



The Derby High School

Secondary Attendance and Absence Policy

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REVISION LOG

Change Date	Reason for change	Details	Approved By
Spring 2014	Document Created	First Revision	School Governing Body
Spring 2015	Annual Review		School Governing Body
Spring 2016	Annual Review		School Governing Body
Summer 2017	Annual Review		School Governing Body
Summer 2019	Annual Review		School Governing Body
September 2022	New policy created in line with the new DfE Statutory guidance 'Working together to improve school attendance'	First revision	School Governing Body

STATEMENT OF INTENT

The Derby High School believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some students find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with students and parents/carers.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as student premium – can have on improving student attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our students.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents/carers follow the framework set in section 7 of the Education Act 1996, which states that the parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents/carers and students.
- Regularly monitoring and analysing attendance and absence data to identify students or cohorts that require more support.

The school's attendance officer is Mrs Amanda Brooks, and can be contacted via email at abrooks@thederbyhighschool.co.uk. Staff, parents/carers and students will be expected to contact the attendance officer for queries or concerns about attendance.

Other key staff linked are: -

Mrs Sarah Davies - Assistant Headteacher (Behaviour & Attitudes)

Mrs Jean Lund (Chair of Governors) – Link Governor for Attendance

1. LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Student Registration) (England) Regulations 2006 (as amended)
- DfE (2022) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Keeping children safe in education 2022'

2. DEFINITIONS

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents/carers keeping children off school unnecessarily or without reason
- Truancy during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Severely absent (SA):

- Missing 50% or more of schooling across the year for any reason

3. ROLES AND RESPONSIBILITIES

The Governing Body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Nominating a Link Governor to support and challenge the implementation of the 'Attendance and Absence Policy'.

The Headteacher is responsible for:

- Ensuring the day-to-day implementation and management of this policy and all relevant procedures across the school is in place
- Appointing a member of the SLT to oversee the management of attendance.
- Ensuring regular updates are provided from the nominated SLT colleagues following QA of the policy with immediate actions in response to findings where necessary.
- Ensuring all parents/carers are aware of the school's attendance expectations and procedures.
- Ensuring that every student has access to full-time education

The Assistant Headteacher (Behaviour and Attitudes) is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Ensuring those staff directly involved in attendance (Inclusion Support Staff, SEND Team, Form Tutors, Attendance Officer) have clear roles and responsibilities and are supported, developed and challenged to implement these effectively
- Monitoring the implementation of the Attendance and Absence Policy, attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Work closely with the Assistant Headteacher (Inclusion/SEND) and Assistant Headteacher (Assessment, Data and Achievement) to ensure that they are effectively supporting improvements in attendance through their roles
- Ensuring the SLT and Governors are provided with regular updates around attendance.
- Communicating with students and parents/carers with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any student being deleted from the admission and attendance registers.

Staff are responsible for:

- Following this policy and ensuring students do so too.

- Ensuring this policy is implemented fairly and consistently.
- **Highlighting the importance of attendance through their designated role.**
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual students to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

Parents/Carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

Students are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving to school in good time.
- Arriving punctually to lessons when at school.

4. ATTENDANCE EXPECTATIONS

The school has high expectations for students' attendance and punctuality, and ensures that these expectations are communicated regularly to parents/carers and students.

Students will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The school day starts at **8:40am**, and students will be in their form room/classroom, ready to start at this time; therefore, students will be expected to be on the school site by **8:35am**

Registers will be taken as follows throughout the school day:

- The morning register will be marked at **8.40am**. Students will receive a late mark if they are not in their room by this time. Students attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:10am**. Students will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:00pm**. Students will receive a late mark if they are not in their classroom by this time

Class teachers will also take informal registers at the start of each lesson period to ensure that students are attending all timetabled lessons.

5. ABSENCE PROCEDURES

Parents/carers will be required to contact the school office via telephone before **9:00am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a student is absent, and their parent/carer has not contacted the school by **9am** to report the absence, administrative staff/Inclusion staff will contact the parent/carer via telephone call/text message as soon as is practicable on the **first** day that the student does not attend school. In most cases this will be before 10am.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.
- Encourage the return of students back to school and check wellbeing

Priority will always be given to those students who are:

- Deemed vulnerable by the school and Local Authority – G Dean
- Students whose parents have not contacted the school – HOY/Inclusion Support
- Students who are at risk of PA – HOY/Inclusion Support
- The Attendance Officer, will get in touch with all students via text message

For any student who contact has not been made, a follow up text will be sent.

Where a student has been absent for more than 2 days and there has been no communication between school and home; visits to the student's home will be conducted in order to establish the welfare of the child. In some circumstances this may happen on day 1 of the absence. If the school are still unable to contact the family a Police Welfare check may be requested by the school.

Where a student is absent for more than **5** school days in a row, the student's parent/carer will be expected to provide a signed letter with an explanation for the absence.

The school reserves the right to request supporting evidence of illness where there is genuine and reasonable doubt about the authenticity of the illness.

The school will regularly update parents/carers on their child's attendance by letter and/or telephone calls. Where patterns of absence are becoming more regular, arrangements will be made for parents/carers to meet with members of the school Inclusion team.

Where attendance continues to be a cause for concern, parents/carers will be invited into school for an Attendance Panel meeting with members of the school Senior Leadership Team and the Chair of Governors.

The school will inform the LA, on a regular basis, the details of students who fail to attend regularly, or who have missed 10 school days or more without authorisation.

Where a student has not returned to school for 10 days after an authorised leave of absence, or is absent from school without authorisation for 20 consecutive school days, the school will

remove the student from the admissions register if the school and the LA have failed to establish the whereabouts of the student after making reasonable enquiries.

6. ATTENDANCE REGISTER

The school uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether students are:

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

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- H = Authorised holiday
- E = Excluded but no alternative provision made
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- [New] S = Study leave
- T = Gypsy, Roma and Traveller absence
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another educational establishment
- B = Off-site education activity
- J = At an interview with prospective employers, or another educational establishment
- P = Participating in a supervised sporting activity
- V = Educational visit or trip
- W = Work experience
- Y = Exceptional circumstances
- Z = Student not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant students who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

7. AUTHORISING PARENTAL ABSENCE REQUESTS

Parents/carers will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the student and the impact on the Student's education into account. The school's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents/carers, and will not deny any request without good reason.

Leave of absence

The school will only grant a student a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents/carers to contact the Headteacher in writing at least **two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. Where the absence is granted, the Headteacher will determine the length of time that the student can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- During Year 7 when a student is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member
- Immediately before and during assessment periods
- When a student's attendance record shows any unauthorised absence
- Where a student's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents/carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents/carers will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all students engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Headteacher to authorise the leave of absence for each day. The school will not authorise any absences which would mean that a student's attendance would fall below **97 percent**. Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.

Religious observance

The school will authorise no more than one day of absence for religious observance. The school will define this as a day where the student's parents/carers would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the date when this would take place.

For additional days of absence, parents/carers will be expected to request absence for religious observance at least **two weeks** in advance.

The school will only accept requests from parents/carers for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body.

Gypsy, Roma and Traveller absence

Where a student's parent/carer belongs to a community covered by this code and is travelling for occupational purposes, the parent/carer will be expected to request a leave of absence for their child at least **two weeks** in advance. Absences will not be granted for students from these communities under this code for reasons other than travel for occupational purposes.

8. SEND AND HEALTH-RELATED ABSENCES

The school recognises that students with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support students who find attending school difficult.

The school will ensure that reasonable adjustments are made for disabled students to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a student's non-attendance may be related to mental health issues, parents/carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a student that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All students will be supported with

their mental health in accordance with the school's Social, Emotional and Mental Health procedures. EBSA work will also be completed.

If a student is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a student is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the student's needs, capabilities and programme of work.
- Help the student reintegrate at school when they return.
- Make sure the student is kept informed about school events and clubs.
- Encourage the student to stay in contact with other students during their absence.

9. ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Exceptional circumstances will include when a student is unable to attend because:

- Transport provided by the school, LA or parent/carer is not available and the student's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the student from attending.
- The student is in custody and will be detained for less than four months.

The use of the 'Y' code for exceptional circumstances will be collected in the school census for statistical purposes.

10. TRUANCY

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of students and understand the importance of continuity in each student's learning.

Any student with permission to leave the school during the day must sign out at the School Office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, the Inclusion Support Officer – Engagement and Welfare, Attendance Officer and the HOY are notified, and the Inclusion Support Officer – Engagement and Welfare will contact the parent/carer in order to assess the reasons behind the student not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, the parent/carer will be informed by the school and where appropriate a sanction will be implemented to ensure the student catches up on any work missed.
- If any further truancy occurs, then the school will consider issuing a penalty notice.

- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.
- Internal truancy will be coded as Q on the register for statistical purposes only.

11. MISSING CHILDREN

Students will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a student going missing whilst at school:


- The member of staff who has noticed the missing student will inform the Attendance Officer/member of the Inclusion team immediately.

All available members of staff will conduct a thorough search of the school premises as directed by the Assistant Headteacher/Attendance Officer.

- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - The library
 - Any outbuildings
 - The school grounds
- If the student has not been found after 20 minutes, then the parents/carers of the student will be notified.
- The school will attempt to contact parents/carers using the emergency contact numbers provided.
- If the parents/carers have had no contact from the student, and the emergency contacts list has been exhausted, the police will be contacted.
- Parents/carers and any other agencies will be informed immediately when the student has been located.
- Parents/carers will inform the school if their child arrives at home.

The school will take the appropriate action to ensure that students understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

12. ATTENDANCE INTERVENTION

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the Assistant Headteacher – Behaviour and Attitudes (Sarah Davies) 

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.

- Having a weekly attendance review.
- Engaging with LA attendance teams.
- Using fixed penalty notices.
- Creating attendance clinics.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the students whom the intervention is designed to target.

The school will aim to improve attendance in the overall school cohort by acknowledging good attendance in the following ways:

- Fortnightly cash draws
- Certificates for good attendance
- Badges for improved attendance and for good attendance and punctuality
- Non-uniform days
- Postcards home

School trips and events will be considered a privilege. Where attendance drops below **90 percent**, these privileges may be taken away. The school will develop strategies for ensuring that students with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

13. WORKING WITH PARENTS TO IMPROVE ATTENDANCE

The school will work to cultivate strong, respectful relationships with parents/carers and families and work to build trust and engagement. Open and honest communication will be maintained with students and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with students and their families to support attendance, e.g. social services.

The school will ensure that there are **two** sets of emergency contact details for each student wherever possible to ensure the school has additional options for getting in touch with adults responsible for a student where the student is absent without notification or authorisation.

The school will ensure that parents/carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the school in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer/Inclusion team will work collaboratively with the student and their parents to improve attendance by addressing the specific barriers that prevent the student from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for student

absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the student's experience in school, e.g. bullying, the Inclusion team and any relevant school staff will work together, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the student's family, members of the Inclusion team will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. PERSISTENT ABSNECE (PA)

There are various groups of students who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Students who are eligible for FSM
- Students with EAL
- Students with SEND
- Students who have faced bullying and/or discrimination

The school will ensure it provides support to students at risk of PA, in conjunction with all relevant external authorities where necessary.

The school will use a number of methods to help support students at risk of PA to attend school. These include:

- Meeting with the student and their parent/carer to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the student's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on students who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these students are facing.

Where a student at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the student in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. LEGAL INTERVENTION

The school will allow sufficient time for attendance interventions and engagement strategies to improve students' attendance; however, where engagement strategies to improve attendance have not had the desired effect after **one term**, the school will consider:

- Holding a formal meeting with parents/carers and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the school/LA will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

16. MONITORING AND ANALYSING ABSENCE

The Inclusion Team will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Year groups preparing for exams.
- Individual students.
- Demographic groups, e.g. students from different ethnic groups or economic backgrounds.
- Other groups of students, e.g. students with SEND, CLA and students eligible for FSM.
- Students at risk of PA.

The Attendance Officer will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Attendance Officer will provide regular reports to staff across the school to enable them to track the attendance of students and to implement attendance procedures. The Attendance Officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Governing Body will regularly review attendance data, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has

been shown to be effective with other schools.

17. TRAINING OF STAFF

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk students as part of their induction and refresher training.

The Governing Body will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for students who need it
- The responsibility of all staff to support the effective implementation of the Attendance and Absence Policy

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

18. MONITORING AND REVIEW

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **97 percent**.

This policy will be reviewed every three years by the Assistant Headteacher responsible for Attendance. The next scheduled review date for this policy is **September 2025**.

Any changes made to this policy will be communicated to all relevant stakeholders.

19. PUNCTUALITY

Registration starts at 8:40am. A bell will ring at 8.35am to give students time to be in their form room by 8:40am. If a student has not registered by 8:40am he/she is classed as being late to school. (***Students must not wait/congregate at the top of the school drive after 8.30am***). The morning registers will remain open for 30 minutes. Students arriving after morning registration at 9:05am or later should report to the late door to sign in with the Attendance Officer. Any student arriving after 9:10am will be marked as having an unauthorised absence. Students arriving after this time must sign in at the Main School Office.

It is the responsibility of the student to ensure they register/sign in.

Students arriving late to school due to an appointment are expected to bring a confirmation note/proof of appointment.

The afternoon registration will be at 1:00pm.

Being punctual is something that colleges and employers find exceedingly important and valuable. We strive to ensure that students recognise the importance of being punctual to develop positive habitual behavior to adequately prepare them for their post-16 journeys. Students with good attendance and excellent punctuality are rewarded throughout the year.

Students with persistent lateness will face school sanctions. Students who are late to school will be issued with a 30 minute after school detention on the day they are late.¹

A message will be sent home to inform parents.

Sanctions will increase for students who do not complete their original detentions. These will be held on Friday evenings.²

Those arriving late to Period 4 after lunch will also be given an L mark and too many lates to Period 4 lessons will also result in the issuing of an afterschool detention as per am lates. Failure to complete sanctions for lateness will result in more serious sanctions.

Where persistent lateness gives cause for concern, a meeting with the school and parents/carers will be arranged to discuss what support can be offered.

If there is a genuine reason for a student being late we would ask that parents contact the school at their earliest convenience.

Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

20. CHILDREN MISSING EDUCATION (CME)

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered students at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Where a student has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the student will be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This will only apply if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

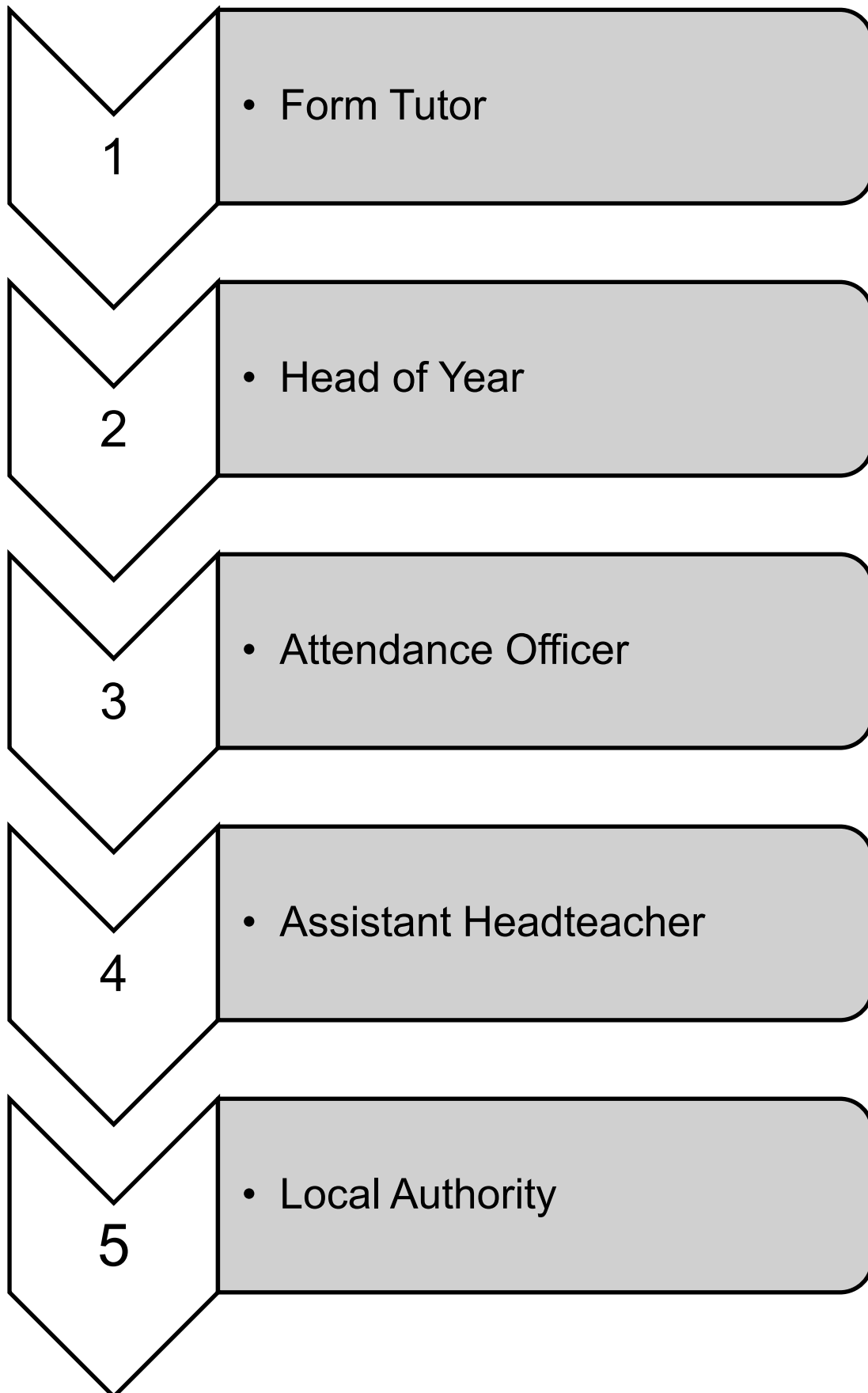
¹ This includes both AM and PM sessions.

² The school reserve the right to change the days of detentions, but will inform parents in advance.

ATTENDANCE MONITORING PROCEDURES

1. A red, amber, green (RAG) rated spreadsheet will be sent weekly to Form Tutors (FTs) detailing weekly and annual attendance to date.
2. Attendance will be discussed by the FT and students will record their attendance in planners. Any attendance/punctuality trends noticed by FTs should be passed immediately to Heads of Year (HOY).
3. Contact will be made with parents/carers on the first day of absence for any student absence not reported. Daily attendance will be shared with the Inclusion Team. HOY/members of the Inclusion Team should contact home by telephone. Any N codes not established after a week will be recorded as unauthorised absence.
4. Student attendance dropping below 97% will trigger a letter which will inform parents/carers of the drop
5. Student attendance dropping two consecutive weeks in a row will trigger a letter informing parents/carers of the school's concern.
6. Student attendance dropping below 95% – a letter will be sent home raising concerns that attendance has fallen into the amber/pink/red categories for attendance.
7. Student attendance dropping for 3 consecutive weeks in a row – a letter will be sent followed by a telephone call/meeting with a member of the Inclusion Team.
8. If attendance continues to drop then parents/carers will be invited to an Attendance Panel meeting with members of the Senior Leadership Team and the Chair of Governors.
9. If attendance has not improved or there is poor engagement from the family then further support from the LA will be sought.

ATTENDANCE REPORTING STRUCTURE



ATTENDANCE AGREEMENT FORM

Student Attendance Agreement

I agree to attend school and understand the consequences I may face if my attendance drops below 100 percent. I will ensure that the school is made immediately aware of when I will not reasonably be able to attend, and will give the school full details of my absence.

As a student of The Derby High School, I am dedicated to:

- Attending school every day.
- Always being punctual to school and lessons.
- Informing the school of the reason for any absence.
- Not missing school for trivial reasons.

Student name:	Date:
Form tutor name:	Date:

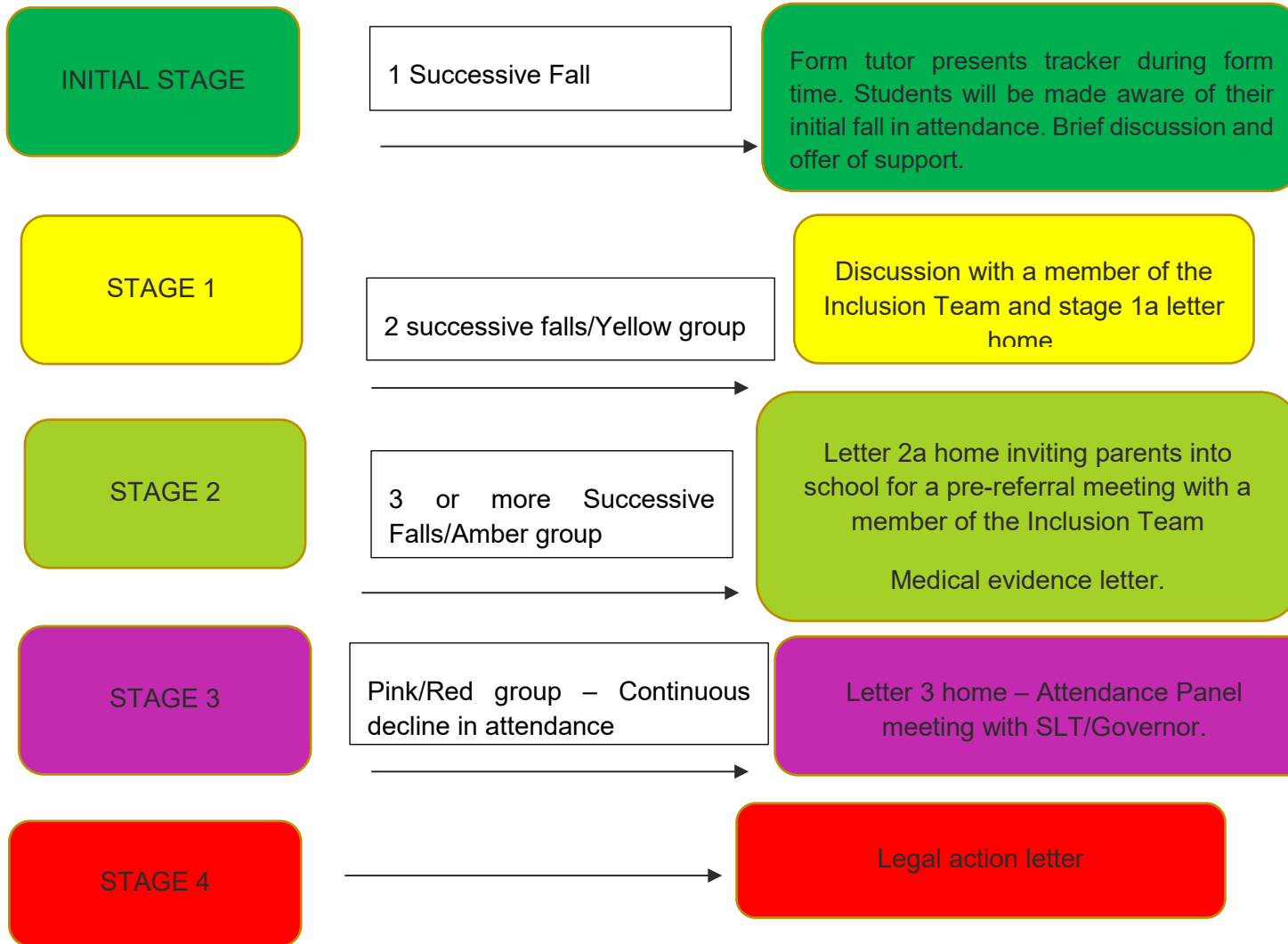
Parental Attendance Agreement

I understand that it is my responsibility to send my child to school. I agree to send my child to school every day and understand the consequences **on their personal and social development, academic success and preparation for future life** if I fail to do so. When my child is absent from school due to exceptional circumstances, I will ensure the correct procedures are followed.

Parent name:	Date:
Form tutor name:	Date:

THE DERBY HIGH SCHOOL

SOL ATTENDANCE TRACKER INTERVENTION FLOWCHART



Further intervention:

- Regular phone calls home
- Recognised and rewarded improved attendance
- Incentives to attend school
- EBSA support
- Home visits

Sol Attendance Diamond

