



ATTENDANCE POLICY

Version Control		
Date	Version	Comments
June 22	1	



Title: Attendance Policy

Procedure Code: SF2.3

Source: St Paul's Way School

Document Owner: Deputy Headteacher (Pastoral); Secondary

Review & Update By: Deputy Headteacher (Pastoral); Secondary and Assistant Head Teacher (Pastoral); Primary

Advisory Committee: School Committee

Approval Committee: School Committee

Date Approved: July 2022

Date of Publication: July 2022

Date of Next Review: July 2024

Required on Website: No

Version Control		
Date	Version	Comments
June 22	1	

0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
1.0	All	This version has been updated to the new template so should be reviewed fully.

Version Control		
Date	Version	Comments
June 22	1	

Contents

0. Document Control	3
1. Definitions	6
2. Policy Aims and Ethos	7
3. Links to Legislation and Guidance Documents.....	7
4. Roles and Responsibilities	8
5. School attendance and the law	8
6. Unauthorised Absence	8
7. Persistent Absenteeism (PA)	9
8. School and National Attendance Targets.....	10
9. Attendance Registers	10
10. Classroom Registers	10
11. Reporting Absences.....	11
12. Guidance on Coding	12
13. Holiday Requests	13
14. Long Term Absences	13
15. Home Visits.....	14
16. Reporting Cycle	14
17. Secondary School Specific	14
17.1. Assembly am and pm registers	14
17.2. School Trips	14
17.3. Attendance Monitoring and Support	15
17.4. Protocol for Attendance Tracker Monitoring Meetings.....	16
17.5. Additional Actions	17
17.6. Punctuality.....	17
18. Primary School Specific	17
18.1. Absence Procedures.....	17
18.2. Long term Absence.....	18
18.3. Lateness.....	18
Appendices.....	19
Appendix 1 – Secondary Roles and Responsibilities	19
Appendix 2 – Primary Roles and Responsibilities	22
Appendix 3 – Guidance Table for Unplanned Absences Secondary	23

Version Control		
Date	Version	Comments
	1	



Appendix 4 – Guidance Table for Unplanned Absences Primary..... 25

Appendix 5 – Process for Home Visit – Secondary..... 27

Appendix 6 – Home Visit Record Sheet..... 28

Appendix 7 - Tower Hamlets Fixed Penalty Notice Guidance..... 29

Appendix 8 – Unplanned Absence Coding Policy..... 34

Appendix 9 – Interventions for Attendance (Secondary) 34

Appendix 10 – Internal Reporting Cycles of Attendance Data..... 37

18 Approval Signature 39

Version Control		
Date	Version	Comments
	1	

1. Definitions

The “Trust” refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

A “School” refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a ‘school’ may span one or several phases of education to the individual academies within the Trust. Depending on the context the term “School” may refer to a singular academy or to all of the academies within the Trust but as separate entities.

The “Staff” refers to any individual who is employed by the Trust or who operates on the Trust’s behalf, e.g. Trustees and Governors.

A “Parent” includes the natural or adoptive parent of a pupil as well as any non-parent / carer who has parental responsibility including being involved in the day-to-day care of a pupil.

A “Pupil” includes any incoming or current pupil at any School within the Trust. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by the UST in its policy documents but can be replaced with the term “student” or “child” with no change of definition.

The “Headteacher” is defined as the individual who has ultimate responsibility for a school in line with UST strategy, approach, ethos and values. Individual schools may have alternative titles for this position such as Executive Headteacher or Principal.

Sessions

Every half-day absence from school has to be classified by the school (not by the parent/carers), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a ‘session’.

Authorised Absences

Authorised Absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised Absences

Unauthorised absences are those which the school does not consider reasonable and for which no ‘leave’ has been given.

Version Control		
Date	Version	Comments
	1	

2. Policy Aims and Ethos

St Paul's Way Primary/Secondary School is committed to providing transformational educational opportunities for all children. As a school we strive to be the best place to learn in, the best place to work in and the best place to partner with. In order to do so, we have established a culture of excellent pupil attendance with clear Through-School systems to promote outstanding attendance.

This policy aims to:

- Provide a clear framework for all stakeholders with regard to promoting outstanding attendance
- promote children's welfare and safeguarding
- ensure every pupil has access to the full-time education to which they are entitled
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Support the core values of the school to ensure that our pupils develop into St Paul's Way Graduates and global citizens
- Identify responsibilities of key stakeholders in securing exceptional quality of provision for all of our pupils.

Promoting Outstanding Attendance

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff at St Pauls Way Primary/Secondary School. To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Report to parents/carers annually on their child's attendance with the annual school report.
- Contact parents/carers should their child's attendance fall below the school's target for attendance
- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Reward good or improving attendance.

3. Links to Legislation and Guidance Documents

This policy meets the requirements of the school attendance guidance 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:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011

Version Control		
Date	Version	Comments
	1	

- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013.

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

4. Roles and Responsibilities

Please see Appendix and Appendix 2 for Staff roles and responsibilities in both the Primary and Secondary School.

5. School attendance and the law

There is no longer any entitlement in law for pupils to take time off during the term to go on holiday. In addition, the Supreme Court has ruled that the definition of regular school attendance is “in accordance with the rules prescribed by the school”.

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are “exceptional circumstances” and they no longer have the discretion to authorise up to ten days of absence each academic year.

It is a rule of St Paul's Way Primary School/Secondary that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance.

6. Unauthorised Absence

Unauthorised absence includes, however is not exhaustive:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Absences which have never been properly explained
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes however is recorded as an absence for the session
- Shopping trips
- Looking after other children or children accompanying siblings or parents to medical appointments
- Their own or family birthdays
- Holidays taken during term time without leave, not deemed 'for exceptional purposes' by the Headteacher, may result in school applying to the local authority to issue a penalty notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority

Version Control		
Date	Version	Comments
	1	

- Day trips
- Other leave of absence in term time which has not been agreed.

7. Persistent Absenteeism (PA)

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's full support and cooperation to tackle this. All the names of students whose attendance is 90% and below are shared ½ termly with the Local Authority. This is so they can be tracked and monitored. It is the responsibility of the Attendance Officer to do this.

We monitor all absence, and the reasons that are given, thoroughly. If a child is seen to have reached the PA mark, or is at risk of moving towards that mark, we will inform the parent/carer. PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment.

St Paul's Way works to ensure that every opportunity to minimise the rate of persistent absence is taken. The school will look to work rigorously with any student who is persistently absent and their family to ensure that any barriers to the student's attendance are challenged and wherever possible overcome. The school employs a series of regularly monitored strategies developed specifically for students who are persistently absent.

All our PA pupils and their parents are subject to a school-based meeting and the plan may include: allocation of additional support through the School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority, Family Solutions or Social Care. We may also use circle time, individual incentive programmes, individual targets and participation in group activities to support us in raising attendance.

PA students are discussed and actioned with the AWA in a weekly meeting using the Attendance Tracker as a record of actions to date. It is the responsibility of the Attendance Officer to chair these meetings and follow up on actions. See Appendices for reference to AWA actions.

The school expects that any student who has been absent from school, for more than two weeks where possible has a reintegration meeting with the SAC and Attendance Officer (Secondary) or the Pastoral team (Primary). The purpose of this meeting is to ensure smooth reintegration into lessons and any relevant pastoral support. In this meeting a plan will be agreed to maintain attendance moving forward.

Version Control		
Date	Version	Comments
	1	

8. School and National Attendance Targets

The school attendance target of all compulsory school age students for the 2022/2023 and 2023-2024 academic year is 96%, in line with national targets. The school will also set this as a target for non-compulsory age students i.e. the nursery school students and the sixth form students as part of the school's commitment to ensuring that all students are prepared to contribute positively in their next stage of school or post school career.

9. Attendance Registers

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

10. Classroom Registers

Classroom Registers

The Secondary School attendance sessions will be marked during an AM and PM session; at 9.00am and then again at 13:40 (Secondary School) or 13:30 (Primary School).

The attendance register will be taken by the form tutor (secondary), Classroom teacher (Primary) or an appointed member of staff (both) to record whether the student was;

- Present (/ or \)
- Absent (N).

It is the responsibility of the member off staff to ensure that the register is completed within the session using SIMs. They are responsible for the accuracy of these registers.

Version Control		
Date	Version	Comments
	1	

If the student is marked as absent then a range of codes can be used by the Attendance Team to provide more detail regarding the reason for absence (if known)

- Educational Visit (V)
- Educated at home (B)
- Excluded (E)
- Unable to attend due to exceptional circumstances (C)
- Holiday (G).

It is the responsibility of the Classroom Teacher and Form Tutor in the first instance to ensure all codes used for reporting are correct.

11. Reporting Absences

Planned Absence

If a student is going to be absent due to a known event (for term time holidays, please see below) then it is the responsibility of the guardian to inform the school in advance of the absence so that appropriate work can be gathered and set to help ensure that the impact of the absence is minimised. The advanced notice may be in the form of a written letter to the school, a signed note in the student's planner, a phone conversation or in person with a member of the school staff. This information must be passed to the Attendance Team in the absence box. In the likelihood that the absence will be for an extended period it is the responsibility of the Year Team to organise, through subject teachers, relevant work to be collected and given to the student in advance of the absence. Additional tuition can be coordinated through the attendance team.

Extended or repeated absences may result in the issue of a Fixed Penalty Notice (FPN). Please see Appendix 11 -14 for further details regarding the criteria and process for Tower Hamlets. It is the responsibility of the Attendance Officer to process and pursue FPN. All FPN records are to be recorded in the Attendance Tracker.

Accuracy of Attendance Codes

All registers on SIMs for the week must be accurate by 4.00pm on Friday. It is the responsibility of the SAC and the Attendance Team to work together as detailed in the unplanned absence section to ensure all registers have relevant codes. This includes all N –Codes being accounted for AM and PM tutor sessions. In addition, all reasonable attempts must be made to account for (O) codes. On the final day of each half term the Data Team is responsible for refreshing all data in the Attendance Tracker for the half term using the latest export from SIMs. This is to ensure validity of data in the tracker accounting for individual changes that may have been made.

Unplanned Absence

In the event of an unplanned absence (e.g. illness) a student's guardian must phone the school to inform them of the absence prior to the start of the school day.

The number to report a student absence depends upon the phase that the student is in:

Version Control		
Date	Version	Comments
	1	

- Primary - 0207 987 1883 extension 801
- Secondary - 0207 987 1883 extension 106
- Sixth Form - 0207 987 1883 extension 503.

If a member of staff is unable to take the call a message should be left on the answer service stating the name of the student, the form group and a detailed reason for the absence.

If no call is received from a carer, then the Attendance Team and SAC's are responsible for following up on absence and ensuring the accuracy of codes. See relevant Appendices. Systems and protocols for unplanned absence can be seen in Appendices and the relevant staff appendices.

Absence may result in a home visit being made by members of the school team (see appendices).

It is the school's policy, through reasonable means at its disposal, to ensure that all unauthorised codes (O) are assigned a detailed reason code.

12. Guidance on Coding

Table 2: Key to Attendance Codes

Key to Codes		
/ Present (AM)	J Interview	U Late (after registers closed)
\ Present (PM)	L Late (before registers closed)	V Educational visit or trip
B Educated off site (not Dual reg.)	M Medical/Dental appointments	W Work experience
C Other authorised circumstances	N No reason yet provided for absence	# Planned whole or partial school closure
D Dual registration	O Unauthorised Abs	Y Unable to attend due to exceptional circumstances
E Excluded	P Approved sporting activity	X Non-compulsory school age abs
G Family holiday (not agreed)	R Religious observance	Z Pupil not on roll
H Family holiday (agreed)	S Study leave	- All should attend / No mark recorded
I Illness	T Traveller absence	

Student coding is based on communication with parents and carers. The means of communication can include:
 Absence line (Parent initiates communication)
 Absence Box (Parent initiates communication)
 SAC/Attendance administrator/Attendance Officer/Attendance Welfare Advisor (AWA) phone call
 Home visit

To ensure legitimacy of codes and to provide robust forms of accountability for absence students with attendance of 92% and below parents/carers will be expected to provide evidence for the absence, such as the following:

- Medical appointment card confirming attendance.

Version Control		
Date	Version	Comments
	1	

- Medical appointment letter, copy of prescription showing name and date
- Prescribed medication with pharmacist label showing name and date.
- Hospital discharge letter.

Failure to provide the evidence above could result in unauthorised absence which in turn can result in referral to the AWA. The school reserves the right to decide on the appropriate interventions to take and the timing of these interventions whilst maintaining the legal statutory requirements. See Appendices for details of the system and accountability for providing medical evidence.

13. Holiday Requests

It is the policy of the school, in line with that of the local authority, that only in exceptional circumstances can term time holidays be authorised (see appendices).

If a term time holiday is taken, then the school requires evidence of the holiday including;

1. A completed application form (appendices) from the parent / carer explaining the reason for the absence (A copy is available from the website as a separate document)
2. A copy of the return tickets that show the student's full name and the dates of the flights
3. A copy of the student's passport.

Photocopies of the documentation will be taken and stored on the student's file. This should all be provided in advance of any trip being taken. Failure to do so may put the student's place at the school in jeopardy.

When a holiday results in an extended absence a Fixed Penalty Notice (FPN) may be issued. Please see Appendices for further details regarding the criteria and process for Tower Hamlets.

14. Long Term Absences

If a student is expected to be absent for a prolonged period, defined as one week or more, on medical grounds, it is the responsibility of the SAC to organise, through subject teachers, relevant work to be collected and given to the student.

The expectation is that the work will be collected by a nominated person selected by the student's family from the school wherever possible. In the event that this is not possible the school will make provision to have the work sent to the student's home address.

The expectation is that the work will either be returned in advance of the student's return in the case of sustained absence or when the student returns to school. The work will then be marked by the student's subject teachers.

The school follows the Child Missing from Education Statutory Guidance.

Version Control		
Date	Version	Comments
	1	

15. Home Visits

Where a student has 3 days of consecutive unexplained absence all attempts should be made to conduct a home visit. If a child is linked to a safeguarding concern, it is at the discretion of the Attendance and Welfare Advisor to organise a relevant visit. Details of the home visit protocol including roles and responsibilities are in Appendices. Details of the home visit record form can be seen in Appendix 8-9. In the event of the absence of a child recorded as having Persistent Absence (PA), every effort will be made to carry out a home visit on the first day of absence.

Please see Appendix X for Home Visit protocols

16. Reporting Cycle

The attendance data will be evaluated in terms of overall school attendance but also with respect to all sub-groups of students within the school. This will include, but is not necessarily limited to;

- Age
- Gender
- Pupil Premium
- SEN (Special Educational Needs)
- Ethnicity
- EAL (English as an Additional Language)
- LAC (Looked After Children).

For details of internal reporting cycles please see Appendix 7

17. Secondary School Specific

Assembly am and pm registers

It is the responsibility of the Year Team Leader to ensure an orderly and constructive environment is facilitated to enable registers to take place. It is the responsibility of Tutors to ensure all registers are completed and accurate by the end of the assembly and returned to the Student Achievement Coordinator (SAC). It is the responsibility of the SAC to return registers to the attendance office within 10mins of the end of PM assemblies. It is the responsibility of the SAC for each year group to return the AM assembly registers to the Attendance Team. The Attendance Team are responsible for updating SIMs using the paper registers from assembly.

17.1. School Trips

Proposals should be submitted on Evolve 4 weeks before the date of the trip, or 4 months in the case of residential, overseas and adventurous visits. Year Team Leaders need to be informed. Trip attendees need to be listed on Evolve. Staff must ensure that students with SEND / Medical needs are listed on Evolve as well as on the risk assessment. The list of attendees should be circulated to teachers at least one week before the trip and at this point inform Cover in the General Office of any duties that need to be covered.

Version Control		
Date	Version	Comments
	1	

Table 1: Trip Procedures

Area	Students	Staff
Trips	<p>Trips leaving before school meet at the meeting point and complete register with trip lead</p> <p>For Trips leaving during the school day pupils must attend their class/tutor and complete registration.</p> <p>They must have a note in advance to leave.</p>	<p>Trip details must be shared on Monday by Trip SLT lead with attendance team, DL/DDL, YTL and SAC</p> <p>For trips leaving before/after school: Trip lead completes register and passes to reception</p> <p>Register must be complete register for the trip not just who is there and attending.</p> <p>No students can be added who have not been identified in advance on evolve.</p> <p>For trips leaving during the school day: Trip lead emails year group tutors night before.</p> <p>Tutor completes note on day of trip.</p> <p>Subject teacher in lesson signs note Trip leader checks signature and re-signs.</p> <p>Trip lead completes register and passes to reception</p> <p>Register must be a complete register for the trip not just who is there and attending.</p>

17.2. Attendance Monitoring and Support

Student attendance will be monitored daily through the live register in SIMs. Analysis and intervention strategies are allocated through the weekly attendance meeting. This meeting is held between the SAC for the relevant year group and the Attendance Officer. Students are tracked through the Attendance Tracker.

Attendance Tracker

The Attendance Tracker for the school provides weekly details of the following:

- Headline figures for the Secondary and Primary School year to date
- Headline figures for the Secondary and Primary School weekly breakdown
- Year group headline figures year to date and weekly breakdown
- Year group monitoring figures.

Version Control		
Date	Version	Comments
	1	

All registers on SIMs for the week must be accurate by 4.00pm on Friday. It is the responsibility of the SAC and the Attendance team to work together to ensure all registers have relevant codes. This includes all N –Codes being accounted for AM and PM tutor sessions. In addition, all reasonable attempts must be made to account for (O) codes.

It is the responsibility of the Attendance Officer to update the tracker weekly on Monday morning by 12:00pm and to save in the T –Drive.

On the final day of each half term the Attendance Officer is responsible for refreshing all data for the half term using the latest export from SIMs. This is to ensure validity of data in the tracker accounting for individual changes that may have been made over the half term period.

Access rights to this information is restricted to:

- Senior Leaders
- Attendance team
- Year Team Leaders
- Student Achievement Coordinators
- AWA.

It is the responsibility of the Attendance Team to circulate the attendance statistics from the tracker to YTLs by the end of play on Monday. It is the responsibility of YTLs to share with Tutors in Tuesday briefings and Tutors to share with Tutees by the end of the week.

It is the responsibility of the YTL to notify the data team of any students either being enrolled/off –rolled who need to be added or removed to/from the Attendance Tracker.

17.3. Protocol for Attendance Tracker Monitoring Meetings

All year groups 7-13 must meet with the Attendance Team weekly. Where due to unforeseen circumstances a meeting has to be cancelled it is the responsibility of the cancelling party to rearrange. All rearranged meetings must take place by before Friday 3pm of that week. This is to ensure that meetings take place weekly.

All students on the tracker who have a drop in attendance over the last week will need to be followed up in the weekly attendance meeting. Those students whose attendance fails to improve will need careful consideration. Actions are detailed in Appendices. However, additional actions may be taken to account for individual need.

PA students are discussed and actioned with the AWA in a weekly meeting using the Attendance Tracker as a record of actions to date.

It is the responsibility of Year Team Leader's to ensure that the Attendance Tracker is a standing agenda item on line management meeting with SAC's. It is the responsibility of Pastoral Directors of Learning and Sixth Form Director of Learning to ensure that the Attendance Tracker is addressed in every second line management meeting.

Intervention on Attendance and Punctuality Rates (Actioned in Attendance Meeting)

The school will undertake a series of actions based upon the attendance and/or punctuality of each individual student. This includes interventions to help students improve their attendance and

Version Control		
Date	Version	Comments
	1	

punctuality by working with families as well as providing rewards for those who have excellent attendance and punctuality and those making rapid progress towards it. The nature of the intervention is varied upon the attendance and punctuality levels. (See Appendices).

17.4. Additional Actions

PP Focus groups of students at risk of decreasing attendance are created and their attendance is monitored and actioned with additional support. It is the responsibility of the Attendance Officer to populate and update the relevant data tracking sheets for the Focus Groups. Selection for the Focus groups is considered by the YTL, SAC and Attendance Team. Please see Appendices.

17.5. Punctuality

Students are expected to be on site before 8.45am.

- Extreme late – Students arriving at or after 8.46am.

18. Primary School Specific

18.1. Absence Procedures

If a child is absent from school the parent/carer must follow the following procedures:

- Contact the school on the first day of absence before *8.30am*. The school has an answer phone available to leave a message if nobody is available to take your call, or call into school personally and speak to the office staff
- Contact the school on every further day of absence, again before *8.30am*
- Ensure that your child returns to school as soon as possible and you provide any medical evidence if requested to support the absence.

If Your child is Absent We Will:

- Telephone you on the first day of absence if we have not heard from you however it is your responsibility to contact us
- If we have not heard from you by 9.30 am then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence.
- If we still have not been able to ascertain where your child is then we will make a home visit.
- However, if we still haven't been able to get a response then we will report it to the police as your child will then be classed as a 'missing child'
- If your child's attendance is below *95%*, we may write to you, send you a reminder text or invite you in to school to discuss the situation with our School Attendance Welfare Officer or a member of SLT
- Parents will be fined if their child has three consecutive days of unauthorised absence.

Logistics and Processes

1. The school gates will open at 8:45 am
2. Children go straight to their classrooms ready for the class register

Version Control		
Date	Version	Comments
	1	

3. 8:55am, the large gates will be closed, and children are officially 'late'. A member of SLT will issue children with a 'red late card' to give to their class teacher.
4. Class teacher's record any children who have handed in a 'red late card' with a code 'L' when completing the register
5. 9:00am – the school gates will close. Any families arriving after this time will need to walk around to the main reception and will be recorded as Late.

18.2. Long term Absence

If a pupil is expected to be absent for a prolonged period, defined as one week or more, on medical grounds it is the responsibility of the Phase Leader to organise, through class teachers, relevant work to be collected and given to the pupil.

The expectation is that the work will be collected by a nominated person selected by the pupil's family from the school wherever possible. In the event that this is not possible the school will make provision to have the work sent to the pupil's home address.

The expectation is that the work will either be returned in advance of the pupil's return in the case of sustained absence or when the pupil returns to school. The work will then be marked by the pupil's teacher.

The school follows the Child Missing from Education Statutory Guidance.

18.3. Lateness

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

The school gates open at *8.45am*, children can begin to come into school. Teachers collect their class at *8.55am* and the large gates are closed. Your child will receive a late mark if they are not in by that time. Children arriving between *8.55am* and *9.00am* will be handed a red late card; parents are unable to accompany their child into the school playground after *8.55am*. Registers are taken at *9.00am*. Any children arriving after *9am* are required to come into school via the school office (accompanied by a parent or carer), the parent/carer will sign them into the 'Late Book' and provide a reason for their lateness which is recorded. At *9.10 am* the registers will be closed.

Version Control		
Date	Version	Comments
	1	

Appendices

Appendix 1 – Secondary Roles and Responsibilities

SLT Lead

1. Design, have oversight, evaluate attendance and punctuality systems detailed in the attendance policy. Key areas include:
 - Attendance tracker
 - AWA
 - Lates detention system
 - SAC roles and responsibilities via YTLs
 - Weekly meetings with Attendance Officer/Attendance Manager
 - Data Roles and responsibilities.
2. To provide half termly report summaries on attendance and punctuality data.
3. To report to governors and the executive team re: attendance and punctuality
4. Fortnightly/Weekly line management meetings with Attendance Manager and Attendance Officer.
5. To source or provide relevant CPD for stakeholders involved in the attendance and punctuality systems.

Attendance Officers

Daily -

- Access emails and answer any requests/ queries
- In put absence messages on SIMs from email/ answer phone
- Support lates policy by:
- Providing stamps in student planners/day sheets
- Supervising extreme lates
- Supporting in staff absence with data entry
- Listen to absent messages from voicemail and input absence codes
- Update O codes with Absent box
- Input paper registers and input registration marks
- Organise data ready for SAC Attendance Tracker meetings
- Support Attendance Administrator with Home Visit allocation
- Conduct Attendance Tracker meetings with SAC s for years 7-11 (see weekly tasks)
- Complete relevant actions from tracker meetings:
- Letter circulation
- Parental meetings
- AWA actions
- Coordinate AWA actions and ensure record of actions is accurate on Attendance Tracker.
- Conduct home visits if more than 3 day absences or attendance concern with relevant staff members
- Meet with Focus group students and update their attendance weekly in their planners.

Version Control		
Date	Version	Comments
	1	

- Mentor caseload given by Attendance Manager
- Follow up from SAC meetings.
- Review codes and ensure accuracy

Weekly/Fortnightly:

- Meet with parents regarding PA- Primary
- Phone call home to parents regarding attendance queries
- Provide 1st, 2nd, 3rd, 4th warning letters to admin as detailed in the tracker actions.
- Write 1st and 2nd warning letters to parents for punctuality- Secondary and Primary
- Meet with SLT lead for Attendance weekly to discuss attendance and punctuality strategy.
- Implement actions from strategy meeting with SLT lead for Attendance
- Meet with AWA and discuss PA and actions required
- Send O code text message to parents
- Review O codes and where possible account for absence.
- Complete weekly overview statistics for SLT briefing.

End of Every Half Term:

- File all extended leave forms to relevant pupil file
- Send letters to all students who have improved their attendance
- Send letters to focus group students
- General tidy of workstation
- Update attendance board
- Ensure all attendance codes are up to date and accurate.
- Update PA user defined groups on SIMs
- Ongoing caseload reporting
- Monitor extended leave once returning from half term ensure all students have returned safely and update tracker
- Send emails to YTLs/primary to complete AWA referrals for Fixed Penalty Notices
- Attach attendance records for FPN referrals.

ADHOC:

- Completing eEha and present to SIP for students who will be off school due to medical reasons or other special circumstances.
- Complete extended leave forms with parents/carers as and when required
- Attend TAC meetings/lead TAC meetings for students with attendance/safeguarding issues
- Reintegration plan for students with long term absences as and when required
- Off roll students with appropriate evidence so attendance is accurate and update spreadsheet
- Have a general overview of students whose attendance is below 90% and those with long term health issues.
- Send CTF; Attendance Return to Local Authority
- Work closely with the safeguarding team to offer support

Version Control		
Date	Version	Comments
	1	

- Update AWA folder
- Update PA folder
- Monitor patterns of absences.
- Complete and support relevant CPD.

SAC Roles and Responsibilities

Period 1 – Unplanned Absence

- 1) Action extreme lates
- 2) Complete attendance calls. See below:
 - Absence list generated by SIMs registers.
 - SAC completes phone calls for as many students as possible starting with vulnerable student's period 1:
 - All primary and secondary contacts in the home to be attempted.
 - Voicemail red flag on SIMs if no contact made.
 - SAC finishes all calls at the end of period 1

Version Control		
Date	Version	Comments
	1	

Appendix 2 – Primary Roles and Responsibilities

Class teacher's responsibility to:

- Support and build a culture of 100% attendance for all pupils in their class
- Highlight any children that are absent for two consecutive days to the Family Liaison Officer

Admin team's responsibility to:

- Make first day absence phone calls
- Inform the Family Liaison Officer if pupils are absent for three consecutive days with no explanation or contact from parents
- Ensure that parents provide medical evidence when a pupil returns from an authorised absence for illness

Pastoral Coordinator's responsibility to:

- Carry out home visits on the third consecutive day of absence with no explanation or contact from parents
- Send home 'catch up' work if children are absent for more than three days
- Inform the Secondary and Primary School Attendance Office if a pupils have an unauthorised absence from school for three days or more
- Hold parental workshops in conjunction with SLT.

School Attendance Officer to:

- Inform the Tower Hamlets Attendance and Welfare Officer if a pupil an unauthorised absence from school for three consecutive days or more
- Initiate the process of fining parents if a pupil has an unauthorised absence from school for three consecutive days or more
- Inform the School nurse if a pupil has an illness which results in the pupil being absent for one week.

Senior Leadership Team to:

- Hold termly meetings with parents whose attendance is 95% or less
- Organise half termly attendance and punctuality reward trips
- Recognise when PA pupils attendance significantly improves by sending home a celebration letter
- Lead and organise attendance weekly celebration assemblies
- Ensure all stakeholders are fulfilling their roles and responsibilities in line with the attendance policy
- Strategically lead attendance to ensure that the Primary School attendance target is met.

Version Control		
Date	Version	Comments
	1	

Appendix 3 – Guidance Table for Unplanned Absences Secondary

Day of Absence	<85%	85%-90%	90%-92%	93%-95%	>95%
Day 1	<p>SAC attempts phone call up to the end of period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>SAC attempts phone call up to end of Period 1</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>SAC attempts phone call up to the end of period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>SAC attempts phone call up to the end of period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p>	<p>SAC attempts phone call up to the end of period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>Welfare call (Pilot) All vulnerable students called by SAC.</p>
Day 2	<p>SAC completes phone call p1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>SAC completes phone call p1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>SAC completes phone call p1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>SAC completes phone call p1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p>	<p>SAC completes phone call period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p>

Version Control		
Date	Version	Comments
June 22	1	

Day 3 or more	<p>SAC completes phone call period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>Home visit completed (Attendance officer/AWA/SAC/YTL)</p> <p>(Evidence required for absence to avoid O code)</p>	<p>SAC completes phone call period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>Home visit completed (Attendance officer/AWA/ Attendance Administrator/SAC/YTL)</p> <p>(Evidence required for absence to avoid O code)</p>	<p>SAC completes phone call period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>Home visit completed (Attendance officer/AWA/ Attendance Administrator/SAC/YTL)</p> <p>(Evidence required for absence to avoid O code)</p>	<p>SAC completes phone call period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>Home visit completed (Attendance officer/AWA/ Attendance Administrator/SAC/YTL)</p>	<p>SAC completes phone call period 1. Updates SIMs or provides red flag.</p> <p>Attendance officer completes phone call period 2. Updates SIMs or provides red flag.</p> <p>Home visit completed (Attendance officer/AWA/ Attendance Administrator/SAC/YTL)</p>
----------------------	--	--	--	--	---

Version Control		
Date	Version	Comments
	1	

Appendix 4 – Guidance Table for Unplanned Absences Primary

Day of Absence	<85%	85%-90%	90%-92%	93%-95%	>95%
Day 1	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral</p> <p>Home Visit completed.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral</p> <p>Home Visit completed.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis</p> <p>(Evidence required for absence to avoid O code)</p>
Day 2	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral</p> <p>Home Visit completed.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral</p> <p>Home Visit completed.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis</p> <p>(Evidence required for absence to avoid O code)</p>

Version Control		
Date	Version	Comments
June 22	1	

Day 3 or more	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral</p> <p>Home Visit completed.</p> <p>Refer to AWA for advice.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral</p> <p>Home Visit completed.</p> <p>Refer to AWA for advice.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral</p> <p>Home Visit completed.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral</p> <p>Home Visit completed.</p> <p>(Evidence required for absence to avoid O code)</p>	<p>Pastoral team attempts phone call home before 10am and reports to AHT Pastoral</p> <p>Home Visit completed.</p> <p>(Evidence required for absence to avoid O code)</p>
----------------------	---	---	---	---	---

Version Control		
Date	Version	Comments
	1	

Appendix 5 – Process for Home Visit – Secondary

Process for Allocation of Home Visit

Third day absence O Code/Welfare or safeguarding concern

- 1) SAC identifies need for home visit through red flag
- 2) Attendance Administrator attempts phone call if no answer updates red flag and allocates staff member on attendance spreadsheet. This is then sent by email to relevant staff member. This can either be:
 - AWA
 - Attendance, Punctuality and Well-being manager
 - Attendance Officer
 - Attendance Admin Assistant
 - SAC
 - YTL
- 3) Relevant staff member conducts home visit:
 - Completes home visit pro-forma
 - Updates Home visit spread sheet
 - Actions are recorded in the Attendance Tracker
 - Actions are recorded in the Attendance Tracker

Wellbeing and Safeguarding Guidelines

In order to ensure the wellbeing and safeguarding of all stakeholders for Home visits please ensure you follow the guidance below:

Guidance

- 1) When assigned a home visit it is the responsibility of the member of staff conducting the home visit to have completed the columns in the home visit Spreadsheet detailing:
 - Member of staff aware
 - Welfare need.

Please note all welfare needs should be checked with the Safeguarding team and the cohort pastoral team before conducting the visit. This is important in order to ensure the Home visit can take place:

- 2) When leaving the it is the responsibility of the staff member conducting the home visit to inform the second staff member of when they are expected to return to school

Version Control		
Date	Version	Comments
June 22	1	



- 3) When leaving it is the responsibility of the staff member to log out using the Home visit function on the automated system
- 4) It is the responsibility of the staff member conducting the home visit to sign back in on return
- 5) It is the responsibility of the staff member to notify the second staff member of their return to school.

Appendix 6 – Home Visit Record Sheet

Home Visit Record

Primary Staff Member conducting visit:

Name: _____

Role: _____

Additional Staff Member conducting visit

Name: _____

Role: _____

Pupil information:

	Name	Current attendance	Attendance Tracker Actions to date	Length of absence from school	Dates of absence
Pupil Details					

Visit details:

Date of Visit	
Time of visit	
Place of visit if different from students address:	

Meeting conducted	Yes	No – Please state reason _____
-------------------	-----	-----------------------------------

Reasons for absence:

Version Control		
Date	Version	Comments
	1	

Supporting evidence:

Strategy agreed:

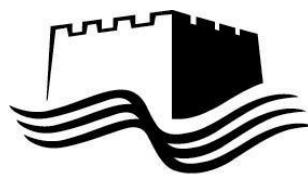
Return to school date agreed: _____

Staff signature: _____

Pupil signature: _____

Parent/Carer/Adult signature: _____

Appendix 7 - Tower Hamlets Fixed Penalty Notice Guidance



TOWER HAMLETS

Regular attendance and punctuality at school is essential if the pupils are to achieve to their full potential. In partnership with Tower Hamlets Local Authority (LA), this school will be implementing the Penalty Notice Scheme as required under statutory guidance issued by the Department for Education (DfE, 2013) in order to improve attendance and punctuality.

A Penalty Notice may only be issued in cases of unauthorised absence or lateness or where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school.

Penalty Notices apply on an individual child per parent basis. Therefore a parent with 3 children who meet the criteria may receive 3 Penalty Notices. In a family with 2 parents/carers with three children who meet

Version Control		
Date	Version	Comments
	1	

the criteria, each parent/carer may receive 3 Penalty Notices – meaning that a total of 6 Penalty Notices may be received.

The issue of a Penalty Notice may be considered appropriate in any of the following circumstances:

- In instances of a pupil having 6 sessions (3 days) of unauthorised leave/holidays in term time. A session is a half-day and unauthorised means without the consent/authorisation of the school.
- Where parents/carers fail to attend without reasonable cause LA led In-School Attendance Panels, to which they have been invited to discuss their child's unauthorised absences and/or leaves.
- In cases of pupils identified as having Persistent Absence (where the attendance of pupils falls below 90% in a period of a school term they are designated as having Persistent Absence) with 20 or more sessions of unauthorised absence (not authorised by the school) and with substantial evidence of failure on the part of the parent/carer to work in cooperation and partnership to address and improve the situation.
- In cases of frequent late arrival at school (10 minutes after the register has closed) with 20 or more avoidable late marks occurring over a period of a school term. The journey involved and particular issues such as adverse weather conditions and disruptions to transport will be taken into account as necessary.
- Where there is a combination of unauthorised absence and avoidable lateness amounting to 20 sessions or more over the period of a school term.
- In cases where a pupil has been stopped by the truancy patrol on more than one occasion within the period of a school term, with no valid reason for not being in school. This would include pupils accompanied by parents/carers, guardians, or other adults.
- Where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification.

The school will refer pupils where there is cause for concern about unauthorised absence and/or lateness to the Attendance & Welfare Service. In most circumstances each liable parent/carer shall receive a formal warning of the possibility of a Penalty Notice being issued.

If following the issuing of the warning notice the pupil has further unauthorised absence or avoidable late marks, the parents/guardians of the pupil may each receive a Penalty Notice for £60 which must be paid within 21 days or it will increase to £120 each which must be paid within a further 7 days. Failure to pay the Penalty Notice will lead to prosecution in the Magistrates Court for the original non-attendance and a possible criminal conviction.

In those specific circumstances related to;

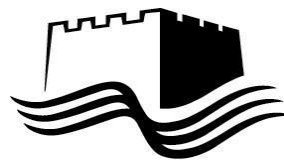
- (i) The taking of 6 sessions (3 days) or more of unauthorised leave/holidays in term time where it can be clearly demonstrated that the parent/carer understood that permission had not/would not be given
- (ii) Where parents fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification the pupil will be referred immediately to the Attendance & Welfare Service for issue of the Penalty Notice.

The school and Tower Hamlets Attendance & Welfare Service will be working closely together on this as it is essential that pupils attend regularly and punctually at school to obtain the full benefit of their education.

Version Control		
Date	Version	Comments
	1	

Please therefore ensure that your child attends school regularly, prepared and on time. If you are experiencing any difficulties regarding your child's attendance or punctuality, please inform your child's tutor, so that the school may work with you in assisting you in whatever ways possible.

Tower Hamlets Guidance on FPN



TOWER HAMLETS

Penalty Notices to Address Poor Attendance at School Information for Parents and Carers London Borough of Tower Hamlets Education, Social Care and Wellbeing Directorate

- ***What is a Penalty Notice?***

Parents/carers commit an offence if a child fails to attend school regularly and on time and the absences/late arrivals are classed as unauthorised or avoidable (those for which the school cannot or has not given permission). The failure of a child to attend regularly can result in the parent(s)/carer(s) of that child being prosecuted in the Magistrates Court under section 444 of the Education Act 1996. If convicted the parents/carers will receive a criminal record as well as whatever penalty is imposed by the Magistrates.

A Penalty Notice is in some circumstances an alternative to prosecution. Parents/carers served with Penalty Notices will not be required to appear in Court, unless the Penalty Notice is not paid within the required time limit, or their child's attendance does not improve. Penalty Notices are issued to each individual parent/carer for each individual child who meets the criteria.

- ***The Anti-Social Behaviour Act 2003***

Section 23 of the Act gives powers to the Local Authority (LA) and other designated bodies to issue Penalty Notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

- ***The Education and Inspections Act 2006***

Section 105 of this Act enables a Penalty Notice to be issued where parents/carers fail to fulfil the duty under section 103 to ensure that their child is not present during school hours in a public place without reasonable justification when they are excluded from school.

- ***Why have they been introduced?***

Version Control		
Date	Version	Comments
	1	

Reducing absence from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others and can leave a pupil vulnerable to anti-social behaviour and youth crime.

Above all, missing school seriously affects children's life opportunities.

- **What are the costs**

The cost of the Penalty Notice is £60 per child per parent/carer but increases to £120 if payment is not made within 21 days.

- **How are they issued?**

By post to your home address.

- **When are they issued?**

Penalty Notices may be used in a range of situations where unauthorised absence occurs including:

-Pupils found out of school by Truancy Patrols

-Persistent unauthorised absence and/or late arrival at school (after the Register has closed).

-Unauthorised holidays/leave in term time or excessive delayed return from an extended holiday without prior school permission.

-Failure by parent(s)/carer(s) to attend LA convened attendance panels in schools to discuss their child's attendance and/ or lateness.

- Where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification.

- **Is a Warning Given?**

Yes, you will normally receive a written and verbal warning of the possibility of a Penalty Notice being issued.

In the specific circumstances related to (i) the taking of 6 sessions (3 days) or more of unauthorised leave/holidays in term time, and (ii) where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification then the matter will be referred immediately to the Attendance & Welfare Service for issue of the Penalty Notice.

- **Is there an appeal process?**

There is no statutory right of appeal once a Penalty Notice has been issued.

- **How do I pay?**

Details of payment arrangements will be included on the Penalty Notice. You need to be aware that payment in part or by instalment is not an option with Penalty Notices.

Version Control		
Date	Version	Comments
	1	

- **What happens if I do not pay?**

You have up to 28 days from receipt to pay the Penalty Notice in full, after which the LA is required to commence proceedings in the Magistrates Court for the original offence related to the poor attendance of your child. If proven, this can attract a range of fines up to £2,500 and/or a range of disposals such as Parenting Orders or Community Sentences depending on the circumstances, as well as a criminal conviction and a criminal record which may affect future opportunities for employment

- **Can I be prosecuted if I pay the Penalty Notice but my child is still missing school?**

Not for the period included in the Penalty Notice – payment discharges your liability in this respect. However, it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and the school's Attendance & Welfare Advisor.

- **Can I get help if my child is not attending regularly?**

Yes, the LA and your child's school will give you advice and support if you need help to secure an improvement in your child's attendance.

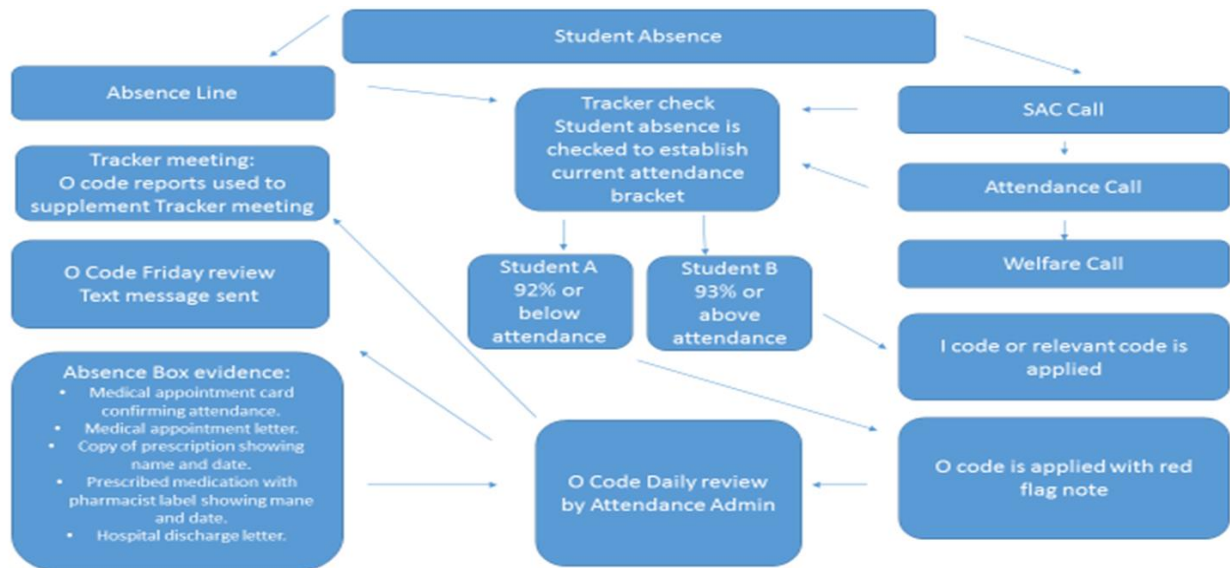
It is very important that you speak with the school or with the Attendance & Welfare Service at the earliest opportunity if you have any worries at all about securing your child's attendance.

If you have any queries or require any assistance with your child's attendance or other difficulties they may be experiencing at school contact:

Tower Hamlets Attendance & Welfare Service
Town Hall
4th Floor - Mulberry Place
5 Clove Crescent
London E14 2BG
Tel. 0207 364 3450

Version Control		
Date	Version	Comments
	1	

Appendix 8 – Unplanned Absence Coding Policy



Appendix 9 – Interventions for Attendance (Secondary)

Attendance % group	Praise letter half term	Letter one warning letter	Letter two – SAC meeting	SAC - Focus group	Letter three – YTL Meeting	Attendance Officer – Focus Group	Letter four – Attendance officer meeting	Home visit	AW A	FPN
>95%	X	X								
93%-95%		X	X	X						
90%-93%		X	x	X	X		X			
85%-90%		X	X	X	X	X	X	x	X	
<85%		X	X	x	X	X	X	x	X	

****All escalations must have at minimum of period of 2 weeks between last interventions. Unless failed attendance by parent/carer to previous action and continued fall in attendance***

The school follows the guidance of the local authority (Tower Hamlets) with respect to the issue of Penalty Notices relating to attendance, punctuality and term time holidays as outlined in appendices 5, 6 and 7.

Cohort Focus Groups

SAC Focus group: Criteria – 15 students, 90-95%, school priority group e.g. HAP PP Boys

Week	Actions
1	Parental meetings week 1 Student attendance passport check in issued
2	Student attendance passport check in Monday or Friday Graduated data check in on previous cohort members.
3	Student attendance passport check in Monday or Friday
4	Student attendance passport check in Monday or Friday

Version Control		
Date	Version	Comments
	1	



5	Whole group Student cohort passport check in and reward letters distributed. Parental update: <ul style="list-style-type: none"> • Meeting for continuing concerns. • Phone call for graduating members.
6	Complete reward trips. Define group based on data analysis. Arrange Parental meetings for week 1

Relevant documents include:

- Pupil Attendance Passport.
- Letter of notification
- Reward letter

Attendance Officer Focus Group: Criteria – 25 students across all cohorts, 85%-90%, whole school criteria e.g. HAP PP Boys.

Week	Actions
1	Parental meetings week 1 Student attendance passport check in Monday or Friday
2	Student attendance passport check in Monday or Friday Graduated data check in on previous cohort members.
3	Student attendance passport check in Monday or Friday
4	Student attendance passport check in Monday or Friday
5	Whole group student cohort passport check in and reward letters distributed. Parental update: <ul style="list-style-type: none"> - Meeting for continuing concerns. - Phone call for graduating members.
6	Complete reward trips. Define group based on data analysis. Arrange Parental meetings for week 1


Relevant documents include:

- Pupil Attendance Passport.
- Letter of notification
- Reward letter

Version Control		
Date	Version	Comments
	1	



AWA Focus Group:



Actions
Shared meeting AWA and Attendance officer
Weekly monitoring
Home visit
Court warning
Fine
Data analysis and cohort selection.

Version Control		
Date	Version	Comments
	1	

Appendix 10 – Internal Reporting Cycles of Attendance Data

Half Term:

Week number	Actions	Forum	Staff responsible
1	<ul style="list-style-type: none"> Focus groups updated on SIMs Attendance Tracker populated Attendance Tracker analysis Persistent Absentees Attendance Tracker update 	<ul style="list-style-type: none"> Attendance Tracker meeting T-Drive SAC line management meeting AWA and Attendance Officer Tracker meeting 	<ul style="list-style-type: none"> SAC/Attendance Officers Data team Year Team Leader AWA and Attendance Officer
2	<ul style="list-style-type: none"> Attendance whole school update Focus groups updated on SIMs Attendance Tracker populated Attendance Tracker analysis Persistent Absentees Attendance Tracker update 	<ul style="list-style-type: none"> SLT briefing Attendance Tracker meeting T-Drive SAC line management meeting AWA and Attendance Officer Tracker meeting 	<ul style="list-style-type: none"> SLT lead/Attendance Officer and SAC SAC/Attendance Officers Data team Year Team Leader AWA and Attendance Officer
3	<ul style="list-style-type: none"> Focus groups updated on SIMs Attendance Tracker populated Attendance Tracker analysis Persistent Absentees Attendance Tracker update 	<ul style="list-style-type: none"> Attendance Tracker meeting T-Drive SAC line management meeting AWA and Attendance Officer Tracker meeting 	<ul style="list-style-type: none"> SAC/Attendance Officers Data team Year Team Leader AWA and Attendance Officer
4	<ul style="list-style-type: none"> Attendance whole school update Focus groups updated on SIMs Attendance Tracker populated 	<ul style="list-style-type: none"> SLT briefing Attendance Tracker meeting T-Drive 	<ul style="list-style-type: none"> SLT lead/Attendance Officer and SAC SAC/Attendance Officers

Version Control		
Date	Version	Comments
June 22	1	

	<ul style="list-style-type: none"> Attendance Tracker analysis Persistent Absentees Attendance Tracker update 	<ul style="list-style-type: none"> SAC line management meeting AWA and Attendance Officer Tracker meeting 	<ul style="list-style-type: none"> Data team Year Team Leader AWA and Attendance Officer
5	<ul style="list-style-type: none"> Focus groups updated on SIMs Attendance Tracker populated Attendance Tracker analysis Persistent Absentees Attendance Tracker update 	<ul style="list-style-type: none"> Attendance Tracker meeting T-Drive SAC line management meeting AWA and Attendance Officer Tracker meeting 	<ul style="list-style-type: none"> SAC/Attendance Officers Data team Year Team Leader AWA and Attendance Officer
6	<ul style="list-style-type: none"> Attendance whole half termly school report Focus groups updated on SIMs Attendance Tracker populated Attendance Tracker analysis Persistent Absentees Attendance Tracker update 	<ul style="list-style-type: none"> SLT briefing Attendance Tracker meeting T-Drive SAC line management meeting AWA and Attendance Officer Tracker meeting 	<ul style="list-style-type: none"> SLT lead/Attendance Officer and SAC/data team SAC/Attendance Officers Data team Year Team Leader AWA and Attendance Officer

Attendance group	%	Praise Letter Half Term	Letter One Warning Letter	Letter two – SAC meeting	SAC - Focus Group	Letter three – YTL Meeting	Attendance Officer – Focus Group	Letter Four – Attendance Officer Meeting	Home Visit	AWA
>95%		X	X							
93%-95%			X	X	X					
90%-93%			X	x	X	X		X		
85%-90%			X	X	X	X	X	X	x	X
<85%			X	X	x	X	X	X	x	X

Version Control		
Date	Version	Comments
	1	



SAC Focus Group

SAC Focus group: Criteria – 15 students, 90-95%, school priority group e.g. HAP PP Boys

Week	Actions
1	Parental meetings week 1 Student attendance passport check in issued
2	Student attendance passport check in Monday or Friday Graduated data check in on previous cohort members.
3	Student attendance passport check in Monday or Friday
4	Student attendance passport check in Monday or Friday
5	Whole group Student cohort passport check in and reward letters distributed. Parental update: <ul style="list-style-type: none"> - Meeting for continuing concerns. - Phone call for graduating members.
6	Complete reward trips. Define group based on data analysis. Arrange Parental meetings for week 1

18 Approval Signature

Signature of Executive Headteacher

Print name

Phil Akerman

Date

July 2022

Version Control		
Date	Version	Comments
	1	



St Paul's Way

Education · Foundation · Trust



Signature of Chair of Governors

Print name

Date

Dr Joe Hall

July 2022

Version Control		
Date	Version	Comments
	1	

St Paul's Way Trust

Attendance Policy

Page 40 of 40