendance of between 85 - 90%.**

- Formal meeting with parent, first PSP written with one numerical attendance target
- Attendance report to Pastoral Care Mentors, Deputy Heads of House or Heads of House - 4 weeks
- Referral to school nurse if appropriate
- Successful report and improvement - Merits, certificate
- Unsuccessful - Level 3

### **Level 3: This is likely to be led by Deputy Heads of House or Heads of House of students with attendance of between 85 - 90%. (if level 2 is unsuccessful)**

- Formal meeting with parent , second PSP written with one numerical attendance target
- Final PSP with one numerical attendance target
- Attendance report to Deputy Heads of House or Heads of House - 4 weeks
- GP enquiry letter
- Referral to school nurse
- Refer to EIWO
- CAF
- Successful report and improvement - Merits, certificate
- Unsuccessful – Level 4

### **Level 4: Early Intervention and Welfare Officer – less than 85% and 85-90% (if level 2 and 3 are unsuccessful)**

- Home visit
- School meeting
- Fast Track 1 letter
- Attendance Panel Meeting
- Fast Track 2 letter
- GP enquiry letter
- Fast Track 3 letter\*
- Court Assessment Meeting
- Decision
- Court action and judgement - fine

# Off Roll Form

<b>Date of effect</b>					
<b>Full name:</b>					
<b>Date of Birth</b>		<b>UPN (if known)</b>		<b>Tutor Group</b>	
<b>Address</b>					

**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.	
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.	
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.	
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.	

<b>Destination after leaving:</b>	<b>Destination institution:</b>
<b>Confirmed by:</b>	

**Authorised:**

<b>Head of House</b>		<b>PCO</b>	
<b>Date</b>		<b>Date</b>	

Weekly	100% attendance and punctuality (for the week)	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 HoH office.

### Long term

End of Year	Best Tutor Group per House	Certificates & Hosted lunch (ordered from school caterers) and House 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	95%	Certificate for all students who meet or surpass year target awarded in end of KS3 celebration event.
Year 10	95%	Certificate for all students who meet or surpass year target awarded in celebrations assembly.
Year 11	95%	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.