



THE LATYMER SCHOOL

Founded 1624

ATTENDANCE POLICY

Policy produced by	Assistant Headteacher for Care, Guidance and Support
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At The Latymer School we aim to ensure all students maximise their potential. Students, parents, carers, and staff share the responsibility for ensuring that attendance at The Latymer School is maximised and unauthorised absence is minimised.

1. Responsibilities

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their child. Parents/Carers should work closely with the school to overcome any issues which may affect their child's attendance.

The school aims to recognise the external factors which can influence pupil attendance and will work in partnership with parents/carers, and other relevant services to deal with any issues. The school takes a proactive approach to the promotion of good attendance by defining expectations with students and their parents/carers and provides an effective and efficient system for monitoring attendance in accordance with legal requirements.

2. Procedures

(i) Registration

Registration will begin at 8.40am. Students should have responded to the 8.35am warning bell and be seated in their form rooms by 8.40am. Registers will be marked promptly at this time and will be closed at 8.45am. Anyone arriving in school after 8.45am is deemed to be late and will be recorded as so. Students who arrive after 8.45am should sign in at main reception and then go to their form room or first lesson depending on what time it is. The attendance officer will subsequently enter the late entry on to the register. **For Health and Safety reasons, it is essential that all students who arrive late sign the Late Arrivals book which is kept at Main Reception.**

The afternoon register will be taken by the subject teacher during period 6 (period 6 is extended to 45 minutes in length). A warning bell will sound at 1.35pm and period 6 will start at 1:40pm. All students should be in their classroom for period 6 by 1.40pm. Anyone arriving after 1.40pm will be deemed late.

Registers should be marked in accordance with the electronic systems and procedures outlined in E-Registration in the Staff Booklet.

During public examinations registration will be conducted differently.

(ii) Poor Punctuality to Morning and Afternoon Registration

Students who arrive after 8.45am or 1.40pm will be deemed late and will be marked with an L in the register. Students who accumulate three or more late marks in a half term will have to attend a Late Detention held on a Monday evening after school. These detentions will not be held at lunchtime. Parents will be informed of this detention via email sent from the Attendance Officer. These will normally be sent on Thursday or Friday of the previous week.

Number of Lates (per half term)	Duration of detention
3	30 minutes
6	60 minutes
9	60 minutes plus meeting with Head of Learning and parents

Lates are looked at on a half-termly basis. At the start of each half-term, all students will return to zero lates. However, if a pattern of poor punctuality to registration emerges, parents will be asked to meet with the Assistant Headteacher for Care, Guidance and Support and the students and parents could be referred to the Local Authority's Education Welfare Officer (EWO).

(iii) Authorised and unauthorised absence

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised.

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Unauthorised absences are those which the school does not consider reasonable and for which permission has not been given.

This may include:

- parents/carers keeping children off school unnecessarily
- truancy during the school day
- absences which have never been properly explained
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- long periods of time for other reasons not stated above which may seem acceptable to parents but which the school may consider are detrimental to a student's learning, particularly in Years 10, 11, 12 & 13.

(iv) Absence

Parents/Carers are advised to contact the Attendance Officer on the first day of any unexpected absence by 8.30am at the latest. This can be via email (office@latymer.co.uk) or a phone call (020 8807 4037). The latter is the preferred option on Day 1. If the student continues to be absent from school, the parent/carer should call or email in everyday up to a maximum of five days. **If a student is absent for five days or less, on returning, we require either a hand written note or email confirming the absence.** Only on receipt of this note will the Attendance Officer authorise the previous absence. If patterns of absence are such that the school is concerned about a student's attendance, a note will be placed in the student's file and parents will be asked to come into school

to meet with either the Head of Learning or Assistant Headteacher for Care, Guidance and Support to discuss. In some cases, a referral may be made to the Educational Welfare Officer (EWO) for advice/support.

(v) First Day Absence procedure

If the school office has not received notification of absence for pupils in Years 7-11 by 10.10am, the Attendance Officer will either send an email or call parents by telephone to verify the reason for absence. If the parents fail to reply to this communication, the Attendance Officer will make further contact the subsequent school day.

(vi) Absences of five days or over a longer period

For those students who are absent for more than five days, the school requires further evidence to support this absence. On receipt of this evidence, the absence is normally authorised. The evidence can be one of the following dependent on the student's individual situation;

Situation	Evidence
General illness which has needed a medical appointment (doctor/dentist)	Appointment card brought/sent into school White portion of prescription
More prolonged illness requiring hospital appointments	Appointment card for hospital and/or letter from doctor/consultant treating the child

It is essential that the school receives this information as soon as possible. If the school, is not in receipt of this evidence, the absence is unlikely to be authorised. The school is aware that letters from doctors/hospitals can take time to materialise. Parents are kindly requested to maintain contact with the surgery/hospital in order to speed up the process and to keep the school informed.

(vii) Unauthorised absence for continuous period of 10 school days or more

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

(viii) Expected Levels of Attendance and Absence Letters

The school expects all students and parents to aim for 100% attendance. However, illness and personal circumstances may mean that this is not possible. At the end of each half-term, The Latymer School will evaluate individual student absence. Parents of those students whose level of attendance is at 90% or below (Government threshold for persistent absenteeism) will receive a letter informing them of the school's concern and reminding them of their responsibility to ensure that their child attends school. The letter will reiterate the school's expectation regarding attendance and for a sustained improvement to be seen in the next half-term. The school or parents may wish to hold a meeting to discuss this further. Parents will be informed at the end of next-half term of any improvements. If no improvement is seen and the attendance is showing a downward trend, the school will need to be in contact with the EWO who will contact the parents directly. Continued poor levels of absence may results in fines for parents.

(ix) Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Any case that is seen to have reached the PA mark or is at risk of moving towards that level is given priority and parents will be informed by the school's Attendance Officer. PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All our PA students and their parents are subject to an Action Plan and the plan may include the allocation of additional support through the EWO.

(x) Unexpected or planned absence whilst at school

If a student in Year 7-11 feels ill whilst at school, they should report to the Welfare Officer. The Welfare Officer will evaluate the student's health and if the student needs to return home, the Welfare Officer will call parents to notify them. The school expects parents of students in Year 7-11 to come to school to pick up their child. **Students who feel ill, should not make private arrangements with their parents/carers, or leave school of their own accord to meet them outside school or at another venue.** Students who need to leave school due to illness must follow the protocol above, wait at the Welfare Office until their parents/carers arrives, and then sign out with the Welfare Officer. All parents/carers picking up children must come to Main Reception to meet their child. This protocol is in place for the Health and Safety of the child and for communication to exist between the Welfare Officer and the Attendance Officer. If a parent/carer gives permission for a student to leave school of their own accord, we will need an email giving them permission to travel home on their own before the student can be released.

If a student needs to leave the school for a medical appointment, s/he must have provided evidence in advance (appointment card, letter from home) to the Attendance Officer. This will have resulted in the register being altered for that particular set of lessons. On the day, the student should go to the Welfare Office and sign out, taking with them evidence for the need to leave school. If there is no evidence, the Welfare Officer will need to call the parent/carer to permit the absence. Again, the student should sign out and meet their parent in Main Reception.

(xi) Suspected Truancy or Leaving the School Site without permission

If students are feeling unwell physically or emotionally, they should see their teacher and then the Welfare Officer. This way teaching staff know where the student is and arrangements can be put in place by the Welfare Officer to support or send the student home. **Students who do not do this and who skip a lesson, causing extra work for staff who have to look for them are likely to receive an appropriate sanction.** Similarly, if any student in Year 7-11 leaves the school site without permission, albeit temporarily or for the rest of the day, is likely to receive a sanction too.

(xii) Term-Time Holidays

Parents and carers are requested **not** to arrange family holidays in term time unless very exceptional circumstances make this unavoidable. Requests for leave of absence must be made both in advance and in writing to the Deputy Head Pastoral. **No absences of this nature will be authorised in retrospect.** The pupil's record of attendance will be taken into account in considering requests. **Parents are asked not to request leave of absence during exam weeks or in exam year groups (10-**

13). Such requests are **unlikely** to be granted. Requests are to be made by the parent/carer who has primary care and control of the student. Parents are asked not to request leave of absence during term time in successive years.

3. Staff Roles

(i) The Attendance Officer

- The Attendance Officer is responsible for the day to day monitoring and administration of attendance. The Attendance Officer should:
- administer the late reception and late book.
- track and highlight any students whose attendance is causing concern.
- liaise regularly with staff on attendance matters.
- monitor the form class registers and inform the form tutor if the register has not been taken.
- monitor class/subject teacher registers and inform the subject teacher if the register has not been taken.
- communicate and support parents on issues relating to attendance in liaison with the welfare officer, EWO, the Head of Learning and the Assistant Head of Learning.
- reconcile the whole school registers at the end of each week, term and academic year.
- produce attendance data for the Head teacher, governors and LA as appropriate.
- ensure that attendance data is provided for the Head teacher, SLT and the governing body upon request.
- Ensure that Attendance Certificates for students with 100% attendance are prepared once a year.
- Ensure that Absence Letters are sent to parents of those students whose attendance falls below 90% each half-term and similarly that Attendance Improvement Letters are sent to those who warrant them

(ii) The Form Tutor

At The Latymer School the Form Tutor is seen as the key figure in promoting regular punctual attendance. The Form Tutor should:

- provide a good example by always being punctual to registration;
- carry out registration in accordance with electronic registration procedures.
- ensure that all notes from parents are scrutinised before the register is amended;
- deal with registration lateness according to the sanctions system;
- alert the Head of Learning and Attendance Officer only when there is a problem which has not been resolved by the above procedures;
- discuss attendance and/or punctuality issues, with the Head of Learning/Assistant Head of Learning at the earliest opportunity.
- offer praise to individual students whose attendance and/or punctuality improves.

(iii) The Subject Teacher

Subject teachers should:

- take a register at the beginning of every lesson, and ensure that the students know that a register is being taken;
- follow up any suspected internal truancy and liaise with the Attendance Officer as appropriate;
- follow up internal truancy with a departmental detention or other after discussion with HOD/DHP
- be responsible for dealing with lateness to a lesson. This could be 15 minutes detention without warning at the end of the day or an after school detention with at least 24 hours' notice.

(iv) Head of Learning (HOL)

The Head of Learning is responsible for monitoring the attendance of their year group with the assistance of the Assistant Head of Year. Together they should:

- review registers and attendance and punctuality figures on a half-termly basis based on information provided by the Attendance Officer
- monitor attendance/patterns of absence of individuals on a regular basis and set targets for improvement as appropriate;
- monitor the performance of individual form groups, following up with individual Form Tutors instances where patterns of absenteeism are not being effectively addressed;
- review registers and attendance and punctuality fortnightly with the DHP
- regularly put attendance onto the agenda of Year Team Meetings, ensuring that attendance and punctuality procedures are understood by the Form Tutor and followed correctly;
- Follow up internal truancy using the sanctions system as appropriate.
- Promote good attendance and punctuality through assemblies.

(vi) The Education Welfare Officer

The EWO is responsible for the overview of the poorest attenders. The EWO should:-

- Communicate with the parents of those students whose absence is significantly below 90% and continues to show no sign of improvement
- Make home visits as necessary and appropriate to work with families to maximise student attendance.
- The EWO will liaise regularly with the Attendance Officer.

As part of this process the SACG panel will monitor those students whose attendance is a serious concern.

4. Communication

The Latymer School's Attendance Policy will be communicated through:

Regular newsletter items and curriculum and parents' evenings and regular communications with parents/carers.

5. Evaluation and Review

This policy will be evaluated and reviewed by the Senior Leadership Team every two years.