

## Attendance Policy (Non-Statutory)

<b>Person Responsible:</b>	Assistant Headteacher - Pastoral
<b>Date:</b>	July 2020
<b>People Involved:</b>	Behaviour & Welfare Committee
<b>Reviewed:</b>	Annually
<b>Adopted:</b>	July 2020
<b>Review due:</b>	Summer 2021

## **Attendance Policy**

### **All students**

Attendance of all students is monitored and carefully tracked on a weekly basis by our pastoral team. Attendance below 96% and/or more than 6 sessions of unauthorised absence in 12 weeks is considered a cause for concern.

Attendance between 90% and 96% will result in contact with parents and appropriate action being taken.

When attendance falls below 96% (whether authorised or unauthorised) school will issue Letter 1 or 1a (Appendix A) explaining to parents the issues with the student's attendance and requesting improvement to be made. This action will be made in consultation with House leaders.

Regular monitoring will be carried out over next 15 days – including liaison between the tutor and House Leaders.

### **Authorised absences**

This category includes time off through illness, medical appointment or other approved circumstances. It no longer includes holidays.

When attendance falls below 96% - Letter 1 or 1a is issued in consultation with Heads of Years.

If, after a 15-day monitoring period, improvement has not been made – Letter 2 (Appendix B) is issued to parents.

If there is concern about the amount of school a student is missing through illness a medical evidence letter can also be issued and no further absences will be authorised until proof of illness is provided.

Medical evidence is advisable for prolonged periods of absence due to illness or medical issues.

### **Unauthorised absences**

Unauthorised absence of more than 6 sessions in any 12-week period or where absence is below 96% and includes some unauthorised sessions will result in Letter 1 or 1a being sent to parents and further interventions (see below) if improvements do not occur.

Further interventions include:

- Additional phone calls or letters to parents
- Request for medical evidence (Letter 3a - Appendix C)
- Attendance intervention meetings with the school (Letters 3b and 3c - Appendix C)
- Attendance support plan (Letter 4a – Appendix D)
- School issuing a warning penalty notice
- Referral to Team around the School and Educational Safeguarding Service (Letter

4b – Appendix D).

Covid-19 and attendance

Appendix E is a letter to parents published September 2020 with expectations for attendance during Covid-19.

## Appendix A

Letter 1 and Letter 1a templates. The letter sent depends on the level of unauthorised/authorised absence, and level of concern.

### LETTER 1:

«date\_of\_printing»

«address\_block»

Dear «salutation»,

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil whose attendance causes concern. We appreciate that the situation relating to Covid-19 is making things a little more uncertain but we need to establish what the barriers are to good attendance. We are issuing a first letter to register this concern with parents. We are therefore writing to you due to «chosen\_forename»'s current level of attendance:

Overall School Attendance	«percentage_attendance»%
Of which Authorised Absence is	«percentage_authorised_absences»%
Of which Unauthorised Absence is	«percentage_unauthorised_absences»%
Total Authorised Absences	«total_authorised_absences»
Total Unauthorised Absences	«total_unauthorised_absences»

The information below shows how attendance can affect your child's future progression.

<b>Above 97%: Less than 6 days absence a year</b> Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
<b>95%: 10 days absence a year</b> These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.
<b>90%: 19 days absence a year</b> Pupils in this group are missing a month of school per year; it will be difficult for them to achieve their best.
<b>85%: 29 days absence a year</b> Pupils in this group are missing six weeks of school per year; it will be very difficult for them to keep up with work and they are unlikely to do their best.
<b>80%: 38 days absence a year</b> The Government classifies pupils in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact Mrs Hooper on 01749 345555.

Yours sincerely,

Mrs S. Hooper (Attendance Lead)

## LETTER 1a:

«date\_of\_printing»

«address\_block»

Dear «salutation»,

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil whose attendance below 96% or includes more than 8 absences within 12 weeks. We appreciate that the situation relating to Covid-19 is making things a little more uncertain but we need to establish what the barriers are to good attendance and ensure clear communication of the attendance information. This letter is to notify you of the current level of attendance. We recognise the absence is for various authorised reasons but have a duty to inform you that is currently not at the expected level. Below is the information regarding «chosen\_forename»'s current level of attendance:

Overall School Attendance	«percentage_attendance»%
Of which Authorised Absence is	«percentage_authorised_absences»%
Of which Unauthorised Absence is	«percentage_unauthorised_absences»%
Total Authorised Absences	«total_authorised_absences»
Total Unauthorised Absences	«total_unauthorised_absences»

The information below shows how attendance can affect your child's future progression.

<b>Above 97%: Less than 6 days absence a year</b> Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
<b>95%: 10 days absence a year</b> These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.
<b>90%: 19 days absence a year</b> Pupils in this group are missing a month of school per year; it will be difficult for them to achieve their best.
<b>85%: 29 days absence a year</b> Pupils in this group are missing six weeks of school per year; it will be very difficult for them to keep up with work and they are unlikely to do their best.
<b>80%: 38 days absence a year</b> The Government classes pupils in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact Mrs Hooper on 01749 345555.

Yours sincerely,

Mrs S. Hooper (Attendance Lead)

## Appendix B

### LETTER 2 TEMPLATE:

«date\_of\_printing»

«address\_block»

Dear «salutation»,

Since we last wrote to you «chosen\_forename»'s attendance has failed to improve significantly, and is now «percentage\_attendance»% and has «total\_authorized\_absences» authorised sessions, and «total\_unauthorised\_absences» unauthorised sessions within the 12 weeks. This is below the expected 96% attendance and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent «chosen\_forename» from forming poor habits of attendance. Problems with attendance now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

This level of attendance cannot continue and needs to be addressed and a plan put into place for improvement. We wish to help «chosen\_forename» to improve «his\_her» attendance.

If you would like to discuss «chosen\_forename»'s attendance please contact Mrs Hooper on 01749 345555 and we will be happy to talk with you and if required arrange a meeting.

We would appreciate your support to make sure «chosen\_forename»'s attendance improves. The school will continue to monitor the situation for the next **15 days** and will be in touch again if there is no improvement.

Thank you for your cooperation.

Yours sincerely,

Mrs S. Hooper (Attendance Lead)

## Appendix C

### LETTER 3a TEMPLATE: 3a is the letter requesting medical evidence

«date\_of\_printing»

«address\_block»

Dear «salutation»,

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any student whose attendance causes concern.

Any student with attendance below 96% or with more than 6 absences in 12 weeks is considered to have below expected levels of attendance. «chosen\_forename» has attendance of «percentage\_attendance»% and «total\_authorized\_absences» authorised sessions, and «total\_unauthorised\_absences» unauthorised sessions. When looking into the reasons why «chosen\_forename» has been absent from school, we noticed that the majority of the absence was linked to illness and/or medical reasons. We appreciate that the situation relating to Covid-19 is making things a little more uncertain but we need to establish what the barriers are to good attendance.

Due to the level of illness and/or medical absence, I must now ask that if any further absence occurs, evidence must be received by the school that shows why «chosen\_forename» has been absent and that «he\_she» is being supported by a doctor. Some examples of evidence that could be used are: medication packaging, copy of prescription issued, or appointment cards. You do not need to provide an official doctor's note as some surgeries usually charge for this service.

If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as an "**unauthorised**" absence and a meeting will need to be arranged to discuss the support required to help improve attendance.

We would appreciate your support to make sure «chosen\_forename»'s attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve.

Thank you for your cooperation.

Yours sincerely,

Mrs S. Hooper (Attendance Lead)

## **LETTER 3b TEMPLATE: 3b is a letter requesting an attendance intervention meeting with SH**

«date\_of\_printing»

«address\_block»

### **ATTENDANCE INTERVENTION**

Dear «salutation»,

As you will be aware from our previous letters, we have concerns with regard to «chosen\_forename»'s attendance of «percentage\_attendance»%. As previously mentioned attendance below 96% or absence of more than 6 sessions in a 12 week period is now considered to be below expected.

I enclose your child's most recent registration certificate for your information.

I would like to discuss this with you further. Please could you call to confirm your attendance at an attendance intervention meeting on (insert date and time), or call to arrange another convenient time to discuss this. A 15 day improvement period will be set at this meeting. Please be aware that this 15 day improvement period can form part of a warning notice period and any absence during this time will result in an escalation of intervention, to include potential referral to the Educational Safeguarding Service, or the issuing of a penalty notice.

Please do not hesitate to call me on 01749 345555 so that I can help support you in this issue.

Yours sincerely,



**LETTER 3c TEMPLATE: 3b is a letter to inform of House Leader/Aspire Lead intervention**

«date\_of\_printing»

«address\_block»

**HOUSE LEADER/ASPIRE LEAD ATTENDANCE INTERVENTION**

Dear «salutation»,

As you will be aware from our previous letters, we have concerns with regard to «chosen\_forename»'s attendance of «percentage\_attendance»%. As previously mentioned attendance below 96% or absence of more than 6 sessions in a 12 week period is now considered to be below expected.

I have asked that the House Leader and/or Aspire Lead makes an appointment to speak with you about this and that they specifically discuss targets for immediate improvements. These targets will be reviewed after a 15 day period, and any absence will mean an escalation of intervention.

I enclose your child's most recent registration certificate for your information.

Please do not hesitate to call me on 01749 345555 so that I can help support you in this issue.

Yours sincerely,

Mrs S. Hooper (Attendance Lead)

## Appendix D

### LETTER 4a TEMPLATE: Attendance Support Plan

«date\_of\_printing»

«address\_block»

Dear «salutation»,

As you will be aware from our attendance intervention meeting **(insert date)** and my previous letters, we have concerns with regard to «chosen\_forename»'s attendance of «percentage\_attendance»% and has «total\_authorized\_absences» authorised sessions, and «total\_unauthorised\_absences» unauthorised sessions.

As explained at the attendance meeting a 15 day monitoring period was set unfortunately there have been further unauthorised absences and we have not received a satisfactory reason for «chosen\_forename»'s absence and «his\_her» attendance has failed to improve significantly.

I enclose your child's most recent registration certificate for your information.

I would now like to invite you to a further attendance support meeting so that an attendance support plan can be discussed. Please can you call to confirm your attendance at an attendance support meeting on **(insert date, time)** or call to arrange an alternative time to discuss this process. During this meeting a plan will be agreed and an improvement in attendance is expected. Any further absence could result in a referral to Educational Safeguarding Service or the issuing of a penalty notice.

I would like to remind you that ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent «chosen\_forename» from forming poor habits of attendance.

Yours sincerely,

Mrs S. Hooper (Attendance Lead)

## Appendix D

### LETTER 4b TEMPLATE: Team Around the School

«date\_of\_printing»

«address\_block»

Dear «salutation»,

Following our attendance support meeting and the implementation of an attendance support plan, we still have concerns with regard to «chosen\_forename»'s attendance of «percentage\_attendance»% and has «total\_authorized\_absences» authorised sessions, and «total\_unauthorised\_absences» unauthorised sessions.

Unfortunately we have not received a satisfactory reason for «chosen\_forename»'s absence and «his\_her» attendance has failed to improve significantly and there have been continued periods of absence during this monitoring period. Therefore I would like to refer «chosen\_forename» to Team Around the School (TAS) where further support in helping support you and your child with attendance can be discussed.

This referral to TAS is due to (delete as applicable) non engagement with school attempts to improve and support attendance / non-attendance at support meetings / no improvement in attendance.

I enclose your child's most recent registration certificate for your information.

The next TAS meeting will be on (insert date, time) and your consent will be required. It is very helpful to engage with this process as all agencies that can support you and your child are present at the meeting and this allows for appropriate support for both you and your child.

I would like to remind you that ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent «chosen\_forename» from forming poor habits of attendance.

Yours sincerely,

Mrs S. Hooper (Attendance Lead)

## APPENDIX E: Letter sent home regarding Covid-19 and attendance Sept 2020

Dear Parents and Carers,

We have produced the following information in conjunction with the most up-to-date advice from Public Health England, the DfE and in line with current government guidelines. This information is to help remind you of advice and guidance for illness particularly relating to **COVID – 19**, but also to explain rules about all other illness and what to do if your child is absent from school. It is helpful to remember that not all coughs, sneezes or illnesses mean your child needs to self- isolate or stay off school.

### Symptoms of COVID-19

The most common symptoms of **COVID-19** (coronavirus) are:

- A high temperature – hot to the touch (on back or chest)
- A new **CONTINUOUS** cough (consistently coughing over a period of time)  
(A cough that is cause for concern would be if you cough more often than not in a hour window of time or have 3 or more coughing episodes in 24 hours.)
- A loss of, or change in sense of smell or taste.

For more information and details of symptoms please refer to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

**Please refer to the following actions for what you need to do in each scenario and what action you should take:**

### COVID-19 (Coronavirus)

What to do if.....	Action needed....	Return to school when.....
<p><b>My child has one or more of the Covid-19 symptoms</b></p> <ul style="list-style-type: none"> <li>• High temperature</li> <li>• New continuous cough</li> <li>• Loss of or change to sense of smell or taste</li> </ul> <p>(If anyone else in the household develops symptoms during this isolation, they will also need to get tested and isolate for 14 days)</p>	<ul style="list-style-type: none"> <li>• Child <b>does NOT</b> come to school</li> <li>• Contact the school <b>immediately</b> to inform us</li> <li>• <b>Self-isolate</b> the <b>whole</b> household <b>immediately</b></li> <li>• <b>GET A COVID-19 TEST</b> as soon as possible</li> <li>• <b>Keep in touch</b> with the school to inform us of status of the test (when/where you have managed to get a test and even if you can't get a test immediately - it is very helpful to know this too so that we are aware of whole situation)</li> <li>• <b>Inform</b> the school of the result as soon as you have it</li> </ul>	<ul style="list-style-type: none"> <li>• The test comes back <b>negative</b> and the child feels well</li> </ul>

<p><b>My child tests positive for COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Child <b>does NOT</b> come to school</li> <li>• Contact the school <b>immediately</b> to inform us</li> <li>• <b>Self-isolate</b> the <b>whole</b> household <b>immediately</b></li> </ul>	<ul style="list-style-type: none"> <li>• They can return when they feel better after <b>10 days of isolation.</b></li> <li>• They must isolate for at least 10 days even if symptoms disappear</li> <li>• Be aware they can return after 10 days even with a cough or loss of smell and taste (as these symptoms can last several weeks)</li> </ul>
<p><b>My child tests negative for COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Contact the school <b>immediately</b> to inform us</li> <li>• Agree a date to return to school – this can be the same day/next day</li> </ul>	<ul style="list-style-type: none"> <li>• The test comes back <b>negative</b> and the child feels well</li> </ul>
<p><b>My child is identified by Track and Trace as being a possible contact with a positive case of Covid-19</b></p>	<ul style="list-style-type: none"> <li>• Child <b>does NOT</b> come to school</li> <li>• Contact the school <b>immediately</b> to inform us</li> <li>• <b>Self isolate for 14 days</b></li> <li>• There is no requirement for other members of the household to isolate unless they are also identified as part of the Track and trace system</li> </ul>	<ul style="list-style-type: none"> <li>• <b>After 14 days – not before</b></li> <li>• Be aware that as a contact identified by Track and trace you will not automatically be eligible for a test unless you develop symptoms – <b>you should still isolate for full 14 days even if you take a test and get a negative result</b></li> </ul>

If you are unsure of symptoms or if your child develops symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111

You can arrange a test if your child is showing any of the symptoms by calling 119 or via <https://www.nhs.uk/ask-for-a-coronavirus-test>

Above all it is very important that if your child shows symptoms or is awaiting a test result they SELF-ISOLATE and DO NOT come to school – this isolation period will apply to all household members and anyone in your ‘support’ bubble too.

All household members should not go to work, school or public areas and any exercise should be within the home during the isolation period. You should ask friends, neighbours, other family members to help with everyday tasks like shopping, dog walking, picking up medications.

For additional advice on the ‘Stay at home’ guidance please refer to <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

## **Vomiting and diarrhoea**

Vomiting and diarrhoea is not listed as a symptom of Covid-19, however as per standard medical advice a child should not come to school if they have had sickness or diarrhoea.

We ask that you inform the school of this illness and ring on **EACH DAY** of absence to ensure we are clear on the reasons for absence. It is even more important in the current situation that we have regular updates and contact with between home and school regarding reasons for absence.

## **Seasonal colds**

We are aware that children do get ill as the winter months approach and if your child is ill with the symptoms of seasonal colds – including a runny nose, sore throat, aches, tiredness, they can come to school if well enough.

However before sending them in to school you should:

- Check for the symptoms of COVID-19 (see above)
- If unsure ring GP, 111 or check NHS website

If you feel they are too unwell to attend school then please **RING** school to inform us and give a clear reason. You should ring on each day of absence and we would advise that **after 3 days of absence** they should be showing some signs of recovery and if they are still unwell you should seek medical advice and guidance.

Remember a child can return to school and should be attending if well enough and not showing symptoms of COVID-19

## **What you and your child needs to do to help the school**

Please help us all to protect each other by remembering the following:

- Act responsibly when travelling to and from school – wear a mask on public transport and in areas where you can NOT maintain 2 metre distance from others
- Socially distance where possible
- Wash hands regularly throughout the day and when you arrive at school or home
- Cover your mouth and nose with a tissue/arm if you cough or sneeze
- Use the hand sanitizer provided by staff at the start of each lesson
- Wear a face mask when moving around the school – inside and when there is a chance you will see students from other bubbles (lesson changeover, after break and lunch)
- Bring your own equipment to school – use the pencil cases provided by the school – students can buy additional equipment from student reception.
- Do not wander around classrooms

Thank you for your ongoing support and understanding in helping with this current situation. Please can we ask that you help us manage this situation in the best way possible by reinforcing these guidelines and communicating regularly with us regarding absence or any other issues.

Yours sincerely