



Attendance and Punctuality Policy

This policy document contains:

- Introduction
- Statutory Framework and other guidance
- Links to other policies
- Key principles
- Roles and responsibilities
- Implementation

Date of last review	September 2023	Review period	2 years
Date of next review	September 2025	Owner	Principal
Type of policy	Non-statutory	Approval	LGB approved

1. Introduction

- 1.1 Every minute of learning time at Salisbury Manor is precious for pupils and staff. At all times, pupils should be 'ready to learn' and enthusiastic about attending school every day.
- 1.2 We have very high expectations for pupil (and staff) attendance and punctuality; 100% attendance and punctuality are expected from everyone in the School community. Pupils need to attend school in order to benefit from the education offered at Salisbury Manor.
- 1.3 We recognise that this presents a real challenge for some pupils, and we therefore set out in this Policy our approaches to monitor and encourage pupils to meet our high expectations, and to empower them to become independent and responsible young people.
- 1.4 Absence from school whether **authorised** (valid reason) or **unauthorised** (no valid reason) affects an individual's ability to have positive peer and adult relationships and develop social skills. The habits of regular and punctual attendance are important in their own right: they enable individuals to participate in social organisations and shared arrangements, to take on commitments, and to contribute at work as well as at school. These habits do not develop spontaneously: they need to be requested, encouraged, shaped and rewarded.
- 1.5 Truancy is another way of describing *unauthorised* absence from school. Truants are more likely to do poorly at school, socially and academically. Truants are also more likely to be involved in anti-social or criminal behaviour, and it is harder for them to find and keep work. For these reasons Salisbury Manor is committed to making explicit the need for excellent attendance and punctuality and will take swift action to prevent long-term truancy developing.
- 1.6 Having an Attendance Policy and system in place enables us to be clear with parents/carers about the importance of regular attendance and good punctuality. It also enables us to challenge pupils and parents/carers who may condone absence from the School for trivial reasons. The reasons our parents/carers give for absence are systematically explored and the effect on their child's achievement recorded. In this way we are building an evidence base that improves our knowledge and understanding about which individual and groups of pupils are vulnerable and enable us to take positive swift interventionist action.

2 Statutory framework and other guidance

- 2.1 The legal duties regarding attendance in Schools are contained in:
 - The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
 - The Education (Pupil Registration) (England) Regulations 2006
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2010
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2011
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2013
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- 2.2 It is Waltham Forest Local Authority's responsibility in law to enforce the regular

attendance of registered pupils of statutory school age. The Education Welfare Service (EWS) must serve attendance orders on parents and may institute proceedings against parents of a child who is in breach of a school attendance order

or who are failing to secure the regular attendance of their child at school, having first considered whether to apply for an Educational Supervision Order with respect to the child (Sections 437, 443 and 444 of the Education Act 1996).

- 2.3 Salisbury Manor fulfils its legal duty to maintain Admissions and Attendance Registers and to record pupil attendance or absence from school.
- 2.4 Parents/carers have a duty to ensure that their child/ children receive a full-time education and that pupils registered at a school attend regularly and punctually.
- 2.5 This Policy adheres to the non-statutory DFE guidance on School Attendance November 2016.

3 Links to other policies and practice

- 3.1 The Attendance and Punctuality Policy should be read in conjunction with the following areas of School policy:
 - Equal Opportunities Policy
 - Safeguarding and safer recruitment (including Child Protection) Policy
 - Exclusions Policy

4 Principles

- 4.1 The following framework underpins the approach to Attendance and Punctuality:
 - Clear, open and transparent lines of communication between parents/carers and the School at all times
 - Timely, pre-emptive action where necessary
 - Consistency in support and challenge
 - We go beyond our legal requirements to actively encourage excellent attendance and punctuality.

5 Roles and responsibilities for Attendance and Punctuality Policy

Pupils	<ul style="list-style-type: none"> • Attend school every day to meet their target of 100% attendance • Arrive to school on time, 8.45am for pupils
Parents and carers	<ul style="list-style-type: none"> • Ensure that their child attends school every day and support them in meeting their target of 100% attendance • Limit their child's absences to cases of genuine illness • Book holidays outside of term time. No pupil will be permitted to take a holiday during term time • Make appointments for medical appointments outside of School hours • Contact the school by telephone, by 8.00 a.m. on each and every day of absence • Provide their child with a signed letter/medical evidence where necessary to be handed in on the first day of their child's return. The letter must be marked for the attention of the Attendance Team and state the reason for absence. This letter/proof is a legal requirement.

Attendance Officer	<ul style="list-style-type: none"> • Responsible for maintaining the attendance registers • Take calls from parents regarding their child's absence, checking the validity of the reason • Follow up all unexplained and unexpected absence promptly through first day calling
	<ul style="list-style-type: none"> • Email all School staff of any children who are absent along with the reason • Produce weekly attendance reports for the Principal • To produce accurate attendance data analysis on a half termly, termly and annual basis. These reports will be a standing item on the SLT agenda. • Monitor the accuracy of registers and use of absence codes • Record details from parental absence letters
All staff	<ul style="list-style-type: none"> • Act as role models at all times, in modelling perfect attendance and punctuality • Accurately take registers according to this and the Recording Accurate Attendance policy • Pro-actively identify potential concerns with attendance and punctuality, and refer to line manager or attendance officer • Ensure absence notes are received by parents/carers and passed on to the Attendance Officer
SLT responsible for Attendance	<ul style="list-style-type: none"> • Responsible for attendance and punctuality across the School • Monitor attendance patterns across year groups and produce data for discussion with class teachers, tutors and SLT • Investigate the underlying cause of any pupils with poor attendance • Put strategies in place for pupils whose attendance is a cause for concern coordinate independent learning for any pupil who has a long-term absence • Refer pupils to the Education Welfare Officer (Only applicable if child is above statutory age) when: <ul style="list-style-type: none"> - there has been no parental response to communications from the School regarding absence - attendance continues to be unsatisfactory following contact with parents/carers - there is a concern about unauthorised absence - a pupil's attendance has fallen below 90% for which there is insufficient medical grounds • Identify and implement strategies to ensure excellent attendance • Meet with the EWO for regular updates
Local Governing Body	<ul style="list-style-type: none"> • Regularly Reviews attendance data (preferably termly). • Available for 'Attendance Panel' for serious concerns (see Appendix)

6 Implementation

Maintaining the Admissions and Attendance Registers

- 6.1 The Admissions Register contains details of the pupil from the date they were first admitted to the school. This must include details of their parents/carers.
- 6.2 The Attendance Register shows whether a pupil is present, engaged in an approved off-site activity, or is absent. In addition, the register must also show whether the

absence was authorised by the school **or** remains unauthorised **or** whether the pupil was unable to attend due to one of the exceptional circumstances named in the code.

- 6.3 A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

- 6.4 Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.
- 6.5 The Admissions Officer will inform the local authority of any pupil who is going to be deleted from the admission register where they:
- Have been taken out of school by their parents and are being educated outside the school system (e.g. home education);
 - Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
 - Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
 - Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
 - Have been permanently excluded.
- 6.6 The Attendance Officer will inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

Taking registers

- 6.7 Class teachers take registers at the following times:

8:45am and 1pm/1:30pm daily

- 6.8 Pupils are expected to arrive at School between:

8.40 and 8.45am.

Any pupil who arrives after these times will be marked 'L' for 'late arrival before the registers close

- 6.9 The registers close at 8.45am and 1:05pm/1.35pm. Any pupil who arrives after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

7 Unauthorised leave of absence

- 7.1 The Principal will **not** grant any leave of absence during term time, unless there are exceptional circumstances.
- 7.2 Exceptional circumstances are defined as the death of a parent/stepparent, grandparent or sibling. 'Sibling' means:
- full brother or sister;
 - half-brother or half-sister;
 - stepbrother or stepsister; and
 - adopted or long-term fostered brother or sister; living at the same address and going to the named school (not including the school's nursery).
- 7.3 It is at the discretion of the Principal as to how long leave may be granted in these circumstances.
- 7.4 The Principal will **not** grant any leave of absence for a holiday during term time. If parents still take the child out of school the absence is unauthorised. A penalty notice request will be submitted by the school to the Local Education Attendance Officer.
- 7.5 A parent, who has been issued with a penalty notice, must pay up to a maximum of

- £80 per child within 21 days.
- 7.6 The penalty is payable to the Local Authority (details for payment will be contained in the Notice).
- 7.7 The amount of the penalty is:
- £80.00 per pupil per parent, if paid within 21 days of receipt of the Notice
 - £160.00 per pupil per parent if paid within 28 days.
- 7.8 Payment of the Penalty Notices cannot be made by instalments.
- 7.9 Failure to pay the penalty in full within 28 days of issue, the Local Authority is required to start legal proceedings against parents/carers in the Local Magistrates Court for the original offence of failing to ensure their child attend school regularly. This may lead to a fine of up to £1,000.00.
- 7.10 Once payment of the penalty notice has been made, parents/carers will no longer be liable for their child's absence from school, during this period to which the notice relates. But, if their child has further periods of unauthorised absence from school, the local authority may decide to take parents/carers back to court for a further prosecution.

8 Encouraging Excellent Attendance and Punctuality

- 8.1 Houses and classes are also recognised and rewarded for perfect attendance and punctuality. Classes will receive a certificate for the best attendance per half-term. Attendance and punctuality is shared in the weekly newsletter. We will also recognize those pupils who have the most improved attendance.
- 8.2 In order to have 100% attendance pupils must be in school all day, every day. Pupils who miss part of the school day for appointments e.g. medical and dental would not be able to achieve 100% unless the appointment is with regards to a life-long medical condition. Such conditions are deemed as anything which will require more than one academic year of treatment. We strongly encourage parents to make appointments outside of the school day.
- 8.3 If a child comes to school but is then sent home ill, this would not affect attendance as the onus is on the school staff recommending that the child be sent home for their own wellbeing.
- 8.4 All pupils and parents/carers receive feedback and percentage scores about their attendance record as part of the reporting system every half term.
- 8.5 Parents/carers are encouraged to avoid any absence from the school and they are made aware that they should not arrange holidays or routine medical check-ups during term time.
- 8.6 Systems for concerns about attendance and punctuality are shown in the Appendices.
- 8.7 Attendance and punctuality is tracked and analysed each half-term according to:
- Overall attendance figures for the School
 - Attendance by ethnic group/gender/faith group
 - Attendance by Key Stage/year
 - Attendance by subject/lesson/teaching group
 - Attendance by term/week/day
- 8.8 Interventions for specific groups and individuals are implemented according to need and reviewed regularly.

9 Links with external partners/agencies where relevant

- 9.1 Salisbury Manor is committed to positive professional working arrangements with Waltham Forest Local Authority. The Local Authority exercise their statutory duties and discretions through the Education Welfare Service working with schools, pupils, young people, families and other agencies.. The EWS will work with, accept referrals and take Legal action to enforce attendance on any pupil in a Waltham Forest school, regardless of where they live.

10 Dropping off and picking up procedures

- 10.1 The School day starts at:
8:45am; the main gate closes at 8:50am promptly.
- 10.2 Pupils who arrive after this time must enter the School via the Main Office. They must then be signed in using the In Ventry system located in Reception..
- 10.3 The School day ends at:
3.15pm, or 4.30pm after clubs. Teachers will keep the children with them until 3.30pm, or 4.40pm after clubs. After this time children are taken to the main office where parents will be called and their child's name entered in to the 'Late Collection Book'.

Appendices:

Attendance and punctuality thresholds
Attendance monitoring process

Attendance and Punctuality Thresholds

Blue	100	Monitored by teacher and school office Half-termly certificate for outstanding attendance Prizes
Green	96-99	Monitored by teacher and school office
Amber	90-95	Meeting with Senior Leadership Team and Attendance Officer Referral to Education Welfare Service where appropriate Fixed Penalty Notice where appropriate
Red	Below 90	Meeting with Principal and Attendance officer Fixed Penalty Notice Court Action Referral to Education Welfare Service

Attendance Monitoring
Process

Green
Class teacher/tutor monitors



Pupils with attendance below 95% or an erratic pattern of attendance
Attendance Officer identifies



Amber
Letter, registration certificate & attendance policy sent home
Meeting with Senior Leadership Team and Attendance Officer



Red Stage
Attendance Panel- Attendance Officer, EWO, pupil, parent, SLT.
EWO referral meeting- warning of possible penalty notice



EWO referral made