

# PINNER

HIGH SCHOOL

Policy	Attendance Policy
Date of Review	September 2024
Reviewed By	Deputy Head Pastoral/ Senior Attendance Lead
Date of Approval	11 September 2024
Approved By	Headteacher
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Statutory/Non Statutory	Non-Statutory
Website/Non Website	Website

## **Introduction**

Promoting regular school attendance is a key component in the Government's strategy to raise educational standards.

At Pinner High School, we want the whole school community - governors, staff, parents and students to be committed to high standards of attendance and punctuality. Good attendance helps students in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

The attendance policy emphasises the responsibility that all school staff, parents, students and the local community have for promoting regular attendance and the fundamental contribution that this makes to learning and achievement.

Pinner High School's attendance policy is written in line with government recommendations set out in the document 'Working together to improve school attendance' (August 2024).

## **Aims and objectives**

Pinner High School will encourage:

- all students to achieve excellent levels of attendance and punctuality and assist them in doing so;
- excellent levels of attendance and punctuality to enable all students to take full advantage of the educational opportunities available to them;
- a substantial reduction in cases of persistent absence in order that all students are assisted in reaching their potential.

## **Legislation and Guidance**

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

## **Expectations**

The responsibility for good attendance is shared between the school, parents and students. All these groups need to understand the expectations which the policy places on them:

### **Pinner High School will:**

- provide a safe, ordered and caring environment in which the students are happy;
- ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis;
- encourage good attendance and will investigate all unexplained and unjustified absence;
- ensure staff will set a good example in matters of attendance and punctuality;
- follow up all instances of poor attendance and punctuality;
- keep parent/carers informed of their student's attendance/punctuality record;

- work closely with parents/carers should attendance or punctuality give cause for concern.

### **Expectations of parents/carers:**

- Parents/carers are legally responsible for ensuring their child's regular and punctual attendance.
- Parents/carers will inform school of the reason for their child's absence from school in a timely manner.
- Parents/carers will avoid arranging family holidays during term time.
- Parents/carers will maintain regular communication with school staff where necessary regarding absence and appointments.
- Parents/carers will ensure that school is informed of any changes of contact details in order to maintain clear lines of communication.

### **The expectations for students:**

- All students are expected to attend school and all of their lessons regularly and punctually.
- Students must remember to hand any note giving reasons for absence to the Attendance Lead on the day back after absence.
- Students will not leave the school without permission.

## **Daily School Attendance**

### **Registration**

- School begins at 8.25am. Registers are called during form time.
- Morning registers close at 8.45am.
- Afternoon registers are taken between 1.05 and 1.15pm during P5.
- Afternoon registers close at 1.15pm.
- Registers are marked consistently by staff in all lessons including interventions.
- Any student arriving after closure of the register will be marked absent for the whole of the session.
- Registers will be marked in accordance with DfE guidance.

### **Lateness**

- Students should be in their form rooms by 8.25am.
- Any student arriving at the school gate from 8.25am will be marked as late and parents will be informed daily via email.
- Any student arriving after 8.45am, once the student entrance is locked, must sign in through the main reception.
- There are exceptional circumstances in which Pinner High School will authorise a late arrival after registers have closed (for example, in the event of known travel disruption). This is at the discretion of the Headteacher.

### **Following up Lateness**

- If a student is late to school (after 8.25am) parents will receive an automatic notification via email.
- If a student is late twice in a week they will be issued with a 30-minute late detention, more than two lates per week will accumulate a 50 minute late detention – parents and students will be informed of the date of this detention via (arbor) email/form tutor notification.
- Parents/carers whose child is regularly late for school, will be contacted by the Attendance Lead or HOY who will work with the parent/carer(s) to bring about an improvement in punctuality.
- Where lateness is persistent, the Attendance Lead may also involve outside agencies to provide additional specific provision to support improvement.

## Absences

- Parents/carers must contact the school **before 8.45am** if their child is to be absent. Parents are requested to email [phs-attendance@pinnerhighschool.org](mailto:phs-attendance@pinnerhighschool.org) or report absence via the 'contact us' button on the school website. Contact should NOT be made directly by the student – all absences must be reported by parents/carers – this includes students in the Sixth Form.
- Where parents fail to contact the school, it will be the responsibility of the Attendance Lead to follow up in order to establish a reason for a student's absence where reasons are unknown or further clarification is required. Our vulnerable children will be called as a priority; the Attendance Lead has a list of these.
- Parents/carers must provide an explanation for all absences from school.

*Absence may be authorised if it is for the following reasons:*

- Emergency medical/dental appointments that cannot be arranged out of school time. Only reasonable absence time will be authorised and evidence must be provided.
- Medical absence – in line with NHS advice - <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- Religious observance – in line with the SACRE guidance calendar
- traveller absence
- off-site exam (for example, a music examination).

**Where there is any doubt about whether an absence should be authorised, the final decision lies with the Headteacher.**

## Following up Absences

Pinner High School follows up all absences from school.

- If no reason has been provided for a student's absence by 8.45am on the first day of absence, a parent/carer of the student will be contacted by telephone or email requesting further information.
- Both 2<sup>nd</sup> and 3<sup>rd</sup> contacts will also be attempted in order to understand reasons for absence.
- If no reason has been provided for a student's absence after 2 consecutive days, further attempts will be made to make contact – this could include a home visit where school may have concerns regarding the welfare of the student.
- Where the school is unable to make contact with families after a period of 72 hours, a referral may be made to Children's Services for further intervention.

## Attendance Intervention

- Parents/carers whose child's attendance falls below 90% will be contacted by a member of school staff in conjunction with the PHS Tiered Attendance Intervention Model (see appendix).
- Pinner High School has an Attendance Lead who will be the main contact for working with students and their families to improve attendance. For students with less than 90% attendance, meetings will be held with clear and measurable action plans and parental meetings until the student reaches their attendance target.
- If the student's attendance does not improve sufficiently, support will be sought from outside agencies.

## Penalty Notices

At Pinner High School we expect parents/carers to work with us to address attendance problems. We follow a tiered intervention system of support, and issue notices to improve to those for whom we have concerns over attendance. Where parents do not engage with this support, or where holidays are taken during term time, penalty notices will be served and fines issued. The final decision to fine is made by the Local Authority.

- Fines will be issued to parents where a student reaches 10 unauthorised absences (half day = 1 session of absence) over a 10 week period. This does not need to be consecutive and can run over a term or even years.
- The penalty fine for the first offence is charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days.
- A second penalty notice, issued to the same parent, in respect of the same students, will be charged at £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent, in respect of the same student during a 3 year period. In this instance legal attendance interventions will be undertaken.

## **Further Information**

### **Leaving and returning to School during School Day**

- Students in Year 7 & 8 are not permitted to leave the school site for any reason, unless they are collected by their parent or carer. Students must sign out of school via the main reception.
- Students in Year 9-13 are only permitted to leave the school site for emergency medical appointments, with evidence and where parental permission has been provided. Students must sign out of school via the main reception.
- Students must provide an appointment card or a letter from their parent/carer requesting that they be allowed to leave school. They must show this to the Receptionist.
- Students must sign back into school on their return at reception.

### **Truancy**

Pinner High School works with parent/carers, students and staff to reduce truancy during the school day by:

- Maintaining students on site all day (no off site lunch);
- Providing high levels of student supervision during unstructured social time (which includes staff monitoring exit points of the school).
- Registering students for each lesson.
- Informing parents where students are missing from lessons and cannot be found within the school building.

As a consequence for any incidents of truancy students will be expected to make up the time in a supervised detention with either the HOY or HOD.

### **Term Time Holidays**

In line with Government guidelines Pinner High School will not authorise family holidays during term time.

Parents/carers who choose to take their child/ren out of school during term time face the possibility of being fined.

### **Attendance Rewards**

Pinner High School rewards good attendance in the following ways.

- Students with 100% attendance per term will be issued an individual certificate.
- Students are entered into a year group draw where at the end of each half term a winner will receive a voucher to spend.
- A system of rewards is in place for each tutor group with the highest attendance. They will be rewarded weekly with an attendance certificate which is presented in assembly.
- Rewards include certificates, awards, events and activities such as a celebration breakfast.

### **Integrated Working**

We work with other agencies and professionals to ensure that our students receive all the support

available to achieve good attendance. We will demonstrate full commitment to integrated working by:

- using the Common Assessment Framework
- sharing information.

### **Publication of Information**

Pinner High School shares information on individual student's attendance as necessary with parents/carers, students and staff in a number of ways, including through assembly and in communication with home.

Attendance is an item on the agenda of Governors' meetings through the Head's Report.

Students will be informed about the importance of school attendance through assemblies, PSHE, presentations by visiting professionals, statistics and displays in school.

### **Monitoring, evaluation and review**

This effectiveness of the school's attendance policy will be regularly monitored through the school's self-evaluation schedule in order to:

- give all stakeholders a voice
- highlight the strengths of the procedures and systems in place
- inform the school improvement plan
- inform the staff CPD plan
- inform the curriculum (particularly PSHE)
- inform the development of this policy.

### **Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Harrow Council's AIM (Attendance Intervention Model) policy

**Deputy Head, Pastoral/ Senior Attendance Lead  
September 2024**

## APPENDICES

Current Legislation and CME advice from Harrow Council as followed at Pinner High School. School to consider the following before making a Child Missing Education referral:

### Children Missing Education (CME) checklist

1. Are there ANY safeguarding concerns? If yes, refer to Multi Agency Safeguarding Hub asap **(Telephone: 0208 901 2690)**.
2. *Is there an allocated Social Worker or Early Support Practitioner – Discuss with worker/practitioner. (This would also apply to children who live out of Harrow).*
3. Is the child in care of the any Local Authority (Looked After Child) – Discuss with allocated Social Worker
4. If none of the above is applicable then the school should within the first 10 days of the child's absence try to track the whereabouts of the child by:
  - Phone calls to parent/carer
  - Write to the home address
  - Phone calls to any other listed relative
  - Home visit
4. Is the absence better addressed through the **Harrow Attendance Intervention Model**:
  - Using the Education Penalty Notice (EPN) route where a requested leave of absence is not granted but includes a return date; or
  - Requesting a Pre Court Panel meeting where the absence is not isolated and attendance is 85% or below. *(Refer to the latest AIM guidance for point 5)*
5. When making a CME referral please give as much information as possible in order to track the child or children and their family such as:
  - Home addresses including last known address and the new address (if known)
  - Phone numbers including any emergency numbers for relatives/friends
  - Any siblings and their schools (where the information is known).
  - Parents first names (if known)
  - Child's Unique Pupil Number
  - Include copies of letters, phone conversations and any outcome from home visits.
6. Please list any professionals involved with their contact numbers.
7. If you have previously made a referral for an EPN to be issued but now have wider concerns, please indicate this on the CME referral.



### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

<b>COD E</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration). Not to be used for remote/online provision.	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>C1</b>	Performance or regulated employment abroad	Authorised absence
<b>C2</b>	Compulsory school age pupil subject to part time timetable	Authorised absence
<b>D</b>	Dual registration (pupil attending other establishment)	Not counted in possible attendances
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence – limited.
<b>J1</b>	Interview	Approved Education Activity
<b>K</b>	Attending education provision arranged by the LA	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence – limited.
<b>N</b>	No reason yet provided for absence (must be updated within 5 days)	Unauthorised absence
<b>O</b>	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>Q</b>	Lack of access arrangements	Authorised absence

<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Gypsy, Roma and Traveller absence	Authorised absence
<b>U</b>	Late (after registration closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work Experience	Approved Education Activity
<b>X</b>	Non-timetabled sessions for non-compulsory school age students	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided not been available	Not counted in possible attendances
Y2	Unable to attend due to widespread travel disruption	
Y3	Unable to attend due to part of the school premises being closed	
Y4	Unable to attend due to the whole school site being unexpectedly closed	
Y5	Unable to attend as pupil is in criminal justice detention	
Y6	Unable to attend in accordance with public health guidance or law	
Y7	Unable to attend because of any other unavoidable cause	
<b>Z</b>	Student not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to all students	Not counted in possible attendances
<b>X</b>	During the COVID-19 pandemic an X will indicate a student is either unwell with Covid or has to isolate under current government guidelines for 10 days	Not counted in possible attendances.

## **PINNER HIGH SCHOOL – TIERED INTERVENTION MODEL FOR SUPPORTING ATTENDANCE**

### **Tier 1 - Attendance between 90 - 85%**

- Students will be asked to attend a meeting which will promote the importance of high attendance. This will be done in a group setting and will be conducted each ½ term.
- Parents will receive a Letter 1 - this is information on how to support positive attendance and how to seek support if required.
- This tier will be managed by the Pastoral Officer i/c attendance and discussed with HOYs during meetings.

### **Tier 2 - Attendance between 85 - 75%**

- Students will be asked to attend a 1:1 meeting to discuss concerns, and to promote the importance of high attendance. This will also be a further opportunity for students to seek support if required.
- Parents will receive a telephone call to discuss concerns - this will be followed up with Letter 2.
- This tier will be led by the Pastoral Officer i/c attendance however meetings and phone calls may be held/made by HOYs, 6th Form Admin Team or members of SLT (where relevant).

### **Tier 3 - Attendance below 75%**

- Parents and students will be invited together to attend a face to face meeting.
- Students will be placed on either an Attendance Support Plan or an Attendance Contract depending on which is deemed to be most appropriate.
- Possible referral for Early Support to be discussed with parents.
- This will be followed up after 6 weeks with a further meeting (either in person if no improvements or over the phone if improvements have been made)
- This tier will be led by the Pastoral Officer i/c attendance however meetings and phone calls may be held/made by HOYs, 6th Form Admin Team or members of SLT (where relevant).
- Whoever conducts the meeting will be responsible for liaising with the Pastoral Officer i/c attendance with regards to writing the support plan/attendance contract, filing this in the appropriate area and sharing with relevant staff.

## **EXTENDED TRIPS OVERSEAS DURING TERM TIME**

In deciding whether to grant extended leave of absence, Pinner High School will consider the particular circumstances of each individual case. We value our parents/carers and will therefore show an understanding of their perspective in deciding whether or not we are able to agree to the request for absence, balanced with the need to be at school.

We ensure that all parents/carers are made aware of the school's attendance policy.

When deciding whether to grant leave of absence we may consider the following.

- A visit involving family overseas has a different significance than the normal associations with a holiday.
- Visits may be important in terms of a child's identity and self-esteem as they grow up.
- The reasons for parents/carers making a visit may be, for example, family illness or bereavement. It is less easy for parents/carers to undertake these normal and necessary activities where long distances and high costs are involved.
- If it is possible to include school holidays in the leave of absence so as to limit the amount of term time the student is absent.

If leave of absence is agreed we will consider:

- explaining the work the student will miss, how it can be made up on return and how the parent/carers should help the student;
- whether work can be given to the student while he or she is away;
- asking the student to make notes and observations on a class topic;
- going through any work done by the student on return;
- sharing experiences in a positive way with the class and teacher on return.

When granting leave of absence for an extended trip overseas there will always be an agreed date when the student will return to school.

## **OTHER CIRCUMSTANCES**

Occasionally, parents/carers may advise us that they need to take their child away from school for a period of time and that they do not know the date of return. An example might be when a close relative, living at a distance from the family, is dangerously ill.

If a student is to be regarded as absent, not on holiday, we will decide if the absence can be authorised. Code 'C' (Other authorised circumstances (not covered by another appropriate code/description), is for exceptional occasions which may warrant leave of absence. We will consider each request individually taking the following into account:

- the nature of the event for which leave is sought
- its frequency (is it a one-off, or likely to become a regular occurrence?)
- whether the parent/carer gave advance notice
- the student's overall attendance pattern.

Examples might include special occasions such as attending the wedding of a family member, family bereavement.

## **PINNER HIGH SCHOOL UTILISES THE FOLLOWING STRATEGIES FOR REDUCING HOLIDAYS DURING TERM TIME**

- We actively discourage holidays during term time.
- Our Attendance Policy states that holidays during term time are not acceptable.
- Parents/carers will be given a clear message on entry to the school in the Parent Guide and elsewhere about taking holiday in term time. This will be maintained as a student moves through secondary school.
- The school calendar will be available on the school website for parents/carers in advance of admission so that they are aware of term times and important dates.
- Non-essential medical appointments e.g. dental check-ups should not be made during the school day and requests for these will be closely monitored.