



Sackville School Attendance Policy

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Date adopted: September 2023

Next Review Date: July 2024

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos

- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Mr. Alex Millican and can be contacted via 01342 410140 or amillican@sackvilleschool.org.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/ Mrs. Amy Steer Child Protection and Welfare Officer, Mr. Alex Millican Assistant Headteacher, (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Miss Bittles and can be contacted via 01342 410140 ext.470 email attendance@sackvilleschool.org.uk

3.5 Class teachers/form tutors

Class teachers and form tutors are responsible for recording attendance on a daily basis for all regulated activity (within the first 10 minutes of the regulated activity that the member of staff is responsible for, using the correct codes, and submitting this information to the school office.

The form tutor is a key person in each student's school life, and able to monitor attendance and punctuality. The form tutor is in the best position to intervene quickly should issues around attendance/punctuality arise. Form tutors are easy to contact via email (initial of first name, followed by surname @sackvilleschool.co.uk, for

example amillican@sackvilleschool.co.uk for Mr. Millican or by phoning the school office on 01342 410140

3.6 Pastoral Team

The pastoral team works closely with form tutors and the school Attendance Officer to monitor pupils' attendance and punctuality and to offer more specialist support and guidance should issues arise. Our pastoral leaders can be contacted by phoning the school office or via the following email links:

Community Leader, Attenbrough – Mr. Endersby jendersby@sackvilleschool.org.uk

Community Leader, Holmes – Mr. Beaver jbeaver@sackvilleschool.org.uk

Community Leader, Yousafzai – Mr. Pearson jpearson@sackvilleschool.org.uk

Community Leader, Turing – Mrs. Sands gsands@sackvilleschool.org.uk

Community Leader, Angelou – Mr. Turner pturner@sackvilleschool.org.uk

Head of 6th Form – Mrs. Valentine hvalentine@sackvilleschool.org.uk

Good communication with school is crucial. Schools are required to contact the local authority if a child is absent from school without permission for 10 school days or more. A child who is missing from education is a safeguarding concern, and school has a duty to pass on concerns to the relevant services. *Similarly, if a child is absent from school for an extended period due to a legitimate reason (e.g., long-term illness), school will still make occasional contact with home. This may be to enquire about the child's wellbeing or sometimes to provide guidance on schoolwork etc. In these circumstances we ask that families respond to schools request as promptly as possible as we still have a duty of care to all our pupils, even when they are not in school.*

3.7 School reception

School reception:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Community Bases in order to provide them with more detailed support on attendance

3.8 Parents/carers

Parents/carers are expected to:

- Make sure their child attends everyday and every timetabled session on time
- Call the school to report their child's absence before 08:15 on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, medical appointments for their child are made outside of the school day
- 6th Form - Calls or emails should be made by the parent /carer - not the student. Emails should be sent to the 6th form attendance officer, Mrs Sara Bull – Attendance and Pastoral Support Officer – sbull@sackvilleschool.org.uk

3.9 Students

Students are expected to:

- Attend every timetabled session on time remaining on site at all times during the school day

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Students must arrive in school by 08:25 on each school day.

The register for the first session will be taken at 08:25 and will be kept open until 08:55. The register for the second session will be taken at 13:55 and will be kept open until 14:05

4.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08:15 or as soon as practically possible by telephone (01342 410140) where they will be directed to leave a message with the student's Community Base.

In case of sixth form students, an email or phone call should be made by parent / carer to the sixth form attendance office.

Mrs Sara Bull – Attendance and Pastoral Support Officer – sbull@sackvilleschool.org.uk

ABSENCE EMAIL ADDRESS – ks5attendance@sackvilleschool.org.uk

Please note for students in the sixth form a register is taken at the beginning of each lesson and attendance is monitored throughout the school day, including periods 6.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Sackville School will always work in collaboration with our parents/carers when it comes to supporting students who are experiencing ongoing health issues. Evidence must be provided by a consultant which specifically outlines the condition that has led to the students being unfit to attend school at that time. As a school we will implement guidance set out by medical professionals and where suggested seek respite for students who might benefit from a placement in a medical unit. This includes mental health issues that a student may experience within school. Support from the Community Team, School Counsellor and external agencies will be coordinated to ensure that students can access as much of the curriculum as possible and make the best possible progress in their learning.

If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical

evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. **We will not ask for medical evidence unnecessarily.**

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be formally notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Should a student's parent/carer wish to apply for their child to be absent from school, they should contact the Attendance Officer via email attendance@sackvilleschool.org.uk

Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Good punctuality is essential for students' progress. Students who are late for school miss learning and develop bad habits resulting in them being unprepared for the world of work. Students who are continually late for school will receive a sanction. If their lateness becomes habitual we will write to inform you and may ask you to attend an attendance and punctuality meeting.

In case of sixth form students, an email or phone call should be made by parent / carer to the sixth form attendance office.

All staff must complete registers by 08:30. Any student arriving after 9:00 will be recorded as late and the number of minutes late will be recorded in Bromcom. Students arriving after 9:00am will receive an unauthorised absence.

4.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, Sackville School will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact other external agencies e.g., the police or social services.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider reporting the child as a CME (Child Missing in Education) to the Education Welfare Service.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. Parents /carers will be able to access details of their child's attendance and punctuality via the Bromcom MCAS app.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

Children and families have 175 days off school to spend time together, including weekends and school holidays. The default school policy of Sackville School is the headteacher will only grant a leave of absence to a student during term time if they consider there to be '**exceptional circumstances**'. A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as rare unavoidable events e.g. death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the Attendance Officer (see 4.3) The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

It is important that parents/carers are aware that there are circumstances when absence of leave will not be granted. These are as follows

- In the month of September
- Immediately before and during assessment periods – GCSE or any other public examinations.
- When a student's attendance already include any level of unauthorised absence
- Where a student's attendance is below 95% or will fall below 95% as a result of taking leave of absence

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. A Fixed Penalty Notice (FPN) can be issued on the 10th missed session of school/5 days of unauthorised absences over a ten week period.

Please note that whilst this does not apply to post 16 students, in the case of persistent absence this could jeopardise their progress in the 6th form.

If issued with a fine, or FPN, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or

withdraw the notice.

6. Strategies for promoting attendance

Sackville School will:

- Use data to identify and target students that need intervention
- Develop robust attendance planning meetings with community teams and Attendance Officer
- Record and monitor intervention and impact
- Focus on PP and students with SENs
- Assemblies delivered to community and year groups explaining the importance of good attendance
- Regular item in Community assemblies to promote friendly competition. Reward the best performing forms and individuals over the term over the year.

Sackville School plan to reward where possible good attendance using strategies in line with the school's rewarding policy – this may include the following:

- Weekly /fortnightly draw for students with for 96% + and 100%
- Certificate awarded for 100% termly attendance
- Use of raffles for students with 96% plus
- Reward trips
- Jump the queue dining hall passes
- Achievement points for consistently high attendance and improvements in attendance

7. Attendance monitoring

7.1 Monitoring attendance

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

Sackville School will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

Sackville School will:

- Provide regular attendance reports to form tutors, and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be

vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

- Provide access to wider support services to remove the barriers to attendance
- Established regular attendance meetings similar to that of CAMS/PAMS meetings,
- Ensure all staff are using the correct codes for recording attendance and being proactive about marking of registers
- Assemblies on importance of attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, or annually as a minimum by the SLT lead for attendance. At every review, the policy will be approved by the full governing body.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Culture for Learning policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code Definition Scenario

/ Present (am) Student is present at morning registration \ Present (pm) Student is present at afternoon registration

Authorised absence codes

L - Late	Late arrival Student arrives late before register has closed
B - Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D - Dual registered	Student is attending a session at another setting where they are also registered
J - Interview	Student has an interview with a prospective employer/educational establishment
P - Sporting activity	Student is participating in a supervised sporting activity approved by the school
V - Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W - Work experience	Student is on a work experience placement
C - Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E - Excluded	Student has been excluded but no

	alternative provision has been made
H - Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I - Illness	School has been notified that a student will be absent due to illness
M - Medical/dental appointment	Student is at a medical or dental appointment
R - Religious observance	Student is taking part in a day of religious observance
S - Study leave	Year 11 student is on study leave during their public examinations
T - Gypsy, Roma and traveller absence	Student from a traveler community is travelling, as agreed with school

Unauthorised absence codes

G - Unauthorised holiday	Student is on a holiday that was not approved by the school
N - Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O - Unauthorised absence	School is not satisfied with reason for student's absence
U - Arrival after registration	Student arrived at school after the register closed

Additional Codes Definition Scenario

X - Not required to be in school	Student of non-compulsory school age is not required to attend
Y - Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z - Student not on admission register	Register set up but student has not yet joined the school
# - Planned school closure	Whole or partial school closure due to half-term/bank holiday/

Escalation of Procedures

Attendance is everybody's business.

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to achieve their full potential.

The importance of school attendance is clear – regular school attendance increases attainment and improves the wider life chances of students. Research has shown that the students with the highest attainment at key stages 2 and 4 have higher rates of attendance than peers. For example, students with 3.5% absence were more likely to meet the expected standard in reading, writing and maths at key stage 2, whereas those whose absence levels were 4.7% were not meeting expected standards. The following table below gives an overview of how attendance can impact on achievement but also the likely strategies that the school would adopt when attendance becomes a cause for concern.

Attendance %	Responsibility	Response /Approaches for support
98% – 100% 0-2 days off	Form tutors	Attendance levels are good to excellent – Students are fully accessing all learning opportunities Positive encouragement/incentives/rewards required to maintain high levels of attendance
96% – 98% 4-8 days off	Form tutors	Attendance levels are good – Very few learning opportunities are missed <ul style="list-style-type: none"> ● Warm welcome ● Praise texts, Form tutor awards attendance termly attendance certificates ● Attendance ladder/leagues praising upward movers ● Request notes for unauthorised absence log in Bromcom
93% – 95.9% 9-17 days off	CL/DCL/CPA Attendance Officer	Attendance levels beginning to cause concern – Risk of underachievement Analyse data and provide reports to regularly monitor attendance / reasons for absence, patterns etc. <ul style="list-style-type: none"> ● Tutor PSA and CL meeting with parent and student to form action plan ● Weekly check in with CPA ● 93% at risk letter sent home ● Attendance report ● Attendance monitoring 4-6 week process ● Attendance panel discussion

<p>90 – 92.9% 19-25 days off</p>	<p>CL/DCL/CPA /Attendance Officer/ASR</p>	<p>Attendance levels causing significant concern – High risk of underachievement</p> <p>Parents invited to an attendance meeting / action plan / contract / agreed</p> <ul style="list-style-type: none"> ● Home visit ● 90% letter with intent to fast track ● Referral to Early Help ● Referral to Education services ● Morning transport pick up ● Attendance panel discussion
<p>Below 90% 26+ days off</p>	<p>SLT link/CL/ASR</p>	<p>Attendance decreased to an unacceptable level with severe risk of underachievement– below persistent absence rate – despite school intervention by school staff</p> <p>Refer to Family support Services</p> <ul style="list-style-type: none"> ● Home visit ● Refer to EWS – Early Help ● EWS home visits ● SLT link/Student, family develop plan to address absence – 3 weeks monitoring of plan ● Letter informing of process to prosecute
<p>Below 85.5%</p>		<p>Extreme risk of underachievement - Legal intervention: take forward attendance legal intervention where support processes have not been successful or engaged with i.e., refer for prosecution</p>

If a child is absent from school for ten school days or more without permission, school will inform the Children Missing from Education Team at the Local Authority