



Stafford Manor High School

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| Review frequency (Free/annual/etc.) | Free - Every 2 years |
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| Responsibility of (FGB/Committee/individual) | FGB |
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| Signed by Chair (Viv Evans/Progress and Learning Committee) | <i>W Dix</i> |
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ATTENDANCE & PUNCTUALITY POLICY

Rationale

Promoting positive behaviour and excellent attendance and punctuality is the responsibility of the whole school community.

Stafford Manor High School will promote positive behaviour, good attendance and punctuality through the subject based and behaviour curriculum, which includes morning routines, including line up, tutor time, social times, movement between lessons and also through extra-curricular and interventions. Good attendance, punctuality and behaviour by students will be recognised appropriately through the 4Rs framework, through our attendance matters strategy which includes: Price draws, free daily lunches, front of queue passes, books, VIP lounge, games room passes, stationary and through applying rewards through the use of show my homework to catch students doing the right thing.

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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- › [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)

➤ [Mental health issues affecting a pupil's attendance: guidance for schools](#)

SMHS Times of the day:

All children should be at school, on time, every single day that the school is open. The school day is outlined below:

| Time | Activity/lesson |
|--------------------|--|
| 08:30 am | Gates Open |
| 08:40 am | All students should be on site |
| 08:42 am | Students make their way to their tutor line |
| 08:45 am | Students should be silent in their tutor lines |
| 08:50 am | Students dismissed to tutor time |
| 08:50 – 9.15am | Tutorial Programme |
| 09:15 am -10:15 am | Period 1 |
| 10:15 am -11:15 am | Period 2 |
| 11:15 am -11:30 am | Break |
| 11:30 am -12:30 pm | Period 3 |
| 12:30 pm -1:30pm | Period 4 |
| 1:30 pm -2:15 pm | Lunch |
| 2:15 pm - 3:15 pm | Period 5 |
| 3:15 pm onwards | Extra-Curricular/detention |

Good punctuality helps to ensure a positive start to the school day. Stafford Manor High School expects all students to be on site no later than 08:40am.

| SMHS graduated response Punctuality | | |
|-------------------------------------|---|---|
| Punctuality | What you should do | If no credible reason given |
| Arrival to line up after 08:45 | Join the late line and wait for the member of staff to discuss your lateness with you | Same day afterschool detention – 30 minutes |
| Arrival after 9:00 | Talk to the attendance support in the office | Same day afterschool detention – 30 minutes |
| Regularly late after 9:00 | Talk to the attendance lead | Same day afterschool detention – 30 minutes Potential penalty notice to parents |
| Late to class | Talk to your teacher | Same day afterschool detention – 30 minutes |

SMHS Expectations:

Stafford Manor High School has high expectations for student attendance. Our target for attendance each year is 98%. Through our monitoring, if attendance for individuals, or groups should start to fall there will be regular and sustained involvement from the attendance team to listen and facilitate support by removing barriers in school, and offering support via other means and agencies.

It is important that parents and students attend any meetings, discuss the support being offered via school and other agencies, keep to attendance plans when these are drawn up, and keep in regular contact with school if there are continued issues.

School will discuss options regarding medical and other health needs, and will need to have regular meetings and regular updated plans to support attendance.

Authorised and Unauthorised absence:

Authorised absences are time away from a school for a good reason such as a medical appointment, a genuine illness or unavoidable reason, and/ or an exceptional circumstance that school are aware of.

We encourage parents to make medical and dental appointments after school hours to minimise disruption to their child's education and attendance.

Unauthorised absences are those that a school does not consider reasonable and for which no 'leave' or 'permission' has been given. Unauthorised absences include:

- **Parents keeping students off school unnecessarily.**
- **Truancy before or during the school day.**
- **Absences which have never been properly explained.**
- **Students who arrive at school after registration has closed.**

It is important that parents maintain their responsibility to ensure students arrive on time and attend school every day. Should a student be unable to come to school there is an expectation that parents will contact school EVERY day that their child is absent. Failure to contact school, or respond to texts, emails and phone calls will mean that the absence will be logged as **UNAUTHORISED**.

Recording attendance through registers

Schools are required to take an attendance register twice a day, and this shows whether the student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory school age is absent every half-day absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**.

Only school can authorise the absence, not parents.

Parents are requested to telephone the school on the first morning of an absence, and EVERY day of their child's absence/ illness. If no telephone message is received by 10am then a text message will be generated. Parents are asked to formally give reasons of any absence preferably in writing by letter. **The school reserves the right to authorise or unauthorise any absence and will record each absence as such.**

School will always endeavour to contact home for an explanation of absence on the first day. If after three days of absence there is still no contact, then the school will contact other agencies depending on the circumstances and what is known about the student. Where it is known that a false excuse has been given by a parent for an absence, this will be challenged by the school.

Where there are frequent absences or illness logs without credible evidence after discussions with school, then absences will be marked as unauthorised.

SMHS will work with students and parents where there are difficulties with attendance and punctuality to school, and will offer support through options and interventions. However if the plans are not being followed, it could involve the Education Welfare Service (EWS).

If attendance falls at or below 90%, without good reason, a referral to EWS will be made by the school. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

Electronic lesson by lesson attendance registers help to minimise truancy. Pupils suspected of actual truancy will always be reported to parents and sanctions applied, which may include time out of lessons together with break and lunch with the behaviour team, and will include after school detentions.

SMHS monitor registers at regular intervals, identify trends and patterns, and will often make spot checks on particular absences. Where attendance cannot be secured in spite of any known illness the EWS is expected to pursue such cases swiftly and with vigour and keep the school informed accordingly.

Good attendance is encouraged by the rewards system and students are able to keep track of their own attendance via the information presentation in form tutor every week through the weekly attendance KPI.

Attending school regularly and attending on time are considered to be equally important and latecomers are challenged and treated consistently and given detention. SMHS closely monitors any lateness and sanctions are put in place for persistent poor punctuality which may include after school detentions and regular contact with parents, meetings with relevant outside agencies, as well as potentially being issued with a Penalty Notice.

Students are **NOT** allowed to take holidays during school time. Amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into effect on the 1 September 2013, now make it clear that head teachers will only authorise a holiday in school time under exceptional circumstances. Parents who take their children out of school for a holiday could result in the parent receiving a Penalty Notice or ultimately a prosecution, even if their attendance has been at or above 95%. In cases of an unauthorised leave of absence, both parents and carers will be fined regardless of which one applied for the leave.

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. Stafford Manor High School staff are committed to working *with* parents. This is the best way to ensure a high a level of attendance.

Penalty notices:

The EWS can issue Penalty Notices or use court proceedings to prosecute parents/carers or to seek an Education Supervision Order on the child. The penalty notice fine would be:

- £60 per parent per child if paid within 21 days, rising to £120 per parent per child if paid between 21 – 28 days.
- If the fine is not paid within 28 days you may be prosecuted under section 444 (1) of the Education Act 1996.

If prosecution takes place under section 444(1) of the Education Act 1996 the maximum fine is £1000 per parent per child.

This reflects the seriousness of unauthorised absence from school. Alternatively, parents/carers or students may wish to contact the EWS themselves to ask for help or information. They are independent of the school and will give impartial advice.

Further guidance can be found below:

<https://www.staffordshire.gov.uk/Education/Education-welfare/Attendance.aspx>

Circumstances Where a Penalty Notice will be issued:

- At least 10 sessions (5 school days) over a 12-week period lost due to unauthorised absence during the current and previous term. These absences do not need to be consecutive.
- Unauthorised absences of at least 10 sessions (5 school days) due to a leave of absence (including holiday related) in term time not agreed by SMHS.
- Persistent late arrival at school, i.e. after the register has closed (9am), in the current and previous term. "Persistent" means at least 10 sessions of late arrival.
- The presence of a suspended child in a public place at any time during school hours in that child's first five days of exclusion. A "suspended child" is one who has been suspended from school for a given period under the Education and Inspection Act 2006.

Exceptional circumstances:

Leave of absence and holidays in term time due to urgent and unavoidable circumstances (such as a family bereavement) would clearly be considered exceptional. Other than this, however, it will be appropriate for the school to deal with applications on a case-by-case basis.

Children Missing in Education (CME):

Schools have a duty in law to refer any absence of 20 sessions (10 days or more) where they have not been unable to make contact with the parent/child or have general concerns about the absence to the Education Welfare Service and students can be removed from roll.

Stafford Manor High School recognises the importance of the Disability & Discrimination Act and will take every opportunity to ensure it is implemented for the benefit of all students, staff, parents and visitors.