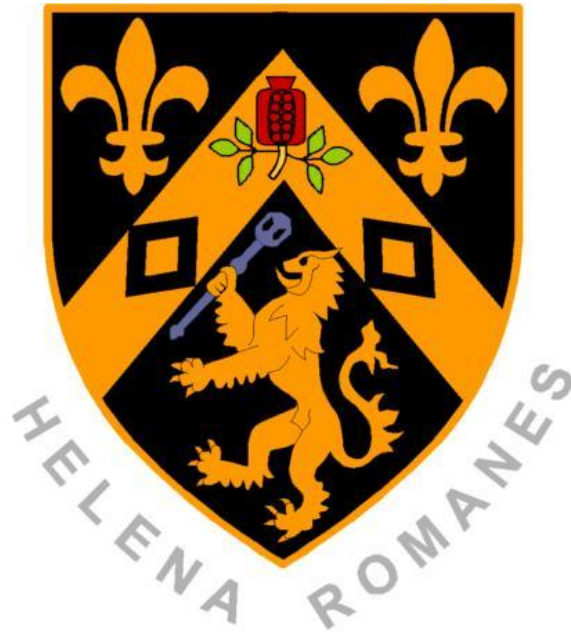


Helena Romanes School



Attendance Policy

Reviewed and agreed by governors July 2019

Reviewed and agreed by the Local Governing Body September 2021

Next review September 2023

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Statement of intent

Helena Romanes School takes attendance very seriously and believes that in order to facilitate teaching and learning, good attendance is essential for the continuity and progression of learning. Pupils cannot achieve their full potential if they do not regularly attend school. We are working hard to help students achieve 100% attendance.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the well-being, health and safety of our pupils.
- Rewarding regular attendance.
- Following the framework set in section 7 of the Education Act 1996 which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise”.

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1. Legal framework

1.1. This policy has due regard to the following legislation and guidance, including, but not limited to:

- The Education Act 1996 (2011 from version october 2016)
- The Equality Act 2010
- DfE (2016) School Attendance Advice
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- All staff must ensure they adhere to and implement the requirements of any equality legislation.

2. Definitions

2.1. Helena Romanes School defines “absence” as either:

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

2.2. Helena Romanes School defines an “authorised absence” as:

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

2.3. Helena Romanes School defines an “unauthorised absence” as:

- Parents keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed. Holidays of 5 days (or three days at the beginning of September) unauthorised absence will lead to a penalty notice being issued by the local authority
- Leaving school during the day without permission.
- Absences following a school visit will not be authorised without medical evidence.

2.4. Helena Romanes School defines “persistent absenteeism (PA)” as:

- Missing 10 per cent or more of schooling across the year for any reason. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's fullest support and cooperation to tackle this.

3. Key roles and responsibilities

- 3.1. The local governing body has overall responsibility for monitoring the implementation of the attendance policy and procedures of Helena Romanes School
- 3.2. The local governing body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 3.3. The local governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- 3.4. The headteacher is responsible for the day-to-day implementation and management of the attendance policy and procedures of Helena Romanes School.
- 3.5. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 3.6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 3.7. Designated members of staff will take the attendance register at the start of each school day and at the start of each afternoon session. Registers are also taken at the beginning of each lesson.
- 3.8. The school will ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- 3.9. The school will inform the LA of any pupil being deleted from the admission and attendance registers if they:
 - Are being educated from home.
 - No longer live within a reasonable distance of the registered school.
 - Have an authorised medical note.
 - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
 - Have been permanently excluded.
- 3.10. Helena Romanes School will inform the LA of any pupil who fails to attend school regularly, or has an unauthorised absence for a period of 10 days or more during the academic year.
- 3.11. Parents will be expected to take responsibility for the attendance of their child/children during term-time.

- 3.12. Parents will be expected to promote good attendance and ensure that pupils attend school every day.
- 3.13. Pupils will be expected to attend school every day and parents will sign an agreement as part of the admissions process.
- 3.14. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.
- 3.15. All pupils are responsible for their punctuality to lessons.
- 3.16. Pupils arriving late must sign in at student reception stating the reason.

4. Training of staff

- 4.1. At Helena Romanes School, we recognise that early intervention can prevent poor attendance and bad behaviour. As such, members of staff will receive training in identifying potentially at-risk pupils.
- 4.2. Teachers and support staff will receive training on the Secondary Attendance and Truancy Policy as part of their new starter induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Absence procedures

- 5.1. Parents are required to contact the school on the first day of any absence and give the reason for the absence before 9.05 am. The school has an answer phone to leave a message if nobody is available.
- 5.2. Parents are required to explain a detailed reason for the absence e.g. flu symptoms, vomiting and diarrhoea. General reasons such as poorly, ill or sick are not specific enough and will not be authorised.
- 5.3. A phone call or text message or email will be made to the parent of any child who has not reported their absence on the first day that they do not attend school.
- 5.4. Parents need to contact the school on every further day of absence, again before 9.05 am.
- 5.5. Absences of more than three days require medical evidence such as a doctor's letter, hospital discharge letter or a prescription container label.
- 5.6. The school will always follow up any absences in order to:
 - Ascertain the reason for the absence.
 - Ensure that proper safeguarding action is being taken.
 - Identify whether the absence is authorised or not.

- Identify the correct code to use to enter the data onto the School Census System.
- 5.7. All pupils' attendance is monitored daily by the form tutors, teachers and fortnightly by the attendance officer with the Head of Year of each year group.
 - 5.8. Parents will be contacted if a student's attendance falls below 96 per cent this will be monitored by the attendance officer.
 - 5.9. If pupil attendance drops below 90 per cent the school attendance officer will contact parents by letter (see appendix a monitoring procedures)..
 - 5.10. Helena Romanes School will 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 days or more. A local authority referral may result in one of the following: a penalty notice, school attendance meeting or prosecution.

6. Contact information

- 6.1. Parents must provide accurate and up-to-date contact details.
- 6.2. Parents are responsible for updating the school if the details change.

7. Attendance register

- 7.1. The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether the pupil is:
 - Present.
 - Absent.
 - Attending an approved educational visit.
 - Unable to attend due to exceptional circumstances.
- 7.2. Registers are also taken at the beginning of every lesson.
- 7.3. Helena Romanes School will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used:
 - / = Present in the morning
 - \ = Present in the afternoon
 - L = Late arrival before the register has closed
 - C = Authorised absence
 - E = Excluded but no alternative provision made

- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site educational activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- S = Study leave
- T = Gypsy, Roma and Traveller absence
- W = Work experience
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- J = At an interview with prospective employers, or another educational establishment
- D – Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z – Pupil not on admission register

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

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

8. Registration and lateness

8.1. Punctuality is of the utmost importance, and lateness will be monitored.

8.2. The school day starts at 8.45am, pupils should be in their classroom at this time when the register will be taken.

- 8.3. The register closes at 9.30 am pupils will receive a mark of absence if they do not attend school before this time.
- 8.4. Attendance after the register closes will receive a mark coded U to show that they are on site, but will count as an absent mark.
- 8.5. Penalty notices may be issued where there has been at least 10 sessions of unauthorised absence coded O during the previous ten school weeks. This includes unauthorised late arrivals coded U which count as unauthorised absence for the whole session, and unauthorised holidays coded G.

9. Truancy

- 9.1. Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause for such absence.
- 9.2. All pupils are expected to be in their classes on time every lesson, where the teacher will record the attendance on SIMS.
- 9.3. Any pupil with permission to leave the school during the day must sign out at reception and sign back in again on their return.
- 9.4. Action will be taken by Pastoral Leaders or Heads of Year when there are any concerns that a child might be truanting.
- 9.5. The following procedures will be taken in the event of a truancy:
 - In the first instance the student is reprimanded and sanctions are applied which are recorded on SIMS.
 - If any further truancy occurs sanctions will be escalated and parents normally contacted.
 - A penalty notice can be issued where there is overt truancy, inappropriate parentally-condoned absence, unauthorised holidays in term time and persistent late arrival at school.

10. Missing children

- 10.1. Pupils are not permitted to leave the school premises during the school day unless they have permission from the Heads of Year or Senior Leadership Team.
- 10.2. The following procedures will be taken in the event of a pupil going missing during the school day:
 - The member of staff who has noticed the missing pupil will inform the Pastoral Leaders immediately.
 - The Pastoral Leaders will inform staff via the school radios and email. They will act as a point of contact for receiving information regarding the search.

- The following areas will be searched:
 - Students classroom
 - Toilets
 - The learning zone
 - The school grounds where appropriate
- 10.3. If appropriate a call to a parent asking them to contact the student and to tell them to go to the Pastoral Leaders office.
 - 10.4. If appropriate, staff may begin a search of the area immediately outside of the school premises, and will take a mobile phone or radio with them so they can be contacted.
 - 10.5. If the parents cannot contact the pupil they should inform the police. If the school is unable to contact the parents when appropriate the school will contact the police.
 - 10.6. If the missing pupil has an allocated social worker, is a LAC, or has any special educational needs and/or disabilities, then the appropriate personnel will be informed.
 - 10.7. Parents and any other agencies already working with the child will be informed when the pupil has been located. Consideration will be given to any additional support required by the child or family at level 2, 3 or 4 of the Effective Support Document.
 - 10.8. The Pastoral Leaders will take the appropriate action to ensure the pupil understands they must not leave the premises, and sanctions will be issued if deemed necessary. The incident will be recorded on SIMS.
 - 10.9. Staff will inform HoYs or where appropriate the DSL of repeat offending students missing from lessons. Staff will record on SIMS the minutes late and non attendance to registration am/pm. HoYs will be notified weekly of repeat offending students to implement subsequent actions eg groupcall to parents.

11. Term-time leave

- 11.1. At Helena Romanes School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed. The dates can be found on the school website..
- 11.2. 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 head teachers 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.

- 11.3. Leave during term time will only be authorised coded C in very exceptional circumstances, for example bereavement or serious illness. Applications for leave of absence should be submitted in advance on the ‘leave of absence during term time’ form on the school website (see appendix).
- 11.4. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and the school may refer this to the local authority. They may issue a penalty notice for £120 (if paid within 28 days) or £60 (if paid within 21 days) to each parent for each child taken out of school. The local authority can issue a penalty notice for any leave of absence which is taken which lasts for at least 10 sessions (5 consecutive days) irrespective of whether there are existing attendance concerns or not.

12. Religious observances

- 12.1. Helena Romanes School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 12.2. Parents must inform the school in advance if absences are required for days of religious observance.
- 12.3. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil’s parents belong.

13. Appointments

- 13.1. As far as possible, parents should attempt to book medical and dental appointments outside of school hours.
- 13.2. Where this is not possible, an appointment card or evidence e.g. screenshot of an appointment reminder should be sent to the school Attendance Officer Mrs Jenkins (ajenkins@hrs.education) or handed in at student reception..
- 13.3. If the appointment requires the pupil to leave during the school day, the pupil must be signed out by a parent or have a written note.
- 13.4. Pupils must attend school before and after the appointment wherever possible.

14. Young carers

- 14.1. Helena Romanes School understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school.

- 14.2. Helena Romanes School takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

15. Exceptional circumstances

- 15.1. When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.
- 15.2. Exceptional circumstances include when a pupil is unable to attend because:
- The school is fully or partially closed.
 - Transport provided by the school or LA is not available and the pupil's home is not within walking distance.
 - There has been widespread disruption to travel services which has prevented the pupil from attending.
 - The pupil is in custody and will be detained for less than four months.
- 15.3. The use of the 'Y' code is collected in the school census for statistical purposes.

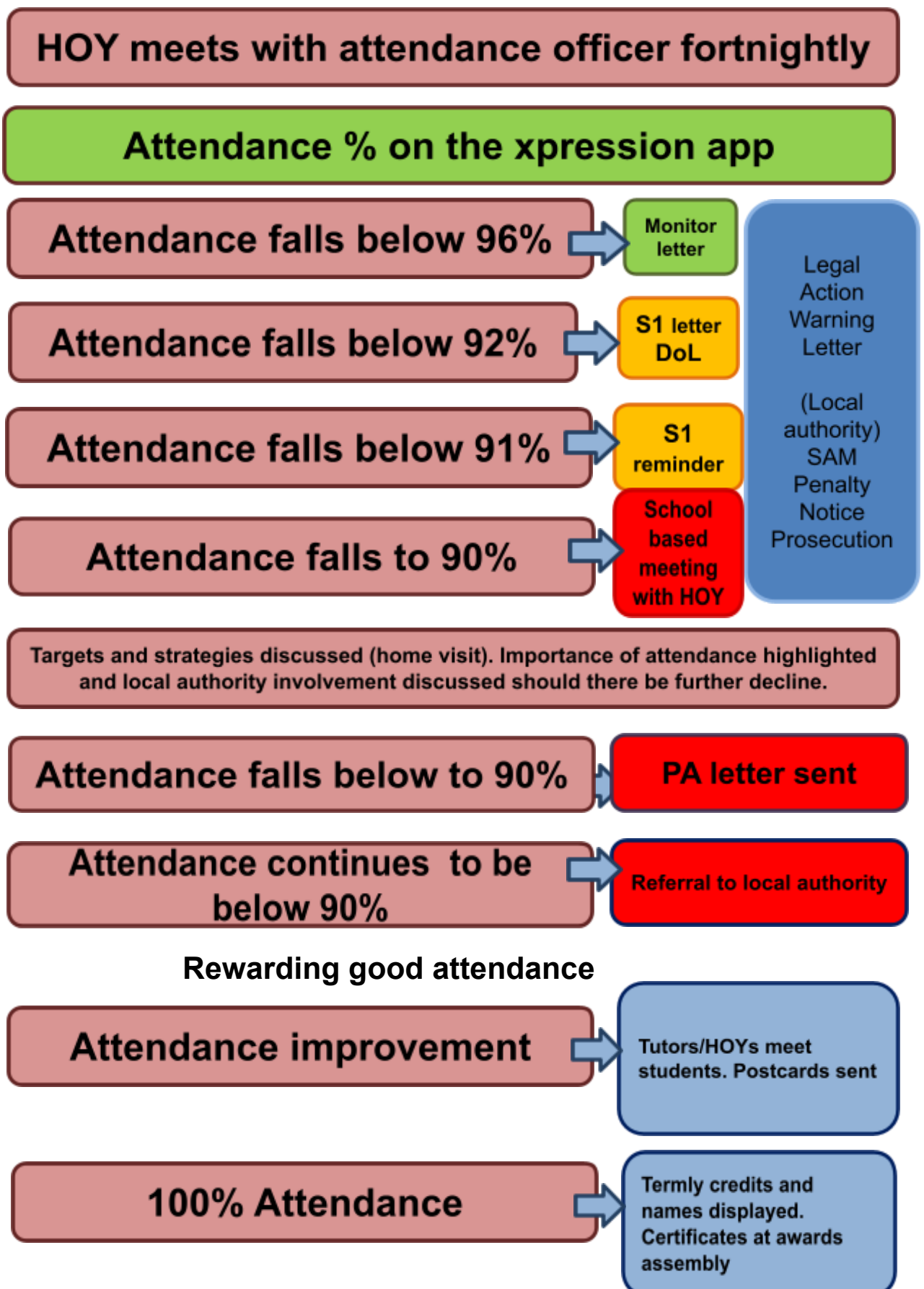
16. Rewarding good attendance

- 16.1. Helena Romanes School acknowledges 100 percent attendance in the following ways:
- Students with a 100% attendance each term will be rewarded with credits in assembly, names on the main school plasma screen and certificates email home
 - Students with a 100% percent attendance for the year will be rewarded with a certificate in the end of year awards assembly with student names displayed on the attendance board.
 - End of year rewards
- 16.2. Improved attendance and punctuality will be rewarded in the following ways
- Attendance improvement postcards sent home
 - Telephone calls home
- 16.3. School trips and events are a privilege. Where attendance drops below 90 percent, these privileges may be taken away. It is very important that students attend school the following day otherwise access to future visits may be restricted.
- 16.4. Attendance at the Year 11 prom requires in most cases above 90 percent attendance.

17. Monitoring and review

- 17.1. Helena Romanes School monitors attendance and punctuality very closely throughout the year.
- 17.2. Helena Romanes School's attendance target is 100 percent each year.
- 17.3. This policy will be reviewed biannually by the Senior Leadership Team, the School Governors and Attendance Officer.
- 17.4. Any changes made to the policy will be communicated to parents, staff and School Governors.

Appendix 1 – Attendance Monitoring Procedures



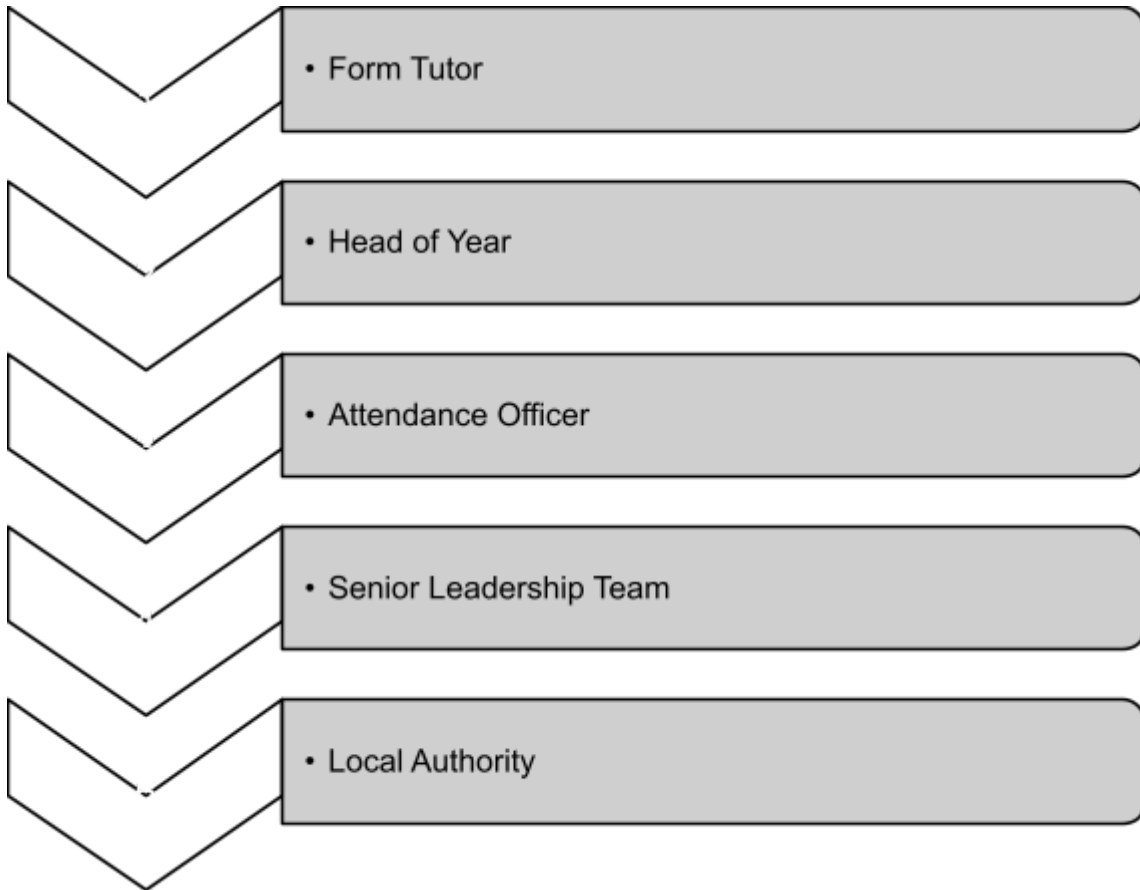
Attendance and Absence linked to learning hours

Where a student does not attend school, they miss out on significant hours of learning opportunities (broadly calculated as 5 hours for every two sessions missed) which are unlikely to be covered again. This places a student at significant risk of falling behind their peers.

Descriptor	Threshold attendance	Actual attendance	Whole days of absence	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for Concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious cause for concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190

**(local authority - Guidance for all Essex Schools and Academies
November 2016)**

Appendix 2 – Attendance Reporting Structure



Appendix 3 – School Agreement Attendance Form signed during the admission process



As a parent or carer I will:

Attendance and punctuality

- Ensure my child attends regularly and on time
- Promptly inform the school about any absence and the reason
- Understand the consequences if my child's attendance falls below 100%

Being ready for school

- Send my child in full school uniform that complies with school regulations
- Send my child with the correct equipment

Student's Name

Parent/Carer signature

Date

ESSEX CODE OF CONDUCT PENALTY NOTICES FOR PARENTS OF TRUANTS AND PARENTS OF PUPILS EXCLUDED FROM SCHOOL ANTI SOCIAL BEHAVIOUR ACT 2003 SECTION 23

The purpose of this local code of conduct is to ensure that the powers are applied consistently and fairly across the local authority area and that suitable arrangements are in place for the administration of the scheme.

The Government requires Local Authorities to issue a code of conduct The Essex code has been agreed following consultation with:

- Essex Local Authority – Missing Education & Child Employment Service
- Representatives from Governing Bodies and Headteachers of Essex Schools
- Essex Police Service

in accordance with the Education (Penalty Notices) Regulation 2007, Anti Social Behaviour Act 2003) section 23 subsection (1) and Sections 103 to 105 of the Education and Inspections Act 2006; Education (Pupil Registration) (England) (Amendment) Regulations 2013

Anyone issuing a penalty notice to a parent* of a child of statutory school age on roll at an Essex school, must do so within the terms of this code.

Legislation

The Anti Social Behaviour Act 2003 inserts into the Education Act 1996 Section 444A and Section 444B enabling authorised personnel to issue penalty notices as an alternative to prosecution under Section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

Section 444(1) of the Education Act 1996 provides that if a child of compulsory school age 'fails to attend regularly' at the school where he is a registered pupil, his parent is guilty of an offence. On the 6th April 2017, in the case of Isle of Wight Council v Platt the Supreme Court judgement ruled that the word 'regularly' means 'in accordance with the rules prescribed by the school'

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not present during school hours in a public place during the first 5 days of exclusions. Section 105 of the Act enables a penalty notice to be issued under Section 103.

Authorisation to issue penalty notices

Primary responsibility for issuing penalty notices rests with the Local Authority (LA). It has been agreed that the Missing Education & Child Employment Service, on behalf of Essex LA, will usually issue penalty notices. The Service will administer the scheme from any funds obtained as a result of issuing penalty notices.

Headteachers (and deputy headteachers and assistant headteachers authorised by the head teacher) and police, and persons accredited by the police are all able to issue the notices under the Act, although there is no requirement for them to do so. In Essex it has been agreed that the Police will not issue penalty notices to parents of truants, but persons accredited by them may do so. Schools will not generally issue penalty notices but where a Headteacher (or their designated deputy) or accredited person decides that a penalty notice is to be served, they must email ME&CE.legal@essex.gov.uk to ascertain if there is any current legal action. A response will be sent within 24 hours. This will avoid a penalty notice being issued when the Local Authority is instigating legal intervention proceedings for irregular school attendance.

Circumstances in which a penalty notice may be issued

Penalty Notices apply to pupils of statutory school age which finishes in year 11. Essex partners have agreed to use penalty notices for the following circumstances:

- **Penalty notices for irregular school attendance /leave of absence ****

Penalty notices may be issued where there has been at least 10 sessions of unauthorised absence during the previous ten school weeks. This includes unauthorised late arrivals, coded U, which count as unauthorised absence for the whole session.

In addition to the above criteria, due to the importance of pupils settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least 6 consecutive sessions of unauthorised leave of absence during the first two weeks of September due to a term-time holiday.

Number of penalty notices which can be issued for truancy/unauthorised absence

Discretion will be used to enable up to two penalty notices to be issued to each parent for each child within a twelve month period. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

- **Pupil identified during a school attendance and exclusion sweep**

School attendance and exclusion sweeps take place in Essex and children stopped are often with parents condoning the absence.

If the Headteacher does not authorise the absence of a pupil stopped by a Local Authority Investigation Officer and Police Officer on a sweep and there has been at least 10 unauthorised absences for that pupil during the preceding 10 school weeks, school will issue a warning letter to the parent within 14 days. If there are any further absences that are not authorised by the head teacher, during the next 6 school weeks the school will complete a request, signed by the Headteacher (or their designated deputy), for issue of a penalty notice and send to the Missing Education and Child Employment Service . The Missing Education and Child Employment

Service may then issue a penalty notice.

Number of Penalty Notices which can be issued for pupils identified during a school attendance and exclusion sweep.

Essex will issue no more than two penalty notices to a parent in a twelve month period for pupils identified on a school attendance and exclusion sweep. If the law continues **to be broken around school attendance the Missing Education and Child Employment Service legal** intervention process will be used.

• Excluded children

When a child is excluded from school, the parent will be responsible for ensuring that their child is not found in a public place during normal school hours on the first five days of each and every fixed period or permanent exclusion. (Section 103 Education and Inspections Act)

The excluding school must have issued notice to the parent informing them of their duty and warning that a penalty notice could be issued.

Where there is more than one person liable for the offence, a separate notice may be issued to each person.

Where a pupil is present in a public place in the first five days of a fixed period of exclusion the Essex Local Authority would issue a penalty notice if the school is in their area. Where the child has been permanently excluded, it would be the authority where the child resides.

Number of penalty notices which can be issued for exclusion

Essex will issue a maximum of 5 penalty notices per parent for each child during a 12 month period.

Number of penalty notices which can be issued for unauthorised leave of absence

Essex will issue no more than two penalty notices to a parent in a twelve month period for unauthorised leave of absence. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

Payment of Penalty Notice

The penalty for each parent is £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice (service by post is deemed to have been affected, unless the contrary is proved, on the second working day after posting the notice by first class post).

All penalties are paid to the LA and revenue generated is retained to administer the system and contribute towards S444 prosecutions.

If the penalty is not paid in full by the end of the 28 day period Essex Missing Education and Child Employment Service will either prosecute for the offence to

which the notice applies or withdraw the notice. The prosecution is not for non-payment of the notice but is a prosecution for irregular school attendance – Education Act 1996 Section 444 (1) .There is no statutory right of appeal against the issuing of a penalty notice.

Withdrawal of Penalty Notice

A penalty notice can be withdrawn in the following circumstances:

- Where it ought not to have been issued i.e. where it has been issued outside the terms of the local code of conduct or where the evidence does not support the issuing of a penalty notice
- The notice contains material errors
- Where it has been issued to the wrong person or the parent can prove it was delivered to the wrong address

Coordination between the LOCAL AUTHORITY and its local partners

The Missing Education and Child Employment Service and its local partners will review this Code of Conduct regularly.

** All those defined as a parent under Section 576 Education Act 1996 are parents for the purpose of these provisions. This means that all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law. Parent means each and every parent coming within the definition (whether acting jointly or separately) and should not be taken to mean that provisions only apply to parent in the singular.*

As with prosecutions under Section 444 Education Act 1996 a penalty notice may be issued to each parent liable for the offence.

Introduced September 2004. Revised December 2008 Revised February 2010
Revised September 2012 Revised July 2013 for implementation from 1st September 2013 Revised February 2014 Revised March 2015 for implementation from 1st September 2015 Revised July 2017 for implementation from 1st October 2017
Revised November 2017 ** truancy/unauthorised absence is absence from school without permission or good reason and the absence is unauthorised by the school.

THE HELENA ROMANES SCHOOL & SIXTH FORM CENTRE

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The Department for Education has published data on their website that clearly shows the link between attendance and attainment. This highlights the fact that there will be an impact on your child's education and exam results if attendance is not consistently above 95% throughout their schooling. Headteachers may only grant leave of absence where an application has been made in advance and the headteacher considers that there are exceptional circumstances relating to the application.

Parents should not take their children on holiday in term time. **There is no legal right to do so**

Please Note: Leave will only be authorised in the most exceptional of circumstances

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

As from the 1st September 2015, all penalty notices will be issued on the basis of 10 unauthorised absences. This will include absences that are taken where a family chooses to go on holiday or take leave for 5 or more days (10 or more sessions).

As from 1st October 2017 a penalty notice will be issued on the basis of 6 unauthorised absences due to a holiday taken during the first two weeks of September.

NAME OF CHILD(REN):	
DOB:	
REGISTRATION GROUP(S):	

Date of First Day of Absence: _____ Date of Return: _____

Number of Days Requested: _____

Reason for leave to be taken during term time:

Signed: _____ Parent/Carer Date: _____

Name: _____

A response to your application will be sent by email. If we do not have your email address please provide it here: _____

School/Office Use Only:

Student Name: Registration Group: ...

Authorised/Unauthorised

Signed: HoY Year: Date:

Sixth Form Attendance Policy

Attendance is taken very seriously at HRS and we are working hard to help students achieve 100% attendance. We believe that:

- ❖ Regular attendance promotes the effective and continuous learning of all students
- ❖ Regular attendance promotes positive friendships and well-being
- ❖ Failing to attend school on a regular basis is a safeguarding matter
- ❖ Good habits of attendance and punctuality will assist to develop self-discipline and responsibility in preparation for future employment

If you achieve 100% attendance, you still have 175 days of holiday.

Target Attendance: 100%

Reporting an Absence

If your child is unable to attend school you must notify us each day your child is absent via the absence line (01371 878654) preferably no later than 8.45 am with the reason why your child will be absent. Alternatively, you can email pbarry@hrs.education. If we have not been notified of a reason for the absence, you may be contacted via email or text.

If your child is to be absent for more than 3 days, medical documentation will be required for the absence to be authorised. This includes:

- ❖ A photocopy of the medication packaging prescribed by the doctor or nurse or prescription
- ❖ A stamped appointment card
- ❖ A letter from the doctors' surgery, consultant or hospital stating the date of the appointment or diagnosis

Reasons for Absence

Every half-day absence from school has to be classified by the school (not by the parents) as either authorised or unauthorised. This is why information about the reason for any absence is always required.

Authorised Absences are mornings or afternoons away from school for a good reason and that are permitted under government guidelines such as illness, medical/dental appointments that unavoidably fall in school time, emergencies or other unavoidable causes. Medical and dental appointments, where possible, should be made after school or during school holidays. The school understands that this is not always possible, however, students should attend school prior to or following a medical/dental appointment and avoid a full day's absence. **Medical appointments are an absence and must be recorded as such.**

Unauthorised Absences

Absences will be recorded as unauthorised if:-

- ❖ A student is absent from a session without obtaining authorisation beforehand from the Head of Sixth Form
- ❖ A holiday/social event is taken during term time (except due to exceptional circumstances). A blue absence form must still be completed and signed by Mrs Wright
- ❖ A driving lesson is booked during a teaching lesson
- ❖ A period of part time employment is attended
- ❖ An interview for a part time employment or training for employment is attended
- ❖ A lesson is missed to catch up on or complete coursework or homework
- ❖ Lessons are missed where a student is seeking to change or discontinue a course, before official approval has been given

Only the School, not the parents can authorise an absence.

Monitoring Attendance

Helena Romanes School can decide how and when to intervene if they have concerns over students' attendance. Therefore, every half term the Sixth Form Manager will identify students whose attendance falls below **92%**.

Helena Romanes can sanction and discipline post-16 students in accordance with the details set in this attendance policy. If necessary the following interventions will take place:-

Step 1 – If a student's attendance percentage falls below 92%, a meeting is arranged with the student by their tutor (or Sixth Form manager) to discuss the issue. Appropriate targets are set. The student's attendance is then monitored closely for two weeks.

Step 2 – If no improvement is seen within the two weeks, the student is put on daily attendance report for two further weeks. This is reviewed at the end of each day by the Sixth Form Manager. A letter is sent home to parents to inform them of this step.

Step 3 – If attendance remains poor, a meeting with the student, parents and Head of Sixth Form is arranged.

Step 4 – If, despite all intervention work, no improvement is evident, the student is asked to leave HRS.

School Punctuality

Parents/carers are responsible for ensuring that their child arrives to school punctually. Students should arrive at school no later than 8:40am unless they are on a school bus and there is an unavoidable delay. Registration begins at 8:45am and form tutors electronically take the first register of the day. Students must sign in with their lanyard or report to the sixth form office if they arrive after 9:00am. Students arriving after the registers close at 9:30am, without a legitimate reason, will be recorded as an unauthorised absence.

Minutes lost each day Days lost per school year

5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

Lateness = minutes amount to days = lost learning.

Good Attendance

What does your child's percentage attendance mean? Parents/carers often become confused about what good attendance is. As a school, our target attendance percentage is 95%.

Attendance Percentage	Days missed over a school year
100%	0 days
95%	9.5 days
90%	19 days
85%	28.5 days
80%	38 days

Students* with attendance of over 95% perform one grade higher per subject than those with attendance of 85% or less.

*If you compare students of equal ability

Please contact the Sixth Form Manager, Mrs Paula Barry, pbarry@hrs.education, if you have any queries regarding your child's attendance.

Sixth Form Attendance Protocol

Every half term the Sixth Form Manager will identify students whose attendance falls below 92%.
The following interventions procedures will be put in place

Step 1



A meeting will be arranged with the student and tutor (or Sixth Form manager) to discuss the issue. Appropriate targets are set. The student's attendance is closely monitored for two weeks

Step 2



If no improvement is seen within the two weeks the student will be placed on daily attendance report for two further weeks. This is reviewed at the end of each day by the Sixth Form Manager. A letter is sent home to parents to inform them of this step

Step 3



If attendance is still poor, a meeting with the student, parents and Head of Sixth Form is arranged

Step 4



If, despite all intervention work, no improvement is evident, the student will be asked to leave HRS Sixth Form

Step 3



If attendance is still poor, a meeting with the student, parents and Head of Sixth Form is arranged.

Step 4



If, despite all intervention work, no improvement is evident, the pupil is asked to leave HRS Sixth Form